

Risk	Covid 19 School is following the updated guidance and information provided by Public Health England and the DfE regarding the opening of school to all year groups in Monday 8 th March 2021. This assessment records site-specific arrangements.
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Staff, students, or visitors who have underlying health conditions	Those staff who have received a letter from their GP stating to shield are at home working.	Keep in touch with the 1 member of staff – give them jobs that they can complete offsite. All staff to complete a Vulnerable Employee Risk Assessment (VERA)	RD	Ongoing Ongoing	Initial set completed October 2020
Minimising future absences caused by isolations due to contact tracing	Staff, students, or visitors	Ensuring adequate social distancing Small staff teams in each bubble Use of PPE when and where appropriate	Adults to wear masks in all corridors and communal areas Safe removal and disposal of used masks Maintaining bubble integrity by using HLTA for PPA in KS1 and a different teacher from KS1 for PPA in KS2.	RD	ongoing	
Risk of transmission in school	Staff Children Visitors	All schools and childcare settings to follow Government and Local Authority guidance	See separate Asymptomatic Testing Risk Assessment for further controls for the delivery and implementation of testing.	RD, SD and Staff opting into the testing cycle	ongoing	

		<p>Covid administrator to keep track of testing allocations and liaise with Covid Coordinator to reorder testing kits as and when necessary</p> <p>Following HIAS and PHE guidance, if a member of staff tests positive following LFT test HT will close entire bubble that they work in.</p>	<p>All adults accessing the school site and interacting with children will carry out LFD testing. This includes- Sports Coach, PHSports Wrap around care providers and Listen 2 Me music teacher.</p>			
Group transmission	Staff, students, or visitors	<p>Control visitors into the site. Children in one part of the school Small staff teams on a rota</p>	<p>Visitors Restrict all access to the building from visitors – visitors by appointment only No one to come through the front of the school unless by prior appointment –asked to wash their hands with alcohol based sanitiser. Signage displayed to halt visitors into the school</p> <p>Staff Staff work in class bubbles in an allocated area of the school (no more than 30) All things that staff need should be with them Only 2 people in the staff room at any one time and clean the surfaces after entry. Use staffroom to make a drink and then sit in the Learning Zone to eat lunch whilst keeping 2 metres away, Learning Zone and staffroom surfaces cleaned regularly Only one member of staff in the toilets – try to restrict entry to office area, except for HT and office staff. Each office staff member in a separate office space. Practice good hygiene</p>	All Staff Sports Coach	ongoing	

			<p>All adults to model social distancing from the children (2meters, 1m+ if required to talk to a child) Stagger entry to school, exit from school, break and lunch times Interventions in KS1 to take place in classrooms with TA in the bubble. KS2 interventions to take place in the Learning Zone- all surfaces and equipment thoroughly cleaned between each intervention. All staff to wear masks when accessing communal areas Meetings to be held remotely where possible, if not possible masks to be worn, room ventilated and 2m distance held at all times</p> <p><u>Sports Coach</u> Sports coach to remain 2 metres distance at all times where possible. Sports coach activities to take place outside to reduce the risk of transmission. Equipment to be cleaned between each bubble. In the event of rain PE sessions to be held in the hall- external doors open for ventilation- room cleaned between bubbles and children encouraged not to shout/cheer. Small groups playing at one time.</p> <p><u>Children</u> Children in class groups (no more than 30) Children put all belongings in their lockers (limit belongings to water bottles, lunchboxes and PE Kit. KS2 Tables organised so children are sitting next to each other but facing towards the IWB. KS1 tables grouped into smaller bubble groups. Children remain at this table for the duration of the day. BEAR CLASS: 15 children DARWIN: 15 Y1/15 Y2 (30) ADAMSON: 12 Y3/12Y4 (24)</p>			
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			<p>ATTENBOROUGH: 14 Y5/11 Y6 (25) Staggered playtime and lunchtimes Staggered entry into school Sink in each classroom for frequent and regular hand washing. Staff to teach and remind hand washing practise of 20 seconds. Posters around the sinks to remind the children. One child in the toilets at a time: BEAR CLASS: Disabled toilet DARWIN: Classroom toilet ADAMSON: Girls Toilet Block becomes unisex- boy and girl cubicle only one child in at a time. ATTENBOROUGH: Boys Toilet Block becomes unisex- boy and girl cubicle only one child in at a time.</p> <p>No mixing of class bubbles at anytime.</p> <p><u>Staggered start and collection at the end of the day</u> <i>Entry into school via school main gate:</i> Darwin, Adamson and Attenborough (staff member at gate, socially distance) <i>Entry via Bear Class outside learning gate:</i> Bear Class only (staff member at gate, socially distance) Follow Resilience plan in the event of a child showing symptoms of Covid 19 – isolate and send home Playground demarcated for parents, children and staff for staggered end of the day collection. Parents to wear masks when accessing the school site at the start and the end of the school day.</p>			
Poor hygiene	Staff, students, or visitors	Snuffle stations set up Small group of children in, contained in one part of the school	Sanitising stations in all areas of the school and every classroom Soap and paper towels in every classroom PPE for staff should they request it. Guidance given on the safe use of PPE	All staff Children	ongoing	

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			<p>Cleaned in the morning by site manager Cleaned throughout the day (desks, handles) by teachers/teaching assistant Toilets cleaned every morning, lunchtime and after school (HT/TA/Site manager) Corridor surfaces cleaned every morning, lunchtime and after school (HT/TA/Site manager) All light switches and door handles throughout the school cleaned at lunchtime (HT/TA) Deep clean in the evening by site manager – PPE essential Posters and signs reminding children of effective hygiene Assemblies recorded by HT and shared in each bubble</p>			
Transmission while taking part in wrap around care provision	Staff, students, or visitors	PH SPORTS own risk assessment carried out. This will be shared with all parents who take up wrap around care	<p>Children in same wrap around care bubble. Each bubble to be socially distanced within the hall during provision Hands washed frequently Disabled Toilet only toilet to be used. PH Sports staff to remain 2 metres away from children at all times. PH Sports staff to wear masks in communal areas and when less than 2m from children and staff. PHSport staff to join the schools LFD asymptomatic testing group. Tests carried out twice a week- Sunday evening and Wednesday evening</p>	RD	ongoing	
Transmission while transporting students	Staff, students, or visitors	Hampshire Transport own risk assessment. Children facing forwards in the bus. Small bubble group.	<p>Hampshire School Transport will follow social distancing protocols during transportation. Children will wash hands upon entering the school building. Hands sanitised with hand sanitiser when exiting the bus Those children wearing a mask to remove and store following government guidelines.</p>	RD	ongoing	Transmission while transporting students

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CYP Behaviour	Staff, students, or visitors	Behaviour policy in place Social distancing in place Staff/Child ratio effective and safe. Child has IBMP in place	Remind of behaviour policy Remind the children of the amendment to the behaviour policy with the elements needed for COVID-19 (i.e. social distancing, washing hands regularly) IBMP for children who need it. Individual risk assessment for each child. Signage up and around school Staff role model and explain to the children new processes Social stories to explain the new layout and bubble procedures of the school prior to the children starting.	SLT and SENCO Caretaker to tape and spray All staff to communicate	ongoing	
Staffing for emergency evacuations	Staff, students, or visitors	Small groups – emergency evacuation follow normal protocol.	Practice emergency evacuation of building adhering to social distancing Aim for 4 minutes out of building and repeat several times if this is not managed on the first occasion.	RD GT-Site Manager	Within the first week of all children back in the building practice fire drill	
Staffing levels for first aid	Staff, students, or visitors	All staff emergency 1 st aid trained GT 1 st Aid at Work trained.	Most staff trained in emergency first aid. At least one first aid trained member of staff will be in the bubbles at all times. 2 members of staff paediatric first aid trained	SLT TW RD KH	ongoing	
Eating food and snacks	Staff, students, or visitors	Eat in classrooms Snacks on playground	Lunch times staggered for each class bubble. KS2 eat in classroom KS1 eat in the hall. Hall, tables and chairs will be thoroughly cleaned by HC3S and MDSA following children eating in Bear and Darwin class bubbles. No mixing of bubbles will take place in the hall. Classes will enter from the external hall door and exit from the internal hall door to avoid bubbles mixing as they pass each other. Strict hand washing procedures before and after eating.	Staff in classrooms HC3S staff	ongoing	

			Own water bottles to be used. Meals brought to KS2 classrooms on sanitised trolley.			
Head teacher becomes unwell/has to isolate for 14 days (DHT on maternity leave)	Children Staff	UPS 2 teacher to support during school hours. DDSL training up to date and able to take on DSL role. Administration officer trained and able to run the office.	Martin Lambert (HT at Wallop Primary School) has agreed to support the school in the event of the HT being ill/self-isolating for 14 days or more. CoG to Liaise with Martin Lambert during this period of time to ensure effective communication and support for the children and staff in school.	Governing body SLT HT	Emergency plan written and agreed	
Transmission while carrying out peripatetic Piano lessons during the school day.	Children Staff	Follow current school COVID-19 management protocols.	Shared surfaces such as chairs wiped down with suitable wipes at the beginning/end of use and between each pupil. Hand sanitiser used on arrival, departure and between each lesson. 2m distance from pupils maintained at all times. Clear plastic screen between teacher and students during lessons. Piano keys wiped with appropriate cleaner and dried between each pupil. Windows open for increased ventilation. Face covering worn when arriving/leaving and moving around the school. Happy to also wear this whilst teaching if required. 5 minute gap between lessons to allow for cleaning and ensure no crossover. No sharing of books, sheets or other equipment between teacher and pupils.	Anna Mullins (piano teacher) Rachel Dance (HT)	18/03/2021 and then ongoing	

Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Main offices	2 people	Hand washing facilities Hand sanitiser before signing in or out Reduce number of visitors - visitors by appointment only. Communication via telephone and e-mail only. Desks, light switches and door handles cleaned at lunchtime and the end of the day	Soap, paper towels Hand sanitiser Cloths and antibacterial spray	All individuals All individuals SM and Admin Assistant GT- caretaker/site manager
Entrance area	1 person at a time	Regular hand washing No visitors (use Learning Zone if necessary) Desks, light switches and door handles cleaned at lunchtime and the end of the day 2m tape to demarcate floor for staff member using photocopier		
Headteacher office	1 adult and 1 child	Regular hand washing No visitors (use Learning Zone if necessary) Desks, light switches and door handles cleaned at lunchtime and the end of the day	Soap, paper towels Cloths and antibacterial spray	All individuals RD and Site manager

Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Corridors	2 people 30 children from same 'bubble group'	One way system Light switches and door handles top surfaces eg. Radiator tops and hand rails, cleaned at lunchtime and the end of the day Markers on floor to remind adults of social distancing All adults to wear masks	Cloths and antibacterial spray	GT- caretaker/site manager All teachers to teach the children about this.
Staff room (Learning Zine to eat, staffroom to prepare beverages)	1 adult where possible up to 2	Sit 2m apart Hand sanitiser before and after using the photocopier / laminator Top surfaces, light switches and door handles (including fridge) cleaned at lunchtime and the end of the day All adults to wear masks	Tape to mark floor and seating Hand sanitiser Cloths and antibacterial spray	All individuals All individuals GT- caretaker/site manager
Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible

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<p>Boy's toilet block <i>To be used by Attenborough Class</i></p>	<p>1 child</p>	<p>Hand washing facilities</p> <p>Surfaces cleaned at lunchtime (by RD) and end of day</p> <p>boy and girls cubicle demarcated.</p>	<p>Soap and paper towels</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
<p>Girl's toilet block <i>To be used by Adamson Class</i></p>	<p>1 child</p>	<p>Hand washing facilities</p> <p>Surfaces cleaned at lunchtime (by RD) and end of day</p> <p>boy and girls cubicle demarcated.</p>	<p>Soap and paper towels</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
<p>Disabled toilet toilet <i>To be used by EYFS children and wrap around care provision.</i></p>	<p>1 child</p>	<p>Hand washing facilities</p> <p>Surfaces cleaned at lunchtime (by RD) and end of day</p>	<p>Soap and paper towels</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
<p>Darwin class toilet toilet <i>To be used by Darwin children</i></p>	<p>1 child</p>	<p>Hand washing facilities</p> <p>Surfaces cleaned at lunchtime (by RD) and end of day</p> <p>1 toilet to be used at all times</p>	<p>Soap and paper towels</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
<p>Laptop Trolleys</p>	<p>1 child or adult at a time</p>	<p>Sanitising wipes to be used to clean laptops before each use</p> <p>Only staff to collect and return laptops.</p> <p>Lap top trolleys surfaces cleaned at the start and end of each day (by TA and site manager)</p>	<p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>

Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Bear Class (EYFS)	15 children and 2 adults	<p>Handwashing facilities</p> <p>Children to have own stationary packs.</p> <p>Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use.</p> <p>Use outside area as much as possible as part of free flow environment</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by BT) and the end of the day</p> <p>All EYFS small play toys to be soaked overnight in Milton solution</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
Darwin class (Y1/2)	28 children and 2 adults	<p>Handwashing facilities</p> <p>Children to have own stationary packs.</p> <p>Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use.</p> <p>Use outside area as much as possible</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by KH) and the end of the day</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>

		Children to be sat facing forward towards the IWB.		
Adamson class (Y3/4)	25 children and up to 3 adults	<p>Handwashing facilities</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by JK/CG) and the end of the day</p> <p>Box in classroom for resources that need to be cleaned at the end of the day</p> <p>Children to have own stationary packs. Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use</p> <p>Children to be sat facing forward towards the IWB.</p> <p>TA's to wear masks when working with children less than 2m distance</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>
Attenborough class (Y5/6)	26 children and up to 3 adults	<p>Handwashing facilities</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by JK/CG) and the end of the day</p> <p>Box in classroom for resources that need to be cleaned at the end of the day</p> <p>Children to have own stationary packs.</p>	<p>Soap and paper towels</p> <p>Black plastic bags</p> <p>Cloths and antibacterial spray</p>	<p>All individuals</p> <p>GT- caretaker/site manager</p>

		<p>Resources can be shared (games, books) as long as they are cleaned thoroughly and quarantined for 72 hours where necessary before re-use</p> <p>Children to be sat facing forward towards the IWB.</p> <p>TA's to wear masks when working with children less than 2m distance</p>		
Room	Max number of children and adults in this area	Extra precautions to be taken	Resources	Person responsible
Main school corridor	1 x Bubble group and 2 adults	<p>Corridor used by one bubble group at a time. All other bubble groups remain in classrooms whilst corridor occupied.</p> <p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime and the end of the day</p> <p>Bags to be kept in personal lockers</p> <p>All adults to wear masks</p>	Cloths and antibacterial spray	<p>RD/GT to put up signage</p> <p>GT- caretaker/site manager</p> <p>RD/GT to mark out. All teachers to teach the children about this.</p>
Staff room	1 adult 1 child (if isolation required)	<p>Area used as isolation room in the event of a child or member of staff displaying symptoms of COVID 19.</p> <p>Area cleaned at the end of lunchtime and following use for isolation.</p> <p>All adults to wear masks</p>	Cloths and antibacterial spray	<p>Teachers</p> <p>All staff</p> <p>GT- caretaker/site manager</p>
		Handwashing facilities in the disabled toilet		

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Hall		<p>Light switches and door handles top surfaces eg. radiator tops and hand rails, cleaned at lunchtime (by HFT) and the end of the day</p> <p>All PE lessons to take place outside as outside learning reduces risk of transmission of infection. Unless it rains- hall will be used but with external doors open for ventilations.</p> <p>Bear class (EYFS) will eat in the hall. Hall will be thoroughly cleaned by HC3S following children eating. No mixing of bubbles will take place in the hall.</p> <p>Strict hand washing procedures before and after eating.</p>	<p>Cloths and antibacterial spray</p> <p>Cloths and antibacterial spray</p>	<p>Teachers</p> <p>All staff</p> <p>GT- caretaker/site manager</p> <p>HC3S staff</p>
External doors	1 person	Door handles cleaned morning and afternoon	Cloths and antibacterial spray	GT- caretaker/site manager
Internal door	1 person	Door handles cleaned morning and afternoon	Cloths and antibacterial spray	GT- caretaker/site manager

<p>Risk Assessor Rachel Dance (Head Teacher)</p>	<p>Signature <i>REDance</i> (signed electronically)</p>	<p>Date 04.01.2021</p>
<p>Responsible Manager Alison Few-Brown (Health and Safety Governor)</p>	<p>Signature <i>A.Few-Brown</i>(signed electronically)</p>	<p>Date 04.01.2021</p>

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Date Reviewed	Signature	Role
23.09.2020	<i>REDance</i> (signed electronically)	RA manager and HT
04.01.2021	<i>REDance</i> (signed electronically)	RA manager and HT
23.02.2021	<i>REDance</i> (signed electronically)	RA manager and HT
05.03.2021	<i>REDance</i> (signed electronically)	RA manager and HT

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Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.	Emergency plan in the event of prolonged HT illness	Low	Write emergency plan Agreed by Grateley and Wallop FGB	RD	3 rd September 2020	17.09.20
2.	Visitors by appointment only	Medium	Signage displayed outside school grounds stating this	GT- caretaker	3 rd September 2020	03.09.20
3.	Signage round school	High	Staff to put up signs, arrows and demarcate corridors	All staff	3 rd September 2020	03.09.20
4.	Tape floor – 2 metre distancing for staff and parents	High	Internal floors taped External visitors and playground (muster point) demarcated	GT- caretaker	3 rd September 2020	03.09.20
5.	Share plans parents and staff	High	RD to put together letters, RA and FAQ for staff and parents – share with Governors	RD	17.07. 2020	17.07.20
6.	Sanitising stations in all rooms	High	Ensure all areas have sanitising stations to ensure cleaning is regular	SM, KH, RD	3 rd September 2020	03.09.20
7.	IBMPs for those that need it	High	Children needing social stories or IBMPs shared with staff and children	RD	17.07.2020	17.07.20
8.	Asymptomatic Testing continues	Low	Staff trained Tests ordered COVID coordinator and COVID Registration Assistant agreed Monitoring of testing Liaison with PHE if required	COVID coordinator (RD) COVID Registration Assistant (SD)	18.01.2021	25.01.2021

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Responsible Manager Rachel Dance	Signature <i>REDance</i> (signed electronically)	Date 10.07.20
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Date Reviewed	Signature	Role
23.09.2020	<i>REDance</i> (signed electronically)	RA manager and HT
04.01.2021	<i>REDance</i> (signed electronically)	RA manager and HT
23.02.2021	<i>REDance</i> (signed electronically)	RA manager and HT