Risk Assessment - 2862RA

Internal Reference: (v.2)

Information valid as of 05/03/2021 16:40

Medium

REVIEW REQUIRED

This assessment is due for review by 01/04/2021.

General Details

Assessor	Debbie Carmichael
Assessment Date	05/03/2021
Assigned Reviewer	Debbie Carmichael
Next Review Date	01/04/2021

Operation Assessed	COVID-19 Full Operation of a School During the Pandemic

Associated with specific area

- Education
- Academy Schools
- Celtic Cross Education
- Bishop Bronescombe CE Primary School

Description of work area and/or activity assessed

Full operation of a school during the pandemic at any time (other than during a lockdown with school closures operating critical worker and vulnerable pupil provision only).

Overall Current Risk

Medium

Persons Affected

- Children / Students
- Cleaner
- Contractors
- Employees
- Maintenance Staff
- Members of the Public
- Office Staff
- Pregnant Women
- Trainees / Young Persons
- Visitors
- Volunteers

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Hazards

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Failure to follow Government, DFE, Local Authority, PHE and NHS advise.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Head of School has thoroughly read most up to date government and DfE guidance and continues to remain cognizant of LA, PHE and NHS advice. The risk assessment remains 'live' and is reviewed and updated in line with changes to guidance.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Supervision** Premises not checked to ensure full reopening is safe.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Premises checked before full opening. Premises checked daily by site supervisor when unlocking building. Compliance checks undertaken as usual, including legionella.	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Standard Operating Procedures not amended (where necessary) to reflect changes in occupancy e.g. fire and evacuation procedures, movement around site, vehicle movement etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Standard operation procedures in place to maintain social distancing, integrity of bubbles during drop-off and pick-up times, lunchtimes and playtimes as well as lessons. These are communicated to staff, pupils and parents. Fire evacuation procedures slightly amended to ensure social distancing at muster point.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Access / Egress** Lack of procedures in place for controlling visitors, contractors and deliveries to site (this should include unauthorised visitors) – consideration should also be given as to whether to resume Lettings etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	All visitors must be pre-booked only and limited to essential to pupil academic progress, physical and mental wellbeing. Visitor risk assessment in line with guidance. Lettings paused at present. Test and trace documentation completed pre and post visit. Visitors will be admitted when they have confirmed that they are not displaying Covid-19 symptoms and must wear a face covering during the visit.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Lack of up to date information for Staff.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff consulted on reopening plan. Opportunity to ask questions and seek clarification. Plan and risk assessments emailed ahead of opening. Continue to use weekly remote staff meetings and email as means of communication as well as online staff suggestion box.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Lack of up to date information for Students, Parents and Guardians.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Full plan sent to parents when approved by Directors. This includes Behaviour policy and rules. Summary guide/letter sent out to parents via Dojo and email with text alert. Identified SEN and vulnerable pupils will have extra transition information and support as appropriate, including additional contact with staff. Any further changes to policy and procedures due to further lockdown / bubble closures to be communicated to parents via Dojo and email with text alert.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Low	**Stress / Distress** Failure to provide support and/or reassurances to Student, Parents and Guardians who are anxious about a full return to school.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Teachers to consider those that may be anxious about full return to school. Contact made with these parents / pupils the week prior to reopening to offer reassurance and information to facilitate a smooth return. Teachers and support staff to continue to provide pastoral support of these pupils. SLT and PSA to support parents not wishing for their children to attend. SENDCo to provide support and seek medical practitioner support for any further pupils anxious about returning.	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Staff identified as clinically or extremely clinically vulnerable, staff identifying as being BAME and staff who are pregnant attending site.	0 0 0
	Measures Currently in place to prevent risk of injury	
	A separate risk assessment in place for these members of staff. No CEV staff members on site. CV staff (including BAME and those that are pregnant) must adhere to the following: - wash your hands regularly - follow the advice on social distancing, stay at least 2 metres away from other people as much as possible - stay away from anyone who has symptoms of coronavirus Working patterns / deployment of these staff members limits crossing bubbles and number of staff and pupils they are working with. Where they do work in more than one bubble, staff should be mindful to pay particular attention to 2m social distance requirement and wash hands / use sanitiser and clean equipment etc before moving from one to another bubble. If a pupil is suspected to have Covid-19 symptoms, another staff member should supervise pupil. CV staff to be consulted with prior to change in procedures and guidance.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Staff living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff members have been consulted with regards to their role. They are advised to maintain 2m distance from staff and pupils and pay particular attention to other mitigating factors, hand and respiratory hygiene and sticking to designated work areas.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Students identified as clinically or extremely clinically vulnerable, students identifying as being BAME and students who are pregnant attending site.	0 0 0
	Measures Currently in place to prevent risk of injury	
	No ECV students present at school - 1 educated at home. CV pupils are asthmatic. Asthma register in place and care plans in place / shared with staff. Staff members aware of these pupils. They are encouraged and reminded to follow hygiene measures in place. Staff made aware of the need to ensure BAME pupils also maintain good hand and respiratory hygiene.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Students living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site.	0 0 0
	Measures Currently in place to prevent risk of injury	
	One student is sibling of ECV pupil. Both being educated at home under medical professional advice. All staff aware of the need for all pupils to maintain procedures to limit transmission to CV or ECV family members. When family members are needing medical intervention, pupils self-isolate and remote education provided.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Staff displaying known symptoms of COVID-19 or having had close contact with someone displaying known symptoms.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Member of staff must inform SLT immediately and go home. They must contact 119 and arrange test. They must self-isolate for 10 days. Staff member to maintain contact with SLT and inform immediately if it is a confirmed case of Coronavirus. If this is the case, SLT to ensure all staff and the rest of their class or group are sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. SLT to consult with PHE as soon as any staff member or pupil displays symptoms and follow advice.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Students displaying known symptoms of COVID-19 or having had close contact with someone displaying known symptoms.	0 0 0
	Measures Currently in place to prevent risk of injury	
	If pupil develops any of the 3 known symptoms, they are to be taken to the 'Isolation Room' (staff toilet. Temperature to be checked and parents called. Staff member to stay with them until collection but preferably at a safe distance of 2m. If not, staff member to wear PPE. Window to be kept open. Parent is instructed to call 119 and arrange test. They should self-isolate for 10 days. Request that test results are shared as soon as available.If test is positive, the rest of their class or group should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Supervision** Lack of procedures in place to manage confirmed cases of COVID-19 within the school community.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Procedures in place. Parents to advise school secretary of positive test result, who then informs Head of School. HoS will then manage ongoing actions, including bubble closure and communication with staff and parents, liaising with PHE. Record-keeping in place to record pupils / staff with symptoms, testing and results. CCE CEO and Premises Manager informed and PHE consulted throughout. Bubbles and record-keeping of visitors / wraparound provision allows for identification of anyone in contact with confirmed case. Site supervisor would ensure rooms locked as needed and fogging cleaning system employed with deep clean to follow.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Lack of procedure in place should an outbreak result in rapid closure of the premises or part of the premises.	0 0 0
	Measures Currently in place to prevent risk of injury	
	HoS to consult with PHE if outbreak occurs. Take advice re closure of bubbles or premises. HoS would lead decision-making and communication. SLT / Teachers ensure remote education plan is implemented. Site supervisor would ensure rooms locked as needed and fogging cleaning system employed with deep clean to follow.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Travel** Travelling to and from school – walking, cycling, parents dropping off on foot or via car, own school transport (minibuses), school transport providers and public transport.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Parents to bring children in car, travelling with own bubble. Taxi companies to follow County guidance and transport children from one family only / wear face coverings. Parents requested to wear face coverings around the site when dropping off / picking up pupils. Staggered drop-off and pick-up times in place to enable social distancing.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Mass arrival and departure to and from school resulting in gatherings at school gate(s) and access points.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staggered drop-off/collection times in place and communicated to parents. Allocated entry points (x 3) for each group of bubbles. Parents reminded about social distancing in information booklet. Signage to be displayed and markings present on walkways. SLT and site supervisor to patrol area around school to ensure parents do not enter school site and move on / not gather around school gates. Reminders to be issued to parents via newsletter and dojo. Parents to wear face coverings when dropping off and collecting children to reduce transmission risk.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Access / Egress** Lack of procedures for controlling access to and from the premises.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Gates locked when not in use. SLT / site supervisor present at beginning and end of day. No visitors to the office unless pre-booked. Signage displays how to contact the office for access at other times.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Supervision** Failure to allocate year groups and staff into bubbles (in order to deliver the full range of curriculum subjects) and maintain distancing between bubbles during movement around site.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff timetable in place. Most staff in one bubble only. Limited movement around school during school day. Social distancing posters and markings in place in common areas / corridors. Where staff need to work with another bubble, they should maintain 2m distance with pupils and adults in the bubble.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Failure to have procedures in place for staff/students (holidays etc.) returning from parts of the UK and overseas known to have had recent spikes in COVID-19.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Parents and staff requested to advise if returning from another country. If this is the case, request should be made that they fulfill quarantine requirements. Remote education provided for pupils during this time,	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Travel** Failure to amend existing risk assessments for school trips, visits and extra-curricular activities – domestic overnight stays and overseas visits are not advised at this stage.	0 0 0
	Measures Currently in place to prevent risk of injury	
	No educational visits to take place at present.	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Other (See: Hazard Details)** Lack of facilities to accommodate year group bubbles whilst maintaining distancing between bubbles – classrooms, work areas, lunch/break areas and recreational spaces.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Each class bubble has their own designated class and play area each day. Pupils do not mix with pupils from other bubbles. (Small number of pupils attending after-school club are in phase bubbles, seated in separate areas to enable socialisation at this time) Adventure play equipment is out of bounds. Play resources, allocated for each bubble, are to be used. Any resources that are shared are to be cleaned as soon as they are finished with or quarantined for 72 hours. When wet, strict times for hard playgrounds to be adhered to. Each bubble has identified break times / outdoor space / handwashing facilities. Each child has own frequently used items.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Welfare** Lack of handwashing and welfare facilities to accommodate year group bubbles whilst maintaining distancing	0 0 0
	Measures Currently in place to prevent risk of injury	
	Classes have identified handwashing facilities which are used by one bubble at a time. These are cleaned 3x per day in KS1 and LKS2 and 2x per day in EYFS and UKS2 where less pupils are using them. Hand sanitiser dispensers are installed throughout the school, near to exterior doors to enable sanitising after outdoor play. Handwashing preferred method before eating. Handwashing schedule in place for all pupils. Staff reminded to wash / sanitise hands frequently. Signage in place as a reminder.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Staff and students not washing hands frequently	0 0 0
	Measures Currently in place to prevent risk of injury	
	Handwashing schedule in place for all pupils to ensure that pupils clean their hands regularly, including: • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating Staff reminded to wash / sanitise hands frequently. Signage in place as a reminder.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Hazardous Substance** Over-use of hand sanitiser etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Hand sanitiser to be used for entry into breakfast club and staff. A mix of sanitising and washing is utilised. Handwashing at present before and after eating / after toileting. Hand sanitiser at other times so over-use is avoided. Parents have been asked to inform us if they DO NOT wish child to use sanitiser. The wishes of any parent not wishing their child to use sanitiser must be acknowledged and complied with.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination between year group bubbles due to staff moving between bubbles.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Limited movement around building. Staff to maintain 2m distance (signage and markings in place to remind staff). Staff to hand sanitise before entering and upon leaving bubble. Staff to refrain from entering another bubble unless timetable to be there. Reduce PPA cover being delivered by TAs not usually timetabled to class. If needing to be there, staff must maintain 2m distance. If not possible, hand wash / sanitise frequently.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination between year group bubbles due to members of the same household being allocated into separate bubbles.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Unavoidable and within DfE guidance.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination between year group bubbles from shared facilities – classrooms, work areas, resources such as library books, lunch/break areas, recreational spaces, gym/fitness suite equipment, playing fields and associated equipment.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Frequently-used equipment should not be shared. Pupils to have own equipment in named trays/pots/pencil cases, on tables. Equipment that is shared within bubbles must be cleaned more frequently. Where equipment is shared with another bubble, this should be cleaned with anti-bac spray straight away and staff member should wash hands afterwards. If not possible to clean, resources, must be quarantined for 72 hours.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination between year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	All shared facilities are subject to increased cleaning regime. x3 per day in KS1 and LKS2 / x2 in EYFS and UKS2 staff room/office areas as well as at end of day by cleaners. A cleaning rota / checklist is in place to ensure this is completed. No water fountains. Children bring own drinks bottles. When school cups are used, these are washed in the dishwasher - no handwashing.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination within year group bubbles due to physical contact - staff/student contact, peer to peer contact.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff should avoid physical contact unless necessary to provide first aid or reassurance. Staff should limit amount of time to a minimum and wash hands / sanitise afterwards.Pupils should refrain from physical contact - staff to make this clear through reiterating 'Rules for health'. Bubbles in allocated spaces - indoors and out - so there should be no cross-contamination across bubbles.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination within year group bubbles due to sharing resources/equipment, gym/fitness equipment, sports equipment or passing on loaned equipment such as library books etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	All books to be quarantined for 72 hours upon return. Any shared resources are cleaned straight after use with anti-bac spray or quarantined for 72 hours. Gym equipment is cleaned with anti-bac spray straight after use. Play equipment allocated per bubble only	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination within year group bubbles due to shared personal equipment (water bottles, toys etc.), physical activities (PE etc.).	0 0 0
	Measures Currently in place to prevent risk of injury	
	Pupils to have own water bottle - no cups to be shared. Any cups for EYFS / wraparound must be washed in a dishwasher after use (not washed by hand). See above for other equipment	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination within year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	All shared facilities are subject to increased cleaning regime. x3 per day in KS1 and LKS2 / x2 in EYFS and UKS2 staff room/office areas as well as at end of day by cleaners. A cleaning rota / checklist is in place to ensure this is completed. No water fountains. Children bring own drinks bottles. When school cups are used, these are washed in the dishwasher - no handwashing.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Inadequate supervision levels should staff levels drop (individual year group bubbles and the whole school in general).	0 0 0
	Measures Currently in place to prevent risk of injury	
	Most bubbles have HLTAs who are able to cover for class teacher if absent. Supply company will be contacted should need for supply cover arise - they have their own risk assessment and procedures in place and they have copies of our risk assessment. Procedures will be reiterated on arrival. Currently staff with 2 member of staff per group. This could be adjusted to 1 per group. If staffing levels become too low to maintain supervision, refer to CEO / Directors and LA to consider closing to certain year groups / bubbles	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Inadequate supervision levels to maintain safe movement around site and avoid year group bubble to bubble contact.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff timetable in place - all pupils to be supervised by bubble staff at all times.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Supervision** Inadequate supervision levels at lunch/breaktimes to maintain distancing between year group bubbles.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff timetable in place - all pupils to be supervised by bubble staff at all times, supported by lunch supervisors. Each bubble has allocated space and time daily outside	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Lack of facilities to maintain distancing between staff in staff areas.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Signage and markings in place to remind staff to maintain 2m distance. Staff room has maximum number in place for seated area and kitchen/photocopier area. Offices have maximum number and no entry to school office except for admin staff. Contact with admin team should be via telephone. If visit to the office is unavoidable, visitors must remain outside the office and communicate via the hatch, standing away from , and not touching, the hatch. Face coverings to be used in any areas outside own class / office when not teaching children Staff to not enter other classes / offices unless timetabled to be there. PPA to be taken at home KS2 library and Moon room to be used as additional staff room space	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Safeguarding** Lack of first aid trained staff and facilities to support year group bubbles (including paediatric where necessary).	0 0 0
	Measures Currently in place to prevent risk of injury	
	First aid trained staff member in each bubble. When there absences, a first aider is in close proximity. Staff to provide first aid from a distance if possible. All bubbles have own first aid equipment. If close proximity / contact required, staff to ensure this is for as short a time as possible. Staff to wash hands straight away.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Safeguarding** Lack of staff to support pupils with individual and specific medical needs (including dispensing of medicines and provision of medical procedures.	0 0 0
	Measures Currently in place to prevent risk of injury	
	First aid trained staff member in each bubble. When there absences, a first aider is in close proximity. Staff to provide support from a distance if possible. If close proximity / contact required, staff to ensure this is for as short a time as possible. Staff to wash hands straight away. Medicines are administered according to usual procedures. Stored in class cupboard or staff room fridge as required. Parents to sign consent and log of administration completed by staff in school	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Safeguarding** Lack of staff to support pupils with individual and specific care needs (e.g. support for toileting etc.).	0 0 0
	Measures Currently in place to prevent risk of injury	
	Pupils with specific needs are identified and sufficient staff ratios in place as well as identified areas to support with intimate care. PPE supplied for this purpose	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Safeguarding** Lack of staff to support pupils with specific emotional or behavioural needs.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Pupils with specific SEMH needs are identified and staff in bubble allocated. Breakout areas allocated for each phase. Staff trained in supporting SEMH needs and further CPD has taken place (emotion coaching). Draw and Talk to take place. All pupils with identified SEMH needs have and IBP and RA in place. Where pupils at risk of exhibiting challenging behaviour, personal face shields for staff to be on hand in each classroom	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Welfare** Lack of canteen staff, catering facilities and the dining space required to provide school meals to all year group bubbles whilst maintaining distancing.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Catering staff on site in kitchen. Facilities cleaned and prepared in advance. Hot lunch menu in place - to be collected and delivered in 'airline trays' to KS2 classrooms and eaten in classes. YR, Y1 and Y2 eat in hall - at separate times / benches to allow bubbles to socially distanced. Tables and benches to be cleaned with anti-bac spray before next bubble eats there. Teachers to hand out cutlery to prevent any cross-contamination. Children to be sat in rows, side by side. YN eat own packed lunches in classroom.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Housekeeping** Inadequate cleaning staff/site team on site throughout the day to clean frequently touched areas, welfare facilities, shared areas etc. and areas used by different year group bubbles.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Cleaning rota in place for each phase to ensure these areas are cleaned with anti-bac spray. Cleaning schedule to be maintained and recorded daily. Staff in each area responsible for this twice-daily - sinks, taps, toilet seats and flushes. A cleaning rota / checklist is in place to record when this is completed When using a common area, touched surfaces such as table tops must be cleaned before leaving area.Site supervisor manages stock of spray and sanitiser, supported by admin team.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Work Equipment** Inadequate staff equipment/facilities and cleaning products/PPE to ensure the school is thoroughly cleaned at the end of the school day/start of a new day.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Identified member of staff (LM) to monitor PPE stocks / (CS/AR to maintain cleaning product stocks) and order when starting to get low. Stocks stored in easily accessible area for topping up as needed.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross contamination across site due to lack of procedures for disposing of used and potentially contaminated cleaning materials etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Potentially contaminated materials are to be thrown away in lidded bins and disposed of at the end of each day. Staff use one J-cloth per day and dispose. Lidded bins placed in every area. Bin bags to be disposed of daily. Any waste in a class where any pupil / staff member that develops symptoms has been should be disposed of in yellow bags. This should be double-bagged, placed in a separate shed (staging shed) and 'quarantined' for 72 hours. Andy Roberts to be responsible for ensuring 72 hours quarantine.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Cross-contamination from food served on premises	0 0 0
	Measures Currently in place to prevent risk of injury	
	Caterers should be adhering to hygiene standards, including frequent hand-washing etc. Food to be served in separate trays and delivered to KS2 classes / in hall to EYFS and KS1 pupils. Children to be supervised at lunchtimes and discouraged from sharing food. Children should sit side by side when eating. Sweets and cake are not permitted to be brought into school by pupil to share with pupils or staff.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Lack of ventilation / fresh air to reduce transmission	0 0 0
	Measures Currently in place to prevent risk of injury	
	All rooms should have at least windows open slightly and door propped open to maintain good ventilation. When classroom vacated for break, windows and doors should be fully opened to allow the air within to be completely refreshed. If a door cannot be propped open when in use, door handles should be anti-bac cleaned frequently, in line with cleaning schedule. To balance the need for increased ventilation while maintaining a comfortable temperature, consider: • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform • rearranging furniture where possible to avoid direct draughts	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Increase risk of transmission in music lessons and singing activities	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff must remember that there may be an additional risk of transmission when groups are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Singing and chanting should only take place in groups of 15 or less in class (only in a group of children from the same bubble) so that pupils can be spread out, standing side by side or back to back, and, if possible, in larger areas or outside. Ensure good ventilation throughout. Avoid sharing of instruments, and clean instruments following use. Use of wind and brass instruments is prohibited. Singing should not take place in larger groups such as school choirs and ensembles, or school assemblies. When pupils are singing, ensure staff are facing the same way. ie not facing the singers.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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Current Rating	Hazard Information	Task Status
Medium	**Biological** Increase transmission due to staff members not accessing vaccine.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff recommended to access vaccination to protect themselves and community.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

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