

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Transmission of Coronavirus whilst staff and pupils are in school.				Medium	Reduce any unnecessary objects coming into and out of school. If a child needs an ipad/device/books or toys to use on the taxi, please clean these each day before school. Use PPE such as gloves, aprons, masks, hand sanitiser and anti-bac wipes as identified in our Risk assessments, when it is necessary to do so. confine resources to rooms to minimise sharing and when sharing is essential (e.g. laptops and ipads), clean resources before transference. Organise lunchtimes and playtimes differently, keeping children in their groups be vigilant in identifying children with symptoms, isolate them and ask parents to collect them removal and/or restricting access to unnecessary items in classrooms. removal and/or restricting access to some soft furnishings, soft toys and toys that are hard to clean. not share PE equipment. Where it is not possible to have class resources, equipment will be cleaned/quarantined between each class use. Visitors to the site will be required to wear masks (including any parents needing to come into school) and visitor numbers to be kept to a minimum. School staff receiving visitors will also wear masks. Frequent reminders to parents of covid symptoms and protocol for self-isolation when there is a case or suspected case within the family.	low	
Drop off and collection of pupils	COVID-19	Parents, Taxi Drivers and escorts. pupils, staff greeting pupils and saying goodbye		Medium	Staggered drop off and pick up times. Pupils transported by taxi arrive at 9.15 and leave at 3.15 (unless other arrangements are in place) Pupils arriving with parents arrive at school from 9.20.and collect at 3.20. Pupils enter school through separate entrances to their set 'bubbles'. Blue Bubble (Holly, Sapplings) staff and pupils enter and leave from reception, Pink Bubble (oak, Elm, Chestnut, Sycamore) staff and pupils enter via Chestnut Outdoor area to rear of hall. Taxi Drivers and escorts will follow all Government guidance given for travelling on public transport. Chalk/tape social distancing and one way prompts will guide staff, pupils and parents at the front of school. All pupils should remain in their vehicles until collected by a member of their class staff.	low	
Staff and pupils in school	COVID-19	Staff, pupils		High	School divided into 'bubbles'. Max number of pupils in each bubble 30. School divided into 2 halves - Bubbles. Pupil and Staff grouping plan attached to this document. All staff and pupils follow handwashing and increased hygiene guidance displayed around school. All staff and pupils should wash their hands on arrival at school and frequently throughout the day. All staff offered twice weekly self-testing kits from January 2021 to test on Sunday and Wednesday evenings. All staff offered covid vaccinations January 2021.	low	
Staff and pupils in classrooms	COVID-19	Staff and pupils		High	Class sizes to be managed according to size of classroom. Soft furnishings should be reduced to a minimum wherever possible. Before pupils return classrooms cleared, cleaned and reorganised following the Preparing Your Classroom" protocol. Ensuring staff and pupils have space to move around classroom when needed. Lessons will take place outside as much as possible. Classrooms will be well ventilated, windows and external doors will stay open throughout the day if at all possible, taking into account the need for maintaining a comfortable working environment. All staff and, where appropriate, pupils will have their own set of stationary. Only the minimum number of items should transfer from home to school and vice versa, therefore no reading books sent home, no home school bags or back packs. Cleaning protocols will be maintained throughout the day as on cleaning tick list. All classrooms have access to gloves, sanitizer, specialist sanitising wipes and a new cleaning cloth each day, which will be left in the classroom by the cleaning team each morning, and disposed of by class staff before they leave for the day. Classroom doors should remain locked on the 'top lock' as much as possible to prevent pupils from other classes entering them. Hand sanitizer is available in each classroom and small personal clip on bottles of snitizer available to all staff. Pupils will wash their hands or use sanitizer frequently. Staff will have access to visors which they may choose to wear when working face to face with pupils.	low	
Moving about the school	COVID-19	staff and pupils, including site and catering staff		High	As much as possible staff and pupils will remain in their bubble. Different bubbles' crossing in the corridors is permitted but stopping to chat is not. Staff must wear face masks if crossing bubbles. System set up to prevent staff needing to move into upper school to collect photocopying using a transfer box and the on call/admin team bring printouts etc to lower school, in addition to purchase of a new printer and laminator. Paper registers will go in plastic wallets which should be wiped with disinfectant before being touched when transferring between bubbles Non-fire doors will be propped open wherever possible to reduce high-touch areas. Social distancing prompts will be displayed around the school. If unplanned photocopying is required and no admin staff are available a designated member of staff from the class may cross the bubble (wearing face mask). Each class should have a designated staff member for the day ie only one member of each class should cross the bubble to reduce crossing.	low	
Lunch and snack times	COVID-19	staff and pupils, including site and catering staff		High	Cups must be placed in the dishwasher in either the staffroom (Upper school) or activity room (Lower school). Snack time: this should be organised according to the age and ability of the pupils. Pupils must not share cutlery and food should be served individually rather than passing around a plate. Dinner will be eaten in the hall in 2 sittings. the hall will be cleaned between sittings.	low	
Playtimes	COVID-19	staff and pupils		Medium	Pupils must wash their hands before going out to play and as soon as they return to the classroom. Outdoor playtimes will be divided into Pink Bubble 10.15-10.30, 12.00-12.30pm, Blue Bubble: 10.40-10.55, 12.35 -1.10pm. Lessons taking place outside at these times to be away from the main playground. Risk is reduced because it is outside. Minimal number of bikes on the yard, and the bike shed to be organised into Blue and Pink bikes and labelled as such, wiped then put away after use. Children should be encouraged to play and staff need to be ready to interact to ensure playtime is happy and productive. Children will mix only with the other half of their bubble and so should not be discouraged from interacting. Productive playtime activities such as chalking, digging and football will continue to be encouraged.	low	

Staff Room and breaks	COVID-19	staff
Office Rooms	COVID-19	admin staff, SLT, all other staff
School Assembly	COVID-19	NA
Challenging behaviour	COVID-19	staff and pupils
Outdoor Lessons PE/Forest School	COVID-19	staff and pupils
Use of Sports and Play Equipment	COVID-19	staff and pupils
Cleaning	COVID-19	staff including cleaning staff
Personal Care	COVID-19	
First Aid Provision	COVID-19	staff and pupils
Waste disposal	COVID-19	staff and pupils
Deliveries	COVID-19	staff particulary admin.
Catering	COVID-19	Cook, MDA,

Inhalation of contaminated droplets
Touching contaminated surfaces (then touching mouth/nose etc)

High	Staff will maintain social distance between themselves whenever possible. Time spent in communal spaces such as staff rooms should be kept to a minimum, therefore staff may wish to use some of their break outside for example either eating outside or going for a walk. Each class bubble to organise breaks as a team. Breaks will be 15 minutes in the morning and 40 minutes at lunch time, unless class team decide to vary this in consultation with SLT. Staff in the Blue Bubble to access the staffroom and adjacent toilets. Pink Bubble staff to use the toilets opposite the activity room and in the bungalow and to use the bungalow as their staffroom with the adjacent outside area. For Pink Bubble staff tea/coffee facilities are also available in Louise/Tracy's office. Bungalow room will be accessed via the patio door, with the key hooked on the outside wall to lock when the room is empty. The front door of the bungalow will remain locked throughout the day unless in use. All soft chairs will be removed and replaced by cleanable plastic chairs which will be arranged at an appropriate social distance. Staff will have wipes, sanitizer and cloth available, and staffrooms will be cleaned twice per day.	low	
High	Office staff will use separate offices and work from home if applicable. 1 member of the office staff will work in reception. All offices will be single use. Desks should be cleaned if it is later to be used by someone else (e.g. when swapping office staff). Other staff should ensure they maintain social distance if needing to speak to a member of staff in an office. Protocols in use for pens and other stationary to ensure they are only used once before being stored for a week. Named individual chairs in use. Reception area chairs have been removed.	low	
High	There will be no in-person school assemblies at present. Use of google meets.	NA	
high	All staff to ensure they are familiar with the behaviour policy and to be proactive in their approach. Returning to school pupils may be more likely to be anxious, angry, upset or distressed. In accordance with school policy staff will be proactive in recognizing this: reducing, redirecting and responding to avoid escalating behaviour. When necessary staff will continue to intervene physically to support, encourage and redirect. In the event that despite all proactive strategies for the safety of the pupil, pupils or staff a Physical Intervention is necessary normal Team Teach protocol should be followed.	low	
Medium	It is expected that classes will spend time learning outside each day. The outside space has been divided, classes should sign up for an outside area for each session. As much as possible social distancing should be maintained. Clip boards are provided to support outdoor learning. PE: pupils should not change for PE, the activities should allow for social distancing, time should be allowed for cooling down after activities at the end of session. Picnic tables can be used for lessons outside. Consideration for the weather should be taken into account, with staff judging the benefits of staying outside for any period of time against the risk of cold/wet. Parents to be frequently reminded to ensure pupils have clothing for all weathers (jumpers, wellington boots etc)	low	
medium	Staff working in the Pink Bubble should collect equipment from the PE store when the hall is not in use, preferably at the start or end of the day. PE equipment(Bats, rackets, balls) should be cleaned after use or stored away to decontaminate before reusing. For example clean a tennis racket handle, place the racket with other items to be cleaned over night. Tennis balls, after use store in class cupboard in PE type bag, these will be ready to be reused when you return to class the following week. Hall slots are allocated for each bubble and only change once during the day, with any equipment cleaned before use by a different bubble (wipe benches or climbing equipment).	low	
medium	All staff provided with gloves for cleaning. Face masks and aprons are also available, see PPE section: employees. All classroom will be tidied and cleaned by the staff working in that class at the end of each day. Daily tick list of cleaning has been given to each class team to ensure nothing is forgotten. Cloths and appropriate cleaning products will be provided. The school cleaning staff have a clear list of what to clean and these will be ticked off when completed each day.	low	
high	Gloves, aprons and face masks are available for all staff when supporting children with nappy changing, or children who are soiled. Where possible windows should be kept open in these toilet spaces to ensure ventilation. If staff do not feel their usual changing area enables them to do this they may use other another area after discussion with SLT.	medium/low	
high	All classrooms have their own first aid kit. This includes gloves and masks which should be used by all staff during first aid. All staff have basic first aid training. There will be a paediatric first aider in school at all times but this may not be in your bubble. Where possible First Aid should take place outside. First Aid should be delivered by a member of your class team. If you are unsure or need support you should first contact the member of staff on call for your bubble - the member of staff on call is displayed each day on the whiteboard in each staffroom.	medium/low	
Low	Any waste from the school day should be placed in the black liner in the class bin. At the end of the day as part of the cleaning process class staff will tie the bag and take it to the bin outside the kitchens. Staff should ensure that as this is part of the cleaning process they are wearing gloves.	low	
low	Deliveries should take place away drop off and pick up times. Deliveries will be made to the kitchen. Staff receiving ensure they maintain social distancing at all times.	low	
Medium	School lunches provided by Edsential with usual catering staff in school. Catering staff following guidelines and RA provided for them by Edsential. Pupils in Pink Bubble and Holly class will line up at right angles to the hatch to form a one way system. Sapplings will discuss options for serving with the catering staff ensuring they comply with current guidelines.	Low	

Waste associated with possible cases	COVID-19		Site staff. Member of staff working with possibly infected child. All staff and pupils.	high	<p>Waste Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</p>	medium/ low	
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