

MASTER Risk Assessment

Location / Site	Insert location and site where activity taking place
LOUGHTON SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
OPENING FOR KEYWORKER AND VULNERABLE CHILDREN	
Assessment date	Insert date when assessment is being carried out
14/5/2020 – to be updated regularly until re-opening	
Assessment serial number	Insert local serial/identification number for future reference
#01	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

LOUGHTON SCHOOL PLAN

The government put us into a national lockdown in December 2020. This means we will be teaching the majority of children via remote learning and only having key worker & vulnerable children in school. We will have year group bubbles in school. There will be 8-10 children in a class bubble. Depending on numbers this means we could have up to 4 classrooms open in each year group. Children with EHCP will have 1:1 staff working with them. Staff will not cross over bubbles once they have been allocated to a year team. They need to stay with the bubble they have been directed to work with. If we need to move staff around we will do this with a 48-hour gap between. Where possible the number of staff in a year group will be kept to the bare minimum to reduce the number of adults the children have contact with. MDS staff will be in to make sure lunchtimes run smoothly and staff get their break. They will be on the rota for a week at a time to limit the number of adults the children have contact with. Cleaners will be working their usual hours to make sure the school has been cleaned to a high standard. Only office team who have to work on site will be in. The Site Supervisor will be on site during his normal working hours.

This risk assessment is based on the advice that has been published by the DfE in the following documents 'Restricting attendance during the national lockdown: schools' January 2021 & 'Further education guidance for restricting attendance during the national lockdown'. For further information, you can read the document.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf

LOUGHTON SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home. 2. Those members of staff who are pregnant are to work from home. 3. Those staff who are clinically vulnerable can continue to attend school, but this will be kept to a minimum and they are advised to take particular care to observe all advice given to reduce the risk i.e. 2m distance from others, face coverings when working with children, good hand and respiratory hygiene. 4. Staff will be strongly encouraged to take part in the Rapid Lateral Flow testing that has been introduced to primary school. This means asymptomatic cases are more likely to be identified. All results will be recorded on the government website and on the school documentation. 5. Only those children who need to be in school will be allowed in school. 6. Only those staff who are on the rota will be allowed to be in school. 7. Anyone feeling unwell in the morning must not come onto site. Staff to phone in sick to Bex. Parents to use the normal ways of communicating their child is ill and not coming to school. They will not be allowed back into school until they have completed a COVID test. Results must be shared with the school. They must self-isolate. 8. Anyone showing symptoms in school will be isolated and sent home immediately. They will be asked to complete a test. The bubble will be shut down until there is a negative test result confirmed. Everyone will be asked to self-isolate. 9. If a confirmed positive case happens with a child in school or a member of staff, then the bubble will be shut immediately. The area will be closed off for 72 hours and SLT will complete a track and trace to make sure everyone who needs to isolate does. 10. Staff and children will not be allowed in school if a family member has had to take a test because of showing symptoms until that person gets their test results back. 11. Staff must wear face coverings in communal areas, unless they are exempt. They must wear and remove face coverings following the guidance set out in the DfE document ‘Restricting attendance during the national lockdown’ January 2021 page 13. 12. Staff will be encouraged to take part in the NHS Test and Trace programme. 13. Staff and parents are encouraged to use the NHS COVID-19 app 14. All staff must abide by the rules laid out by the government during the lockdown period. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of cross contamination through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff are assigned to a group of children and stay with these children throughout the day (<i>and on sub-sequent days</i>). Staff must stick to the rota. 2. Children will be assigned a classroom and must stay in this classroom bubble at all times. 3. Staff MUST NOT mix bubbles. They must stay to the areas they have been assigned to work in school at all times. 4. If anyone needs to move bubbles, there needs to be a 48-hour window in-between. 5. When in communal areas staff must wear face coverings unless they are exempt. 6. Communal areas that can be well ventilated will be and staff will be encouraged to only be in communal areas for the minimum amount of time they need to be. 7. There should only be one person at the photocopier and where possible not mixing bubbles. 8. Cleaners equipment will be moved to an area they can access without coming into contact with each other. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The classrooms and shared areas being used to be cleaned daily and to the standard set out in the Loughton school cleaners handbook. 2. Office spaces will be cleaned daily along with the staff room. 3. There are cleaning products for each room being used, so they can be cleaned throughout the day. These are stored away from the children in a safe space. 4. Children will be reminded about hygiene and why it is important to follow this. 5. Children will be taught to ‘catch it, bin it, kill it’ as a means of good respiratory hygiene 6. Occupied spaces will be well ventilated throughout the day. Fire doors must not be propped open though. 7. Hand gel dispenser outside of all classrooms and the main entrance to school. 8. Hand gel order in large quantities. 9. Tissues available in classrooms 10. Tissue order in large quantities 			

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<ol style="list-style-type: none"> 11. Bins emptied on a regular basis 12. Children hand wash or hand gel on entry to school and then regularly throughout the day. Use the basins in the shared areas as well as toilets. 13. Washing hands posters replaced in all washing areas 14. Reminders how to wash hands properly – videos and posters 15. Procedure agreed for children to wash hands so thorough hand washing 16. Clothes to be changed daily 17. Gloves are not to be worn in school. This is using the DfE guidelines as well as the World Health Organisation. 18. PPE equipment will be stored in each classroom so that staff do not have to leave to attend the child. This will also prevent other staff going into the bubble. 19. If the PPE equipment is used for an incident relating to the virus, we must follow statutory guidelines on how to dispose of this safely. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The classrooms and shared areas being used to be cleaned daily and to the standard set out in the Loughton school cleaners handbook. 2. Office spaces will be cleaned daily along with the staff room. 3. Cleaners will use the correct cleaning resources and equipment. This will meet COVID-19 guidelines. 4. All surfaces, handles, toilets and shared equipment will be cleaned throughout day using the labelled cleaning product in each room. This is stored in a safe space away from the children. 5. Throughout the week an area of the school will be deep cleaned to make sure we are keeping on top of all areas of the school. 6. If there is a positive case confirmed the room will be shut off for 72 hours before being deep cleaned. 7. PPE will be worn by all cleaning staff if there has been an outbreak in an area of the school. 8. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 9. Soft furnishings and soft / cloth toys will be removed from use in classrooms 10. Spot checks will be completed to make sure the cleaning is taking place and of a high enough standard. 11. The photocopiers need to be wiped down before and after being used by individuals. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only key worker children and those children who fit the vulnerable category as stated in the DfE guidance will be allowed into school. 2. Reduce the number of children in the classroom to enable social distancing. 8 - 10 children will be in each class bubble. Where possible this will stay at 8. 3. Staff who work in the year group will be on a rota to work with the children. There will always be the minimum number of staff in school and they must not mix bubbles. Where possible the same staff will be assigned to the same children and classroom. 4. Cleaners must stay to the area of the school they clean and not mix bubbles. 5. Each year group will use the classrooms in their year group area. Remove excess furniture to increase space if space to do so. 6. Social distancing charter created for and to use with the children. These need to be displayed in the classrooms being used. 7. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance. 8. If children cannot adhere to charter they will be spoken to by Bex and their parents will be phoned. 9. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 10. Mark out an area for the staff member leading the group – 2m distancing at front of room. When moving around the room everyone in the bubble to make sure they are aware of social distancing measures and keep to these as much as possible. 11. Children to use same desk and equipment if returning next day. 12. Children will not sit facing each other in the classroom. 13. They will be reminded that they should not have physical contact with anyone. 14. Children will not mix with other groups in the school building. 15. On the playground children will be kept apart using the barriers to create zones. 16. Windows will be kept open for ventilation. This needs to be in ½ hour bursts depending on the weather. The classrooms need to be 16°C and above. Fire doors must not be propped open. 17. Children to only bring in essential items. 18. Children must not wear the same clothes to school if they are returning the next day. They are not expected to wear school uniform. 19. Staff can wear PPE equipment to teach in or face coverings if they wish to do so. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff working with children who need a 1:1 need to wear PPE equipment or a face covering. 2. Staff will be encouraged to use hand sanitiser frequently and so will the children. 3. If a barrier screen can be used effectively with the child it can be used. 4. Support will be given with the adult sitting next to the child not face to face. 5. Where possible, social distancing of 1m will be maintained. 6. Some children will be in school for a reduce amount of hours (9-11am). 7. Where possible, the same staff members will work with the children. 8. Risk factors will be taken into account with those children who have a lack of understanding of the virus. If the risk to staff is deemed too high, then the child will not be able to come into school. 9. Those children who are violent and may need restraining will not be allowed into school and support will be given to parents at home. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to use the toilets in their year group area. 2. Only one boy and one girl allowed to go to toilet at a time – middle sinks closed for handwashing. 3. Children to not go in the toilet if another child is in there. 4. Staff to keep an eye on what is happening in the shared areas. 5. Hand gel used after toilet use as well as washing hands 6. Extra Signs in toilet re washing hands 7. Doors to be wiped regularly. 8. Children will be encouraged to go to the toilet before breaktime or outside lessons so they do not have to enter the building once outside. 			

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9. There should only be one member of staff in the staff toilets at any one time.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to drop off children and collect children resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The main gate will be used. 2. Parents are required to wear face coverings on site unless they are exempt. 3. Parents are required to remain 2m apart. 4. Messages need to be given over the phone or very briefly at the door. 5. Parents are encouraged to drop off and go. If the children are in year 4, 5 & 6 they could walk down to the main door independently. 6. Children to use the hand sanitiser at the main door before entering the school building. 7. Children will be radioed for at the end of the day when their parent has arrived. 8. We strongly advise parents to abide by the rules laid out by the government during the lockdown period. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes 10am and 10.15am. Lunchtime will also be staggered at 12.15pm and then 12.45pm. 2. Children will be allocated a space to play in. The playgrounds have been separated into zones using barriers. 3. Reduced playtime equipment – hard surfaces and can be easily cleaned. We will create 16 baskets that are assigned to each bubble. They can also be used for PE and games lessons too. 			

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<ol style="list-style-type: none"> 4. No use of the trim trail 5. Games discussed which encourage social distancing – football passing with their feet etc. (games like catch cannot be played) 6. Staff supervision throughout – actively encouraging and insisting on social distancing 7. Children to line up in their zone before coming back into school. Social distancing will be encouraged at all times. 8. Children practise walking 2 metres apart – modelled by staff – one class to go in at a time. 9. Children to wash hands or use hand gel once after break time. 10. Where possible, staff need to try and socially distance in their break out rooms. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will collect their lunches one at a time. 2. Children will eat their lunch at the table they are working at so they are using the same space. 3. Children will not be able to move around the classroom once they have finished eating without permission. 4. Children will go out to play with an adult guiding them. 5. Staff will eat their lunch in their allocated year group rooms. 6. Where possible, staff need to try and socially distance in their break out rooms. 7. There is a separate risk assessment for the children having FSM at Denbigh. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors and communal areas resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door. 2. One child going to toilet at a time. 3. Messages to office via walkie-talkies. These must be wiped down at the end of each day. 			

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<p>One walkie-talkie per room.</p> <ol style="list-style-type: none"> 4. Staff use empty classrooms and alcoves to maximise the distance between each other. 5. Agree instructions with children concerning going and returning to toilet. 6. Children must not move around the school in a group. There should be no need for them to move around the school as we will not be having assemblies as a whole group. If for some reason they do, it must be done quickly and the most direct route needs to be taken. They should be reminded to stay 2m apart from each other. 7. When in communal areas staff must wear face coverings unless they are exempt. 8. Communal areas that can be well ventilated will be and staff will be encouraged to only be in communal areas for the minimum amount of time they need to be. 9. There should only be one person at the photocopier and where possible not mixing bubbles. 10. Staff must use the allocated staff rooms for their year group or office bubble and not mix with other year groups. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to use the same equipment. They will use the pencil case they have been given by school. This will stay on their desk the whole time. 2. Children will complete work on paper which will be stored in a folder with their name on. This will stay on their desk the whole time. 3. Children to use the same electronic device every time. Numbers to be recorded by staff on day 1. 4. Tubs of resources for individuals if needed – maths cubes etc. 5. Resources should be limited as the children will be doing the same work the children are doing at home. 6. If equipment is used it will need to be sanitised or not used again for 72 hours. 7. Lessons planned so resources are individual and not shared – or on white board 8. Resources on tables ready for lesson and not distributed within the lesson 9. Children encouraged to wash hands / use hand gel before lessons and after each lesson 10. The photocopiers need to be wiped down before and after being used by individuals. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Employer health and safety, including mental health and well-being			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home. 2. Those members of staff who are pregnant are to work from home. 3. Those staff who are clinically vulnerable can continue to attend school, but this will be kept to a minimum and they are advised to take particular care to observe all advice given to reduce the risk i.e. 2m distance from others, face coverings when working with children, good hand and respiratory hygiene. 4. Staff will be strongly encouraged to take part in the Rapid Lateral Flow testing that has been introduced to primary school. This means asymptomatic cases are more likely to be identified. All results will be recorded on the government website and on the school documentation. 5. Work life balance and well-being will continually be monitored and if it is found that staff's emotional well-being and mental health is being comprised measures will be taken to reduce this, where possible. 6. Rota's will be done fairly. 7. NQT's and SCITT students will be fully supported so the lockdown does not impact their training. 8. Performance management will still take place, but staff will not be penalised if they cannot achieve the targets set because of lockdown. However, their overall performance during lockdown will still count towards this process. Teachers, HLTA's and LSA's will still be expected to meet the requirements set out in the Teachers/HLTA/LSA's standards that are referenced in their job descriptions during the time they are delivering a remote education. 9. Staff will be supported when they begin teaching live lessons or pre-recording lessons. Those who are confident using technology will be asked to support those members of staff who are not. Staff will be encouraged to go and observe live lessons being taught before delivering them. 10. Staff must follow the guidelines set out by SLT when teaching live lessons, in order to safeguard themselves. (See the document Nana sent you in January) 11. Staff must read the following health and safety documents that refer to working from home. Staff are strongly encouraged to follow the advice set out in these documents. file:///C:/Users/greenr/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/G6UCGEUE/Working%20with%20Display%20Equipment.pdf file:///C:/Users/greenr/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/G6UCGEUE/Work%20Display%20Screen%20Equipment%20Checklist.pdf 12. The usual Health and Safety measures will still be in place in school and will be followed. 13. A fire drill will take place every so often to make sure the measures put in place work using a skeleton staff structure in school. 14. The risk assessment will be shared with all stakeholders and staff will get the opportunity to feedback on this. 15. Team meetings will be held on a Wednesday night. Staff meetings will only be held if 			

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<p>needed.</p> <p>16. Staff to come in the clothes they feel comfortable in. These must be changed daily though.</p> <p>17. Pastoral support is available through the pastoral team and external support can be offered through the school wellbeing programme. Janet Hobbs has the contact details for this.</p> <p>18. PPA is still a legal requirement and will take place. NQT time will still take place. Both if these times will be protected.</p> <p>19. Feedback marking to the children will be given. This will be done in a variety of ways and will take place daily. Maths to be marked by parents. Theme to be placed on the padlet pages and support staff to feedback. Writing will be the only thing emailed to teachers so they can concentrate on giving high quality feedback that still moves the learning on.</p> <p>20. Teachers will be given time in the afternoons to focus on giving feedback to the children as this is the number 1 priority and then using the rest of the time to prepare the lessons for the following day. The padlet page will be run by support staff during this time. This is additional to the legal PPA they will get and is not protected time. Any member of the support staff team who are stepping into the place of a teacher will also get this time.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Children’s education and mental health suffering because of the lockdown			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. We will still provide the best education we can during this time, which has been outlined in our ‘providing remote education information to parents’ document. 2. Live lessons and pre-recorded lessons will be used where we believe they are needed to enhance the learning of the children at home. This will look different in every year group. 3. We believe it is essential for the children to have contact with their peers via live lessons and zoom meetings. It is also vital they have face to face contact with the staff they are used to being with in school, particularly their teacher. 4. Zoom meetings with staff will be different to live lessons and will be fun. 5. A love of reading will still be promoted through the reading challenges and also from staff reading stories to them via zoom. 6. The pastoral team will be available to support those children who are finding lockdown difficult. 7. Safeguarding will still be carried out to the highest standard and registers are taken daily to track the children. If contact has not been seen for more than two days, an email or phone call will be made. A house visit may also take place. 8. The pastoral team will make regular house visits to families we know found it difficult during the last lockdown. 9. Those children who are entitled to FSM will still have them until the voucher scheme kicks in. We will also contact the charity we used before to provide meals for those children over February half term as the government is not doing this. 10. Those children in school will receive the same level of care they always do. They will be 			

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<p>allowed to wear their own clothes in school and bring in blankets because of the cold weather.</p> <p>11. Interventions will take place in some year groups to support the children with their learning. This will take place virtually and parents and staff must follow the guidelines set out in the letter they have received.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risks associated with staff’s weekly lateral flow testing e.g. opting out/forgetting to take the test

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Staff are aware that Sarah Fennessy is our medical co-ordinator and is also our named person as ‘Covid coordinator’. She is the first line of contact about lateral flow testing. In Sarah’s absence, Rebekah Green as headteacher will deputise this role.
2. Sarah to attend/watch DfE webinars 1&2. Other key members of staff members informed that they can watch the recordings if deemed necessary/helpful. The Covid Coordinator to access and read all the information on the DfE Primary Schools Document Sharing platform and update staff as necessary with any changes to initial information.
3. Sarah to ensure that all staff understand the process of taking a test at home. All staff to watch instructional video provided on You Tube – ‘Step by Step Guide to COVID-19 Self Testing
4. Sarah to make sure that all staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school. Use the ‘Reporting the test result online’ slide from the webinar and explain the school reporting process.
5. All staff are aware that testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school/nursery in person, although participation in testing is strongly encouraged. Staff who decline to participate in the testing programme informed they must follow the usual national guidelines on self-isolation and get tested if they show symptoms.
6. The COVID Coordinator to ensure that they have written confirmation from all staff (inc. supply, peripatetic and visitors) as to whether they are opting in or opting out of testing and plan/communicate accordingly.
7. The Registration Assistant (Katie Owen) to create and manage a Electronic Test Kit Log, to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to ‘sign out’ test kits.
8. The COVID Coordinator to monitor stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels. To contact DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687).
9. Regular external visitors to the school (Chartwells catering team, peripatetic instrumental teachers etc) to also be asked to opt in/out of the LFT programme when necessary. This is not relevant at the moment as there are no peripatetic teachers or visitors entering the school. Should this position change, the COVID Coordinator will develop a process for testing

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supply teachers, peripatetic teacher and other visitors to the school site.
 10. Where a member of staff has not confirmed their LFT result by 6pm the night before they are due to be in the school building, a reminder from Sarah will be sent to all staff on testing days to remind them to report their results.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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External visitors on site

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. The only visitors on site will be those that are carrying out essential work. The majority of this work will take place outside.
2. Visitors will not be allowed on site if they have symptoms. They will be encouraged to use the track and trace app.
3. They will need to wear face coverings if they are in the school building.
4. Usual measures will be put in place to make sure the children on site are safe.
5. The school hypnotherapist will still carry out her work in school as this is deemed essential for the children who she works with. This will be with parental permission. She will use the head teacher’s office for this work.
6. Peri music lessons will take place virtually.
7. Only essential meetings with parents will take place on site. These will usually be of a safeguarding nature.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor’s comments	Insert comments relevant to findings as appropriate
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The risk assessment has been based on a variety of guidance that supports educational settings. Once staff and governors have had a chance to read the document and have their say the overall level of risk will be assessed.

Name of assessor	Signature of assessor	Date
Rebekah Green Head teacher		

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Governor's comments	Insert comments relevant to assessment as appropriate

Name of Chair of Governor	Signature of CoG	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
Update sent out to staff for their input	30.1.21
Full governors meeting	
First day implemented	It has been on-going since we opened, but reviewed on the 30.1.21 This risk assessment will be live as of 1.2.21
First week implemented	
Week that full days were implemented	