

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures.</li> <li>2. Meetings with HT and all staff to discuss procedures, give them an opportunity to ask questions and bring their own suggestions – including all staff in the process.</li> <li>3. Time to plan and prepare with their team members to ensure everything is in place and everybody is clear on expectations</li> <li>4. Weekly team meetings and half termly Key Stage 2 meetings to enable staff to share concerns and ensure clear lines of communication</li> <li>5. Sharing of support helplines for all staff to access if required.</li> <li>6. Mental Health and wellbeing sessions arranged for staff and support/ helpline information sent out</li> <li>7. HT/DHT on site everyday for staff to share concerns with.</li> <li>8. Risk assessments reviewed regularly and adapted where necessary.</li> <li>9. PPE masks / face coverings / visors offered to staff working with children who may need to have physical contact (e.g. toileting accidents and First aid administration)</li> <li>10. Twice weekly testing for all staff in school (Monday and Thursday)</li> <li>11. Regular updates to staff and clear lines of communication at all times</li> <li>12. Clear systems and procedures explained to staff and given to them for reassurance and reference</li> <li>13. Team leaders available every day to support and reassure staff</li> </ol>			
Remaining level of risk		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b><u>LOW</u></b>	<b>NEGLIGIBLE</b>
<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Individual risk assessments carried out on children who pose a significant threat to other children and staff.</li> <li>2. PPE equipment purchased and will be available to any staff who requires it.</li> </ol>			

3. Reduced timetable / exclusion / considered where necessary if children are acting in a way that puts other children or staff at significant risk.
4. Teachers in KS2 to have designated area at the front of the class, maintaining social distancing of 1 metre where possible
5. Rigorous hand washing/sanitiser after any physical contact with children
6. All staff to complete Team Teach Training

Please note the Government guidance states “Wearing face coverings or face masks is not recommended” Therefore, face masks must not be worn in the classrooms

Remaining level of risk		Consider level of risk following use of control measures	
<b>HIGH</b>	MEDIUM	<b><u>LOW</u></b>	<b>NEGLIGIBLE</b>
<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus.			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. While in school, staff should follow the sector specific measures in the Government guidance for full opening of schools</li> <li>2. Staff should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. When it is not possible to maintain 2m social distance from children and staff, they should avoid close face to face contact and minimise time spent within 1metre of others</li> <li>3. Those who are clinically extremely vulnerable (those who have received a letter from NHS) are to work from home unless GP has issued an additional letter to say there are no concerns around health and staff are able to attend the work place. Moderately Vulnerable staff will attend school as usual and ensure social distancing and hygiene measures are followed as much as possible</li> </ol>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b><u>LOW</u></b>	NEGLIGIBLE

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing and cross contamination from staff in communal areas such as toilets, staff room and photocopying areas, resulting in direct transmission of the virus.	

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between adults where possible. Staff will be asked to wear visors and/or face masks in communal areas - staff room, dinner hall, and playground. Face coverings should not be worn in the classrooms, but staff can choose to wear visors if they wish</p> <p><b><u>Staff room</u></b></p> <ol style="list-style-type: none"> <li>1. Staggered break and lunchtimes to reduce the number of adults in staff room at any one time (8 in west building, 3 in east building)</li> <li>2. Staff to bring in their own equipment from home, which is washed by themselves and kept in school. Communal school crockery will be out of use to avoid cross contamination</li> <li>3. Individual staff must wash, dry and remove their individual crockery from staff room each day</li> <li>4. Staff encouraged to bring food that is prepared at home and does not require preparation, or cooking where possible to limit the use of shared appliances such as microwave and toaster</li> <li>5. If microwave and toaster is used they must be wiped before and after use using disinfectant wipes or spray provided</li> <li>6. Fridge handle to be sprayed before and after use</li> <li>7. Only 1 person at a time sitting at kitchen table and at breakfast bar. Staff must leave a 2 seat gap between each person in seating area</li> <li>8. All staff limited to 25 minutes in staffroom for lunch to ensure all staff get chance to eat their lunch. The remainder of their breaks should be taken in their allocated teaching areas</li> <li>9. Signage placed around staffroom to remind and prompt staff of control measures in place</li> </ol> <p><b><u>Toilets</u></b></p> <ol style="list-style-type: none"> <li>1. Only 2 members of staff in toilets at any one time</li> <li>2. Hand dryers will be out of use and paper towels will be used for hand drying</li> <li>3. Regularly cleaning and checking of stock (every 2 hours)</li> </ol> <p><b><u>Photocopying</u></b></p> <ol style="list-style-type: none"> <li>1. Only 1 member of staff around each photocopier at any one time</li> <li>2. Staff must collect their own photocopying promptly and must not pass it on to other staff from different bubbles</li> </ol> <p><b><u>Main Office</u></b></p> <ol style="list-style-type: none"> <li>1. No more than 3 members of staff in the main office at any one time</li> <li>2. All office staff to have a designated work station that they will always work at</li> <li>3. Office staff will use their own equipment and avoid sharing resources where possible (e.g. pens, rulers, staplers, telephones, computers etc)</li> <li>4. Regular cleaning of office areas and equipment (every 2 hours)</li> <li>5. Any parent who wants to speak to the HT or a member of staff must book an appointment (<b>the current open door policy is not applicable during the pandemic</b>)</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk to the safety of staff and bubbles from use of peripatetic, whole school subject specific teachers and PPA cover, resulting in direct transmission of the virus.			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children and staff where possible.</p> <ol style="list-style-type: none"> <li>1. Peripatetic teachers to keep a minimum of 1 meter distance at the front of the hall/ classroom at all times. Member of staff from bubble to be present at all times to intervene with children where necessary</li> <li>2. HLTAs cover PPA in their set phases only – unless emergency cover is required</li> <li>3. PE teaching from Y2-Y6 carried out by D.S as usual. DS will have a member of staff <b>to meet him at the door when dropping off and collecting each group. This is to avoid DS having to come into the building with a group and increasing the risk of transmission. Whilst outside, DS will maintain a safe distance between himself and children to prevent risk of cross infection across bubbles. If DS requires additional support whilst outside, he will radio the school office and a member of staff will assist.</b></li> <li>4. Art teacher will maintain a safe distance at the front of the art studio at all times. Member of staff from each bubble present to approach individual children if required.</li> <li>5. Thorough cleaning of all areas and equipment between groups</li> <li>6. PE topics to be planned to ensure equipment is not overused and can be cleaned or stored between groups for 72 hours</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b><u>LOW</u></b>	<b>NEGLIGIBLE</b>

Updated April 2021