

Assessor	Print Name: : Deb Cross	Head Teacher	Print Name: Deb Cross			Equipment or Plant No.	N/A		
	Signed: <i>Deb Cross</i>		Signed: <i>Deb Cross</i>						
Persons Affected Individuals or Groups		Employees, children, contractors, visitors, members of the public and family members							
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified			
						L	S	R	
<b>National Lockdown – Open for vulnerable and Critical key worker children</b>	<p>At 8pm on Monday 4<sup>th</sup> January 2021 the government announced a further National Lockdown.</p> <p>From Tuesday 5<sup>th</sup> January 2021 our school will be open for vulnerable and critical key worker children.</p> <p>We will keep all 6 bubbles (classes) open staffed with a minimum of 2 members of staff allocated to each bubble.</p>	3	4	<b>M</b>	<p>Each class will constitute a 'bubble' made up of vulnerable or key worker children.</p> <p>Each bubble will not exceed 9 children to allow for 2m social distancing to take place.</p> <p>Should there be a confirmed case of Covid-19, we will immediately use the Test and Trace service. Parents will be informed that there is an expectation that they will engage with the Test and Trace service.</p>	2	4	<b>M</b>	
<b>Arrival and Collection</b>	All vulnerable and critical key worker children will arrive at school between 8.45 and 9am. Entry is via the main gate onto the yard where Mrs Cross will meet and greet.	3	4	<b>M</b>	With a total of 41 children attending school this is working well in terms of social distancing.	2	4	<b>M</b>	

	<p>Children should be collected from the school yard between 3pm and 3.15pm.</p> <p>All parents MUST wear a face covering when on school premises.</p> <p>All parents must follow the one-way system.</p>							
<b>Playtimes</b>	To minimise contact between bubbles each bubble will have staggered playtimes on their own allocated area of the yard/field.	3	4	<b>M</b>	There will be two members of staff on yard duty at all times.	2	4	<b>M</b>
<b>Lunchtime</b>	<p>With only 41 children attending school, we have been able to condense the staggered lunchtimes as follows:  11.50 – 12.50 – Class 5, 3 &amp; 2  12.15 – 1.15 – Class 1, 4 and EYFS</p> <p>Due to the reduced staggering of lunchtimes, there are now more staff in the newly allocated staff room. Furniture has been rearranged to ensure social distancing and all staff have been asked to observe social distancing. There is also enhanced cleaning of tables and chair in the staff room at the end of the lunchtime period.</p>	3	4	<b>M</b>	<p>Our hall is sectioned into zones and each bubble has their own allocated zone for Breakfast Club, Lunch and After School Clubs.</p> <p>School kitchens are fully operational but must comply with the <a href="#">“Guidance for food businesses on Coronavirus (COVID 19)”</a>. This has been confirmed by Taylor Shaw.</p>	2	4	<b>M</b>
<b>Breakfast Club</b>	We will offer Breakfast Club from 8am till 9am each morning.	3	4	<b>M</b>	Each child will remain in their own bubble zone in the hall and will use their own allocated toilets for handwashing etc upon arrival.	2	4	<b>M</b>
<b>After School Clubs</b>	We will continue to offer after school provision for vulnerable children and children of critical	3	4	<b>M</b>	Children to remain within their allocated bubble zone and use	2	4	<b>M</b>

	key workers. After school clubs will take place in hall and will be staffed on a rota basis.				their own toilets for handwashing prior to going home.			
<b>Handwashing</b>	All children and staff should wash their hands upon arrival. Hand sanitiser is available in every classroom for children to use when coming in from outdoor play. All children and staff should wash their hands prior to leaving the school building.	3	4	<b>M</b>	Children are identified who cannot use hand sanitiser due to reactions and they will hand wash instead.  All staff have been provided with a quality hand sanitiser which contain moisturiser to ensure protection of hands.	2	4	<b>M</b>
<b>PPE equipment</b>	Staff have been informed that they can choose to wear a clear face shield in school if they wish to do so. These are available from the school's supply of PPE.  Staff working with a vulnerable child who is an identified risk and has his own Risk Assessment are required to wear full PPE including apron, gloves and face shield with a face mask as an additional extra.  Admin staff working in the school office are advised to wear a clear face shield when answering the door or dealing with visitors.  Staff are advised to maintain social distancing when in the school office.	3	4	<b>M</b>	Child EO has his own risk assessment.  DW has her own Risk Assessment as a Critically vulnerable worker.	2	4	<b>M</b>
<b>Clothing</b>	Children attending school are required to wear a school uniform but can wear a hoodie or fleece over the top when weather is cold.	1	4	<b>L</b>	Letter on website advising parents 11.1.21	1	4	<b>L</b>

	Staff to continue to dress for work as normal.							
<b>Remote Learning</b>	We are using Seesaw to deliver our remote learning and activities will be completed by children at home and in school.	1	4	L	Training for teachers provided On-going support provided with regular Teacher meetings Technical support available for parents Guidance to be issued week commencing 11.1.21 to support parents and teachers	1	4	L
<b>First Aid and Safeguarding</b>	First Aid stations and accident books will continue as previously. There are now 4 DSL's on site. Any Safeguarding concern to be reported to a DSL.	2	4	M		2	4	M
<b>Travel/School transport</b>	There is no school transport. Parents will be asked to walk their children to school and park at the bottom of Ronnie Bell's bank.	2	4	M		1	4	L
<b>Visitors to premises: Including Contractors and Parents</b>	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.  All visitors are required to wear a face covering when in school.	2	4	M	See Visitors risk assessment for more information (not attached).  Only essential visits will be authorised during this period. All other visits will be held remotely or deferred until February half term.	1	4	L

<p><b>Staff Wellbeing</b></p>	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).  Staff receives sufficient breaks during the school day.  Staff encouraged to leave the school site shortly after the end of the school day.  Staff informed of 24 hour free counselling service.  Staff have been given a copy of the school's well-being principles document.  Staff are kept up to date on a regular basis with changes.  Team meetings to be held Weekly in the EYFS unit which allows room for social distancing.  Staff advised to remain 2m apart from other adults in school.  Staff advised not to enter other bubbles during school time.  Teachers advised of work life balance when using remote learning platform.</p>	3	4	<b>M</b>	<p>Individual staff who may be extremely anxious to receive 1:1 support from SLT when necessary.</p> <p>SLT and Thrive Practitioner to monitor staff and respond if necessary.</p>	2	4	<b>M</b>
<p><b>Children's emotional well being</b></p>	<p>We are very concerned about the emotional impact of Covid-19 on our children and their mental health particularly during this additional national lockdown.  Teachers to remain in touch with children via Seesaw (remote learning platform).</p> <p>SLT/SENDSCO to work closely with and support vulnerable families.</p>	3	4	<b>M</b>	<p>SLT to monitor and support Thrive Practitioner so she is not overwhelmed with cases.</p>	2	4	<b>M</b>

<b>Sensory Seeking Behaviours displayed (SEND issues)</b>	Children with sensory seeking behaviours have been identified and risk assessments carried out. Phased return and transition plans have been designed in conjunction with parents/carers for specific children.	3	4	<b>M</b>	Monitor and adapt if SEND children with sensory issues return to school.	2	4	<b>M</b>
<b>Emergency Procedures</b>	<p><b>Fire</b> Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Children will not be expected to socially distance when lining up with their bubble/class but will be separate from other classes/bubbles.</p> <p><b>Lockdown</b> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>	3	4	<b>M</b>	<p>A fire drill will be carried out W/C 11<sup>th</sup> January 2021.</p> <p>The school ensures that the weekly testing of the fire alarm is carried out to ensure legal requirements are met.</p>	2	4	<b>M</b>
<b>Handling Cash</b>	<p>All cash to be handed in at allocated collection boxes (main entrance of school and box with Mrs Cross at main gate every morning).</p> <p>All cash to be in labelled and sealed envelopes which are then isolated prior to being opened.</p>	1	4	<b>L</b>	Parent Pay facilities are not available at this time.	1	4	<b>L</b>

	Gloves to be worn by admin team opening and handling cash or letters.							
<b>Deliveries</b>	Advise all delivery drivers that no goods or food should be physically handed over.  Decide on a location as a set drop-off point agreed in advance.	2	4	M	All deliveries left outside main doors or put down in the reception area.	2	4	M
<b>Meeting Rooms/Offices</b>	Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.  The maximum occupancy for offices should be communicated with staff.  Encourage increased natural ventilation in smaller offices.  Staff should leave their desks as clear as possible so that it can be easily cleaned.  Waste bins to be emptied every hour.	2	4	M	Displaying the occupancy on the door is a quick and simple method to communicate this information.  Parents informed that they cannot come to the main office without an appointment due to RA of shielding member of staff.	1	4	L
<b>Classrooms</b>	Children will sit at their own tables with all tables facing forward. Where possible teachers should try to remain at least 2 m away from children.  EYFS children to be encouraged to sit on carpet all facing forward rather than in a circle. Stations should be set up so that children are side by side rather than face to face or in a circle.	2	4	M	See Organisational plan for specific group arrangements.  Children to wear PE kit on days they have PE.  Provisions for regular spot cleaning are located in each classroom.	2	4	M

	To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open.							
<b>Resources/Pupil Supplies</b>	<p>An individual tray will be set up prior to opening of the bubble which will contain the resources, paper, pencils, ruler etc that the children will need.</p> <p>Art resources will be collected from the art cupboard by each class adult at the beginning of each week and will not be returned to the art cupboard or shared with other classes.</p> <p>ICT equipment will be cleaned before and after use and will be used by one class on one day in line with a rota.</p> <p>Any small world toys used in the class should be minimised and will be placed in a mesh bag and soaked in disinfectant overnight.</p> <p>Staff will have access to the photocopier and printer located in the school library. A hand sanitiser station will be set up in this area and staff will be asked to clean their hands before and after use. The photocopier and printer will be cleaned three times a day by SLT and twice by cleaning staff.</p>	2	4	<b>M</b>	Children can bring in their own pencil cases but CANNOT share them with anyone else in the class.	1	4	<b>L</b>

<b>Facilities and Premises</b>	See re-opening checklist. Complete all usual pre-term opening checks.	1	4	<b>L</b>	Head Teacher and Caretaker to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	<b>L</b>
<b>Lettings</b>	All lettings (other than essential wraparound care) will be suspended until at least February half term.	1	4	<b>L</b>	SCAMPS Nursery continue to operate in line with guidance and have own risk assessment which reflects this one. At the time of writing they are open Monday, Wednesday and Friday due to numbers and demand.	1	4	<b>L</b>
<b>Cleaning</b>	See cleaning schedule.	2	4	<b>M</b>	PPE will be worn by all cleaning staff (disposable gloves, face coverings and aprons).  All cleaners (where possible) will have own set of cleaning resources to reduce the risk of indirect transmission.  All areas within school will be cleaned thoroughly on a daily basis.  Particular attention will be paid to touch points such as door handles, light switches and handrails.	2	4	<b>M</b>

<p><b>First Aid/Possible COVID-19 Symptoms</b></p>	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. The usual protective equipment, such as gloves, should be worn when first aid is administered.</p> <p>First Aiders to wear a face mask if administering first aid requires a breach of the 2m distancing rules.</p> <p>First Aid trained/responsible person/s in place.</p> <p>First Aid kit and Accident book to be kept in each joint bubble.</p> <p>PPE equipment will be located in each joint bubble as well as the main office and at stations around the school.</p> <p>Disposable gloves and aprons available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them.</p> <p>Suitable PPE equipment must be worn.</p> <p>Children or adults showing symptoms of Covid-19 will be isolated in the staff room and supervised by DHT.</p>	3	4	<b>M</b>	<p>Personal protective equipment <b>must</b> be worn when administering first aid.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></p> <p>See PPE Matrix.</p>	2	4	<b>M</b>
<p><b>Contact due to personal / intimate care</b></p>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care.</p> <p>Disposable gloves and aprons available.</p> <p>There are no children attending who require intimate care plans.</p>	3	4	<b>M</b>	<p>PPE Is in place and staff have being given instruction on how to use, store, clean and dispose.</p> <p>See PPE Matrix.</p>	2	4	<b>M</b>

<b>Contamination of outdoor play equipment</b>	<p>Cleaning regime in place for outdoor play equipment (portable) at the end of the school day.</p> <p>Each Class to be allocated own set of portable outdoor equipment which will be cleaned at the end of the school day and remain within the bubble.</p>	3	4	<b>M</b>	<p>Outdoor play equipment to be used;</p> <ul style="list-style-type: none"> <li>EYFS fixed play equipment on yard</li> </ul> <p>All fixed equipment to be washed at the end of the school day.</p> <p>Tyres and Green Shelter on Big Yard are NOT to be used.</p>	1	4	<b>L</b>
<b>Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)</b>	We have one member of staff who returned to work in September and has her own RA.	3	5	<b>M</b>	<p>Contact with other staff and children to be minimised.</p> <p>No first aid duties to be undertaken.</p> <p>Not expected to respond if a Covid-19 case is suspected – this will be dealt with by SLT.</p> <p>Contact with parents attending main entrance to be minimised.</p> <p>From the 5<sup>th</sup> January 2021 to the 21<sup>st</sup> February 2021 staff who fall within this category will be advised to work from home where possible. If they cannot work from home, they should not attend work for this period of restrictions.</p>	1	5	<b>L</b>
<b>Vulnerable Staff (Current Medical issues giving rise to increased risk of</b>	The school has a general risk assessment in place for staff who are classified as vulnerable under the government guidance.	3	4	<b>M</b>	<p>Monitor and respond if changes.</p> <p>Pregnant members of staff 28+ weeks will be advised to work</p>	2	4	<b>M</b>

<p><b>catching Coronavirus or increased risks associated with symptoms)</b></p>	<p>All staff within this category will be given a copy of the risk assessment for reference.</p>				<p>from home, whilst the school remains in a Tier 4 Restriction Area.</p>			
<p><b>Potential Symptoms (General)</b>  <b>Significant breathing difficulty.</b>  <b>High Temperature</b>  <b>Coughing and sneezing</b>  <b>Loss of taste and smell</b></p>	<p>General precautions as advised by the Government strictly observed: Tissues widely available for staff and pupils  Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze  Put used tissues in the bin immediately  Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available  Personal bottle of hand sanitizer to be given to every member of staff.  Try to avoid close contact with people who are unwell  Don't touch your eyes, nose or mouth if your hands are not clean.</p> <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.  Staff can work between classes but must try to maintain social distance between adults in school.</p>	3	4	<b>M</b>	Monitor	3	4	<b>M</b>

<p><b>NHS Test and Trace/NHS Test and Trace App</b></p>	<p>The school are following the updated guidance- <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a></p> <ul style="list-style-type: none"> <li>• School applies the following definition.</li> <li>• of a close contact regarding a staff member/pupil who has tested positive.</li> <li>• A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19)</li> <li>• Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time.</li> <li>• Being less than 1m from a confirmed case for 1 minute or longer.</li> <li>• Being less than 2m from a confirmed case for more than 15 mins (As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day).</li> </ul> <p>Travelling in a small vehicle with a confirmed case.</p>	3	4	<b>M</b>	<p>Any member of staff contacted by Test and Trace must notify the school immediately.</p> <p>Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when communicating with Test and Trace.</p> <p>Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App. Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p>	3	4	<b>M</b>
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