

## Draft Risk Assessment May 2021

This document is based on the latest government guidance issued in May 2021

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)
- [Spring 2021 roadmap](#)

What are the hazards?	Controls Required	Additional Controls/measure applicable to school context	Action by who?
Buildings			
Spread of Covid-19 Coronavirus	Reduce mixing within education or childcare setting by:		
	All staff will be provided with Lateral Flow Tests and encouraged to take them twice a week. Results will be recorded on the school Management Information System.		SLT
	Children working in year group bubbles and remaining in this bubble throughout the day when inside		
	Each year group to have own supplies of hand sanitiser		SLT/Admin
Staggering breaks		Timetable will be drawn up	Phase Leaders

	Staggering lunch breaks - children will clean their hands beforehand and enter in the groups they are already in, and tables will be cleaned between each group.	See above	All staff
	Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time	Toilets to be used by one child at a time	All staff
	Parents in school	Children to be dropped off at the relevant access point and collected from the same. Adults to remain outside of the building at all times	SLT
P.E./Music/ PPA/ Interventions/ Specialists	For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.		
	Peripatetic teachers, supply staff and external professionals can continue to attend school	Lateral Flow tests will be provided	Admin
	Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.		

External visitors	<p>All visitors will be offered, and encouraged to take, a Lateral Flow Test before working with staff and children.</p> <p>All regular precautions will take place during visits (hand washing, ventilation, outdoor activities prioritised, children in bubbles)</p> <p>Visitors can wear face coverings if they prefer.</p> <p>Details of all visitors will be taken in case of need to contact for Covid tracing purposes</p> <p>Children will remain in bubbles for inside activities.</p> <p>Visitors will be encouraged to observe social distancing from other adults</p>	Lateral Flow tests will be provided on request	Admin SLT
Use of outside space			
	Timetabled for learning, exercise and breaks		SLT
Shared resources			
	Minimal resources will be brought in or taken home		All staff
	Minimising use of shared equipment	Each child to be given a pack of resources for sole use	All staff
	Shared equipment (e.g. laptops/tablets) and surfaces will be cleaned and disinfected frequently	Each adult to be given cleaning pack to wipe down surfaces/door handles/bannisters etc	Admin
	Internal water fountains to be turned off	All children to bring in a water bottle; this can be refilled from any tap as all water supplied is drinking water	Premises Assistant

Transport			
	Adjust transport arrangements where necessary including:		
	Encouraging staff, parents and children to walk or cycle to their education setting where possible		Letter
	Encouraging schools, parents and young people to follow government guidance on how to travel safely (awaiting publication), when planning their travel, particularly if public transport is required	School to provide PPE to staff using public transport	Letter
Timetables			
	Consider which lessons or classroom activities could take place outdoors		Teaching staff
	Stagger break times (including lunch), so that all children are not moving around the school at the same time		SLT
	Stagger drop-off and collection times		SLT
	Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	2 metre markings with hazard tape at all entrances	SLT/Premises Assistant
	Keep Year group bubbles together throughout the day and avoid larger groups of children mixing		All staff
	Play equipment will be cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Each class to be given relevant cleaning equipment	All staff
	Remove unnecessary items from classrooms and other learning environments; this will include soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)		All staff

	Children will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms each morning. Children will be allocated seating on arrival and will keep this throughout		SLT/Teaching staff
Communicating your plans			
	Inform parents that if their child needs to be accompanied to school, only one parent should attend	Parents will receive a letter with clear details of arrangements. This will be emailed to all families and displayed on the school's website	SLT letter
	Inform parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)		SLT letter
	Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)		SLT letter SLT monitoring
	Talk to staff about the plans (safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful		Whole staff meeting 1 June
	Inform contractors and suppliers as necessary		
	Discuss with cleaning staff the cleaning priorities	Revised cleaning schedule to be drawn up and shared with cleaning staff	Office Manager
Cleaning and hygiene			

	Ensure that sufficient handwashing facilities are available.	Mobile hand sanitisers will be located at each entrance All classrooms have a sink and children will be reminded to wash their hands throughout the day	Premises Assistant
	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal	At key points in the day, staff to wipe down surfaces	All staff
	Children to be reminded not to touch their mouth, eyes and nose		All staff
	Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Pedal bins in each classroom	Premises Assistant
	Staff to support those children who need support to clean their hands independently		All staff
	Ensure that bins for tissues are emptied throughout the day	To be emptied into a large wheelie bin (back of kitchen) at break and lunch by staff in each group	All staff
	All spaces will be well ventilated using natural ventilation (opening windows)	Studio NOT to be used at this time	All staff
	Doors to be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation		All staff
Suspected/confirmed cases			
	If any member of the school community has a confirmed case of the virus everyone within their group must self-isolate for 10 days		Letter

	If a child is awaiting collection, they will be taken to the FFT room and with appropriate adult supervision if required. The room will be ventilated.		SLT
	If they need to use the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.	Use of toilet next to Y2 classroom. This will be used solely for this purpose  Staff informed as above	SLT
	PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	PPE (face mask and visor) will be provided. Masks will be disposed of and visors retained by individual. Staff informed as above	SLT
	In an emergency, 999 will be called if a child is seriously ill or injured or their life is at risk. The school will not visit the GP, pharmacy, urgent care centre or a hospital.	Staff informed as above	SLT
Staff and pupils who are Clinically Extremely Vulnerable			
	The school will continue to follow any CEV guidance in place to decide who should come into school. If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff). Staff who are clinically vulnerable will continue to attend work. Whilst in school they must follow the system of controls to minimise the risks of transmission.	Risk assessments to be carried out on those individuals who have responded to our questionnaire	SLT

	If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.	As above	For information
SEND			
	Carry out a risk assessment for each pupils with an education, health and care (EHC) plan, in line with local authority's requirement to consider the need.		SENCo



	<p>A risk assessment for a child will need to balance a number of different risks, including:</p> <ul style="list-style-type: none"><li>• the potential health risks to the individual from coronavirus, bearing in mind any underlying health conditions</li><li>• the risk to the individual if some or all elements of their EHC plan cannot be delivered for the time being and the risk if they cannot be delivered in the normal manner or in the usual setting and the opportunities to meet needs in a different way temporarily, for example, in the home or online</li><li>• the ability of the individual's parents or carers or home to ensure their health and care needs can be met safely week-round or for multiple weeks, bearing in mind the family's access to respite</li><li>• the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered</li><li>• any safeguarding risks for children with a social worker if not in school and the need to support care placements for looked-after children (see the vulnerable children guidance for further information on school attendance for children with a social worker)</li><li>• any other out-of-school/college risk or vulnerability, for example, a child or young person becoming involved in dangerous behaviour or situations (including the risk of exploitation)</li></ul>		SENCo