

Risk Assessment - Coronavirus Outbreak - Spring Term 2021

| Risk/Level of Risk | Priorities | Controls | Responsibilities |
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| 1. The Spreading of Germs/Contamination within the School Premises Level of Risk - High | 1.1 Preparing and Managing the indoor Learning Environment. | <ul style="list-style-type: none"> • Restrict the size of each Learning Bubbles to two year groups i.e. a maximum of 60 children. • During times of national or local school closures, restrict the number of key worker/vulnerable children who are present to a maximum of 15 in any classroom at any one time. • Restrict area of Learning Bubbles to the designated classrooms, immediate circulation area, toilets and designated outdoor spaces. • Staff to encourage social distancing within the Learning Bubbles where possible. • Desks to be placed to support social distancing and excess furniture to be removed. • Equipment and resources that cannot be cleaned easily to be moved into storage e.g. soft toys, dress-ups etc. • Set up designated breakout areas for staff with access to equipment and resources including PPE, cleaning products, tissues, hand gels and facilities for making teas and coffees. • Install signage as reminders i.e. hygiene routines such as hand washing etc. • Drop-off to the Learning Bubbles via the external classroom doors between 0845 and 0900. Children to enter one at a time. • Pick-up time between from 1500 and 1515. Queues to be guided by chevron markings and/or cones to encourage social distancing. Pick-up time for Nursery between 11.45am and 12.00pm. Vehicle access is prohibited during all pick-up and drop-off times. • No parents/carers and any other visitor to enter the school building without permission from a member of the Leadership Team. | Executive Headteacher Head of School Teachers Support Staff Parents/Carers Site Manager |
| | 1.2 Preparing and Managing the Administrative Environment | <ul style="list-style-type: none"> • Restricting the areas of access and usage to designated personnel including members of the Leadership, Administrative and Welfare Teams only. • Work stations to be placed at least 1+ metres apart and, where possible, only be used by one designated member of staff. • Signage reminders i.e. social distancing, hand washing, no authorised entry etc. • Set up area for leadership, administrative and welfare staff with access to equipment and resources including PPE, cleaning products, tissues and hand-sanitisers. | Executive Headteacher Head of School Site Manager School Administrator |
| | 1.3 Preparing and Managing the Outdoor Environment. | <ul style="list-style-type: none"> • Ensuring clear, tidy walkways and that gates are fully operational. • Gates to be opened at 0845 and closed at 0900 in the morning and opened at 1500 and closed at 1515 in the afternoon. • Parents/Carers and children to follow one-way system to and from the designated Learning Bubbles at drop off and pick up times i.e. entry via main pedestrian gates on Edensor Road and exit via gate leading to Alexandra Gardens. • Signage reminders i.e. social distancing, one-way system, opening and closing times. • Set up designated play/lunch areas for each Learning Bubble including their own resources i.e. sports, play equipment etc which is not to be shared with other Learning Bubbles. • Staggered approach to break time and lunchtimes enable Learning Bubbles to be kept apart. • Early Years to remain in their own learning and outdoor environments. | Executive Headteacher Head of School Site Manager Parents/Carers |
| | 1.4 Arranging and implementing thorough deep cleaning and rigorous daily cleaning routines. | <ul style="list-style-type: none"> • The designated learning and administrative areas to be deep cleaned prior to use. • Regular and rigorous cleaning routines. All areas being used to be thoroughly cleaned and disinfected at the end of each day. • Equipment to be thoroughly cleaned and disinfected at the end of each day e.g. construction toys, computers etc. • Specified cleaning routines to be undertaken at regular intervals and at least twice during the school day i.e. toilets, door handles and classroom work surfaces. • Cleaning to regularly monitored and any issues reported to the Head of School immediately. • Cleaning resources and equipment to be made available to staff in each area. • After cleaning, disposable items e.g. gloves, cloths, mop heads etc to be put in tied rubbish bags. | Executive Headteacher Head of School Site Manager School Administrator Cleaners |

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| 1. The spreading of germs/contamination within the School Premises Risk Level - High | 1.5 Implementing Strict Procedures and Routines for Personal Hygiene. | <ul style="list-style-type: none"> All staff and pupils to wash /sanitise their hands thoroughly on arrival at school before and after lunch and before and after going outside or using shared resources. Teachers to monitor pupils in Year N, R and 1. Teachers to regularly remind children of the importance of personal hygiene and washing hands. Teachers and children to have easy access to tissues and bins. Signage to remind children and staff about the importance of hand washing, using tissues etc. Teachers to implement a strict no touching of other children's property. | Executive Headteacher Head of School Teachers Support Staff |
| | 1.6 Implementing Procedures and Routines for Social Distancing | <ul style="list-style-type: none"> Parents/carers and children to walk into school premises in household/protective bubble groups only and keeping 1+ metres apart from others. Chevron markers installed to help guide the process. Parents/carers to be asked to ensure social distancing and to wear a face mask (unless exempt) inside and outside the building and by the school entrance and exit gates. Staff members who are on duty, to wear a visor and/or face covering at drop-off and pick-up times. Staff who are receiving or releasing pupils from the classrooms to wear a visor and to ensure this pulled down when in close contact with a parent/carer. Staff to wear a face covering when moving around circulation areas and other locations in the school which are not within their bubble or designated work area. Parents/carers to be advised to ensure social distancing outside the school entrance or exit or when dropping-off or picking-up their children on the school premises. Teachers to encourage social distancing within the Learning Bubbles where possible. Teachers to use appropriate lessons e.g. PSHE, language/stories, measurement, numbers etc to reinforce a clear understanding of the importance of social distancing among the children. Playtimes to be staggered and areas divided to ensure the separation of learning bubbles. Signage as reminders i.e. one-way movement, one at a time entry to and from the classroom whilst keeping 1+ metres apart. No parents/carers and any other visitor to enter the school building without permission from a member of the School's Leadership Team. Where 1+ metre social distancing is not possible, staff must try wear a visor and/or face covering (unless exempt), and ensure that the interaction is for less than 15 minutes. Encourage parents/carers to avoid parking their vehicles close to the school gates. | Executive Headteacher Head of School Teachers Support Staff Site Manager Parents/Carers |
| | 1.7 Managing Lunchtimes | <ul style="list-style-type: none"> Hot meals to be prepared and served/delivered by our caterers Chartwells, including for children entitled to Free School Meals (FSM). The dining hall, main hall areas and community room to be used to ensure that each Bubble can have their lunch separately. Tables and chairs to be cleaned between sittings. Pupils who which to bring in their own packed lunch will need to keep lunch boxes, water bottles etc to be kept separate from other children. Any excess, unwanted food and packaging to be disposed of immediately after finishing eating into a designated bin. A staggered approach will be implemented to restrict the number of children and adults in each designated play and eating area at any one time i.e. separate Learning Bubbles. | Executive Headteacher Head of School Teachers Support Staff Site Manager SMSAs Kitchen Staff |
| | 1.8 Use of Personal Protective Equipment PPE | <ul style="list-style-type: none"> Personal protective equipment (PPE) will be made available for staff. This will include visors, masks, aprons and gloves. Typically, this will be used if they need to support a child and social distancing is not possible e.g. to administer first aid or help a child to change. PPE will be supplied for staff travelling by public transport and adjustments to start times may be considered to help them to avoid crowds. It is not necessary for Primary aged children to wear a face mask. This will be discouraged in school in accordance with government guidance. A sufficient amount of PPE will be stored in each designated learning area. Non washable, cleanable PPE items will be disposed of immediately after use in a designated bin. Adult visitors will be expected to wear a face covering if entering the school building unless exempt. Parents/carers will be asked to wear a face covering when picking up and dropping off their children, especially when social distancing is more challenging e.g. when they find themselves in a queue. | Executive Headteacher Head of School School Administrator |

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| 1. The Spreading of Germs/Contamination within the School Premises Risk Level - High | 1.9 A child or member of staff attending the school shows signs of being symptomatic of COVID-19 | <ul style="list-style-type: none"> Inform parents/pupil and staff about the actions needed if they experience signs of being symptomatic of COVID-19 i.e. self-isolation, testing, contacting NHS helpline etc. Use of thermal thermometer to check temperatures. This to be administered by a member of staff wearing appropriate PPE. Immediate isolation of individual to the designated welfare space. First Aiders to wear appropriate PPE whilst with the pupils or staff member with symptoms. The parent/carer or next of kin to be contacted and advised to arrange pick up as soon as possible. The pupil's parent/carer or the staff member to be advised as to how to inform the NHS via 111 and obtain a test. In the case of a positive test the Bubble may be closed down for a period of 10 days. The areas affected will be deep cleaned. The Leadership Team to use information and advice and/or instruction from Public Health England, to consider the necessity for a partial or full closure of school. If a member of a household containing a pupil or staff member develops symptoms which indicate that they may have COVID-19, the pupil and/or member of staff must isolate pending test results. | Executive Headteacher Head of School Teachers Support Staff Parents/Carers School Administrator Site Manager Cleaners |
| | 1.10 Promoting Positive Pupil Behaviour | <ul style="list-style-type: none"> Revision of the School's Behaviour Management Policy to include issues specific to the coronavirus outbreak e.g. social distancing, personal hygiene, use of equipment etc. Provide guidance and monitoring for staff in respect to the implementation of the policy and the use of appropriate sanctions for pupils who struggle to conform. Provide individual Risk Assessments for pupils who are vulnerable to experiencing more serious behavioural issues which may require positive handling strategies by staff. | Head of School Executive Headteacher Teachers |
| | 1.11 Additional measures for PE lessons and sports activities | <ul style="list-style-type: none"> Pupils to continue to wear their PE kit to school on the days they have PE lessons. Team Games involving close contact will be avoided. Lessons to take place outside wherever possible. If the hall is needed to be used, this will be well ventilated and these lessons will avoid any vigorous cardio activity. The amount of equipment to be minimised only shared within each bubble and children and to wash hands thoroughly after use. | Head of School PE Specialist Teacher Class Teachers |
| | 1.12 Additional Measures | <ul style="list-style-type: none"> Ensure the circulation of air within each learning area e.g. keeping doors and windows open where possible. Parents/Carers will be advised to wash their children's clothes each day. Revision of School's Emergency Plan in accordance with guidance and the new classroom arrangements and undertake drills to practice arrangements. Ensure that relevant information/Government updates are shared with stakeholders as and when necessary. Support families who travel by public transport by adjusting expected arrival and departure times where necessary. Restrict the number of children using the toilets at any given time e.g. by timetabling Learning Bubbles. Staff to have the autonomy to take a child's temperature using a thermal thermometer if they are concerned that a child may be unwell. Ensure that rigorous registration procedures are put in place during times of national or local school closures. This will include strict adherence to the law and DFE guidance in regard to granting permission for children of critical/key workers to attend school when the parents/carers have no other reasonable child care options to enable them to keep working. Ensure the number of staff attending school to help run our critical/key and vulnerable worker provision is sufficient to ensure the quality of the service but not excessive. | Teachers Site Manager |

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| <p>2. Pupils being subjected to emotional and physical abuse as a result of lockdown restrictions</p> <p>Level of Risk - High</p> | <ul style="list-style-type: none"> Reinforce Safeguarding and Child Protection Policy and Staff Code of Conduct in accordance with guidance re: coronavirus and communicate any adjustments to relevant stakeholders. Pupils identified as 'at risk' i.e. child with Child Protection Plans, Child in Need Plans and those otherwise deemed as vulnerable to receive regular communications with their teacher i.e. at least once a week and report any concerns to the Designated Teacher. The outcomes for these contacts must be recorded where appropriate. Designated Safeguarding Lead to report any serious concerns to Children's Social Care and/or the Police where necessary. Teachers to adapt learning activities and expectations to help meet the needs and individual circumstances of vulnerable pupils. | Head of School Class Teachers Support Staff |
| <p>3. Pupils and their families experiencing emotional trauma as a result of the coronavirus outbreak and lockdown restrictions e.g. those who have suffered bereavement</p> <p>Level of Risk - Medium</p> | <ul style="list-style-type: none"> Teachers to liaise with line managers and senior leaders to agree any support that could be offered e.g. managing learning expectations, signposting other relevant agencies depending on the circumstances e.g. bereavement counselling, social stories to help manage anxieties. School to provide guidance to parents/carers on maintaining emotional well-being including links to online resources via the website. Teachers to keep in regular direct contact with pupils and families experiencing significant issues i.e. at least once a week. Vulnerable pupils to be designated to a trained Learning Mentor or ELSA where possible. | Head of School Class Teachers Support Staff |
| <p>4. Pupils falling behind in learning as result of lockdown restrictions</p> <p>Level of Risk - Medium</p> | <ul style="list-style-type: none"> Teachers to use ongoing assessment strategies and communication with pupils and families to identify the needs of pupils who may have struggled to engage with home learning during lockdown period. Teachers to adapt learning activities and expectations to help to encourage and meet the needs of pupils who are vulnerable to falling behind. Leadership Team to implement, oversee and monitor specific 'catch-up' learning programmes where appropriate. This will include provision for sessions before school. Teachers to engage with the parents/carers of pupils who have fallen behind to help ensure that they we are working in partnership and to establish a joint commitment to help improve rates of progress in learning and reduce the risk of underachievement. Ensure that the school does its utmost to encourage and accommodate all vulnerable pupils to attend school during times when national and local lock down measures are in place. | Head of School Class Teachers |
| <p>5. Staff experiencing emotional trauma as a result of the coronavirus outbreak and lockdown restrictions e.g. those who have suffered bereavement</p> <p>Level of Risk - Medium</p> | <ul style="list-style-type: none"> Staff to be given regular opportunities to stay in direct contact with school leaders and one another and share their concerns and anxieties and contribute to the strategic plans. Provide guidance to staff on maintaining emotional well-being, including links to online resources. Ensure that reasonable adjustments are made in respect to job roles and responsibilities in light of any difficulties a staff member may be experiencing. Provide regular updates and allocate a reasonable number of tasks and associated feedback to help all members of staff feel valued and are able to contribute to the efficient running of the school. | Executive Headteacher Head of School Teachers |
| <p>6. Supporting members of staff who are either classified as vulnerable or live with someone who is classified as vulnerable in respect to catching coronavirus</p> <p>Level of Risk - Medium</p> | <ul style="list-style-type: none"> Where a member of staff is classified as extremely clinically vulnerable, clinically vulnerable or living with someone who is classified as clinically extremely vulnerable or clinically vulnerable, the School Leadership Team will consider making reasonable adjustments e.g. deploying them to work in areas where it is easier to maintain social distancing. This may also include providing an individual risk assessment. | Executive Headteacher Head of School Teachers |

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| <p>7. Other measures for supporting the safety well-being of staff</p> <p>Level of Risk – Medium</p> | <ul style="list-style-type: none"> • Encourage all children to socially distance from their teachers when possible, this will need to be strictly implemented in the case of our specialist teachers who will be leading lessons across year groups e.g. PE, Drama and music. • Ensure that the additional vulnerability of groups such as those who are clinically vulnerable, those from Black, Asian and Minority Ethnic backgrounds (BAME) and older staff members are considered and highlighted. This may include the implementation of specific individual Risk Assessments. • Staff have regular opportunities to provide feedback on any issues they are experiencing in respect of workload or work conditions as a result of the coronavirus restrictions. • Continue to provide protected PPA/Management time and consider extending this temporarily for any teacher who is leading a Learning Bubble and planning Home Learning Packs. • Encourage the use of pupil self-assessment and whole class marking, where appropriate, in order to reduce the necessity for the teachers to mark books. • Provide restricted access to the staff room and set up other areas where staff can take their breaks in comfort whilst socially distancing from one another. • Provide access to independent counselling services. • Restrict the use of car sharing among colleagues travelling to and from school. This will only be permitted under exceptional circumstances and according to strict published guidance. • Ensure staff do not mix with colleagues from other bubbles unless this is absolutely necessary to do so. • Facilitate regular access to lateral testing for asymptomatic members of staff. | <p>Executive Headteacher Head of School Assistant Head of School</p> |
| <p>8. The negative impact of staff shortages e.g. on the quality or sustainability of the provision</p> <p>Level of Risk – Medium</p> | <ul style="list-style-type: none"> • Provide contingency plan in the event of staff absence e.g. allocating staff members as back up to each Learning Bubble, using supply agencies to provide cover. • Consider other possible measures such as reduced timetable, use of supply teachers and part-time staff and/or temporary suspension of affected Learning Bubbles. | <p>Executive Headteacher Head of School Deputy Head of School Class Teachers</p> |