Risk Assessment:

School operation during June & July 2020: response to Coronavirus (Covid-19)

TheMead
ACADEMY TRUST
Shaping Inspirational Learning

Section 1

The Mead Academy Trust

The Mead School	The Mead@Wingfield	Date of Assessment	22-May-20	
Hackett Place	Church Lane			
Trowbridge	Wingfield	Reviewed and updated:	Staff consultation and training 276th May 2020	19/06/2020
BA14 7GN	BA14			

River Mead School
Lowbourne
Melksham
SN12 7ED

Castle Mead School
Hackett Place
Trowbridge
BA14 6GD

Assessed by:
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We have read and understood this RA and our role in its implementation

Background and Context

From Monday 1 June 2020 (at the earliest) schools are expectedto reopen for pupils inNursery, Reception and Year1 and Year 6. This will be in addition to existing full time provision already in place for children of key workers and vulnerable groups. Numbers accessing this provision are likely to increase as more parents and carers return to work.   This risk assessment has been developed to support the schools in The Mead Academy Trust to:

 - implement government guidance for the reoping of schools first issued on 11 May

 - continue to provide provision for vulnerable children and other children who are still working at home

 - facilitate home working for Staff where appropriate (on case by case basis)

The risk assessment will be reviewed by TMAT in response to updates to government guidance and any examplesof shared 'best practice' that we receive.   Individual schools must identify any site or school specific controls or precaustions and record them in this document.

We will share this risk assessment with the community on our website to demonstrate that we have followed the guidance.

This Risk Assessment takes into account the revised list of the most common symptoms to look out for as updated on 18 May 2020. The World Health Organisation says along with the most comon symptoms of fever, cough and tiredness people may have:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell

- a rash on skin or discolouration of fingers or toes

Risk Definitions

Low	Controls are adequate, not further actions required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that he controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level.. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity or applying interim risks controls.

Part 1

Preparation for expanding provision

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity processes or substances used that could cause harm to health or injury. Use a line for each one identified.	Who is affected or exposed to the hazards? (Staff, Students, Visitors, Contractors, Etc.)	What severity of harm can be reasonably expected ? (See definition Table 1)	What precautions (existing controls) are already in place to either eliminate, or reduce the risk of an accident or harm occurring?	What likelihood is there of an accident or harm occurring? (See Definitions Table 1)	What is the Risk Rating (see Risk Rating Matrix Table 2)
Preparation of school building	Failures to complete compliance checks renders the building unsafe	All premises occupants	Serious	TM,CM,RM all remain open and all compliance checks continued throughout period. TM @ Wingfield - closed but compliance checks continued. including fire safety systems, alarm system, emergency lights, water supply, M&E systems, gas, heating and catering equipment All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary pest control deployed including kitchen.	Low	Low
Management of expectations within the school community	Anxiety within school community re prevalence and effectiveness of infection control and social distancing measures	All members of the school community	Serious	Our communication with parents and children prior to reopening will include: - Arrival and departure from school - Arrangements for parents re drop off and collection (site specific) - pupil groupings - what the school day will look like - attendance and non attendance - what will happen if there is a case of covid -19 - protocols for social distancing - staggered drop off and collection times for pupils groups - expectations around pupil hand hygiene	Possible	Medium
Staff Wellbeing	Staff anxiety re expanded work pattern and potential exposure to the virus with more pupils and staff on site	All staff	Serious	Zoom meeting sessions for all staff sharing control methods and RA process Sharing of support helpline Individual discussions held with staff to identify concerns and barriers to returning to work recognising that some could be experiencing bereavement, mental health issues etc. Individual discussions held with staff who are shielding or clinically vulnerable regarding their specific concerns Working with Trade Unions Working with Wiltshire Council Training and written instructions provided re operating procedures - Implementing Protective Measures document and zoom meeting for all staff (zoom meeting video and paper copies distributed as necessary)	Possible	Medium

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Individual staff requirements	Concerns from staff in identified work groups	Clinically Extremely Vulnerable (shielding)	Serious	Advised to work from home and engage in training	Improbable	Low
		Clinically vulnerable including pregnant women	Serious	Advised to work from home unless mutually agreed though a Risk assessment process in conjunction with the staff member and suggesting adhere to stringent social distancing.	Improbable (if we say not to onsite)	Low
		Those living in a house with a person who is extremely clinically vulnerable	Serious	Advised to work from home unless mutually agreed though a Risk assessment process in conjunction with the staff member and suggesting adhere to stringent social distancing.	Improbable (if we say not to onsite)	Low
		Those living in a household with those who is clinically vulnerable including pregnant women	Serious	These staff are attending work and adhering to this and other reopening Risk assessment or working from home if medical advice dictates (assessed on individual basis)	Possible	Medium
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing.	Pupils and staff	Serious	Daily and weekly review of staffing Head/CEO would close parts of the provision (bubble) if we have insufficient staff available to allow essential supervision, social distancing and infection control measures -School community aware that bubbles may close at short notice via In touch	Improbable	Low
Pupil welfare	Changing family circumstances likely to have adverse affect on pupils ability to	Pupils and staff	Serious	Contact with families has been made by staff to ensure that they are aware of any potential issues and that relevant support if available. Staff check in with families on weekly rota and records maintained of contact and any concerns Staff responsible for pupil groups have been debriefed in advance and made aware of any issues Parents/carers asked to completed Pupil Information Sheets and return prior to joining their bubbles	Possible	Medium

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Individual Pupil requirements	Pupil or family members in identified groups	Clinically Extremely Vulnerable (sheilding) Pupils	Serious	Made clear that these pupils are not expected to attend and will continue to be supported at home.	Improbable	Low
		Clinically vulnerable pupils		Parents have been advised to follow medical advise before sending their children to schools. Parents of Children with Asthma advised to consult GP and Asthma UK guidance.	Improbable (if we say not to onsite) Higher if onsite?	Low
		Pupils living in a house with a person who is extremely clincially vulnerable		We will only invite these children to attend if stringent social distancing can be adhered to and they can follow the rules. Medical advice and from PHE taken on case by case basis.	Improbable (if we say not to onsite) Higher if onsite?	Low
		Pupils living in a household with those who is clinically vulnearbale including pregnant women		These pupils have been invited to attend school	Possible (as we cannot guarantee 2m with children)	Medium
		Pupils with SEND or EHC plans		Individual risk assessments of children with more complex needs or behavioural difficulties.

Ensure a supply of PPE is available based on need.
Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.
1:1 teaching to be done at 2m distance.
When attendance is not appropriate, assessments can help make decisions about the support children and young people should receive at home, noting that circumstances may have change
Risk assessments should be proportionate. (In both assessing risks and meeting needs), local authorities and educational settings should concentrate their resources on those children and young people with the most complex needs.
The risk assessment should incorporate the views of the child or young person – where possible
Where a child or young person with an EHC plan has a social worker, the social worker should be involved in the risk assessment,
Where a child or young person is in care the local authority virtual school head should be involved in the risk assessment,
Parents should be contacted and be and involved in the decisions about their child who has an EHC plan.
School will need to ensure that they have the staffing needed to support children and young people at safe ratios.
The increase in attendance for some children and young people may take place over a longer period of time. | Possible (as we cannot guarantee 2m with children) | Medium |

| | | | | The risk assessments for children and young people with EHC plans, are kept up to date.
Priority is given to Keyworker and Vulnerable children then YN, YR, Y1 and Y6. - *children and young people with EHC plans who have not been attending and are in eligible year groups should experience* the same return to settings as their peers without EHC plans *in the same year group. (This includes children and young people who are placed in special units and resourced provision attached to a mainstream school, as they are recorded on the roll of the mainstream school.)*

Where a child is not initially returning to school we need to ensure that the family understands the support plan that is in place for them.
If a child has a diagnosis of a learning disability (such as profound and multiple learning difficulties, or a severe learning difficulty), autism or both, and behaviours that challenge or a mental health condition, the risk assessors should ensure, with the agreement of the family, that the child is identified on the NHS Clinical Commissioning Group dynamic support register (see the nasen guide improving health care: learning disabilities and autism for further information).
In order to ensure as many children and young people as possible are actively transitioning back to on-site education in specialist settings, we encourage the use of flexible approaches. This may include:
· part-time timetables and attendance rotas
· blended onsite and home learning
· phased returns for individuals or groups
· children and young people being offered blocks of time on-site on a rotating basis
If a risk assessment determines that a child or young person's needs continue to be more safely met at home, local authorities, educational settings and parents should consider whether moving either equipment or services into a child or young person's home would enable them to be supported there. This may be a more feasible solution for day settings than residential settings, and may include:
· physiotherapy equipment
· sensory equipment
· online sessions with different types of therapists
· phone support for parents in delivering interventions
· in-person services, where necessary | | |
| **Pupil Wellbeing** | Pupil anxiety | Pupils | Serious | Bubbles to be supported by class teacher and TA where insufficient staff 2 TAs will lead a bubble – children will be familiar with at least one of these adults.
Where necessary consider reduced time in school within the allocated bubble to ensure transition is successful from home to school
ELSA provision available for children who are distressed - 2 metre social distancing rule will apply Will this impact on the 'bubble'? Could it be done outside? (is it possible due to staffing levels)
PSHE / THRIVE based curriculum will be used alongside seesaw/dojo activities to support children's well-being.
Bubble machines will be used to provide a welcoming fun feature for children to ease anxiety upon arrival.
Comforters for children – not to be shared. Washed daily. Remain in school. | Possible | Medium |

Staff training	Staff are not aware or do not understand the requirements for working safely when returning to work	Staff and pupils	Minor to Serious	Training and written instruction has been provided re operation procedures outlined in the Risk Assessment and Implementing Protective Measures Document - both shared via document and video briefing and include: What to do if suspect they or member of family have Covid 19 Day to day organisation and procedures including arrangements for cleaning, Staff welfare facilities and travel to work Importance of keeping teaching bubbles separate during the day Arrangements for breaks and lunchtimes Safeguarding- updated briefing note to all staff. Including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL or DDSL Procedures to follow if they suspect a child in their bubble is displaying symptoms Changes to school behaviour policy Curriculum adaptation required re social distancing Site security and fire safety Use of PPE (where applicable) Reminders or additions shared via Daily Staff Update	Improbable	Low
Provision of First Aid	Inadequate first aid treatment exacerbates injury	Pupils and Staff	Serious	Qualified First Aiders (Including Paediatric) in school at all times First aid supplies in all bubbles including PPE for dealing with minor injuries Staff briefing in use of PPE and first aid guidance Lidded bins provided in each class for disposal of tissues, wipes and PPE Video and written guidance about use of PPE including visors Staff made aware of the qualified first aiders Additional Epi-pen/inhaler to be held in the office for extraordinary first aid requirements Controlled medication to be retained in the locked medical cabinet as per normal procedure Controlled medication that requires recorded administration to be administered using normal procedures and using a 2m rule – if 2m is not possible administration with use of visor (if required - see guidance) Medical emergency takes priority over the maintenance of social distancing	Improbable	Low
	Risk of spreading or contracting virus due to close contact with children, e.g. administering first aid resulting in direct transmission of the virus			All precautions as above	Improbable	Low
Use of PPE	Incorrect use exacerbates risk of further infection	Pupils and staff	Serious	All staff trained on correct donning and doffing, disposal and correct use of PPE (video - Wiltshire Council) Supplies of PPE available in each bubble, first aid room and isolation room Lidded bins and bags provided for correct disposal for all rooms in use.	Improbable	Low

Emergency evacuation and lockdown	Failure to follow procedures leads to	Pupils and Staff	Serious	Measures necessary for additional ventilation of the building have been assessed and will not compromise fire safety or security of the building. Registers for bubbles set up Review of fire assembly points/management plan to accommodate social distancing. Staff briefed on measures to take in event of emergency evacuation or lockdown Redeployed staff and children will be briefed on evacuation procedures. Regular Fire drill practices with all bubbles (days of week) followed by review with any necessary adjustments made. Safe evacuation/lockdown takes priority over the maintenance of social distancing	Improbable	Low

Contact with those with symptoms of Coronavirus (including testing)

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity processes or substances used that could cause harm to health or injury. Use a line for each one identified.	Who is affected or exposed to the hazards? (Staff, Students, Visitors, Contractors, Etc.)	What severity of harm can be reasonably expected ? (See definition Table 1)	What precautions (existing controls) are already in place to either eliminate, or reduce the risk of an accident or harm occurring?	What likelihood is there of an accident or harm occurring? (See Definitions Table 1)	What is the Risk Rating (see Risk Rating Matrix Table 2)
Contact with infected persons or exposure to the virus within the school building	Contact with those developing symptoms of the virus during the working day	Pupils and Staff	Serious	Move to a pre-designated room where person can be isolated, with adult supervision if a child if child unable to maintain 2m distance then face shield to be worn. Ventilate the room if possible. PPE should be worn if contact is required. A separate toilet should be allocated; this should then be cleaned after use. Staff should wash their hands thoroughly for 20 seconds after contact with someone who is unwell. Cleaning of the classroom, isolation rooms and toilets used by child/adult with normal household disinfectant after the child/adult has left to minimise the risk of transmission. Inform parent/carer to arrange collection. To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE: Put it in a plastic rubbish bag and tie it when full · place the plastic bag in a second bin bag and tie it · put it in a suitable and secure place marked for storage for 72 hours Refer parent to gov.uk Guidance for households with possible coronavirus Infection. In an emergency we will call 999 if they are seriously injured. We will not suggest a visit to GP, Pharmacy or urgent care centre Staff should advise PHE SW via telephone to report the suspected case.	Improbable	Low
Contact with infected persons/exposure to the virus within the school building	Person contracts cv19 as result of direct contact with an infected person (or asymptomatic person)	Staff and Pupils	Serious	Guidance has been issued to the entire school community as follows Gov.uk Parents and staff referred to gov.uk Guidance for households with possible coronavirus Infection. See Implementing Protective Measures document for all staff Temperature testing is not recommending as is unreliable method for identifying coronavirus. Where a pupil or staff member tests positive the rest of the bubble will be sent home and advised to self isolate. The other household members of the class bubble do not need to self isolate unless they develop symptoms. Staff and families will be advised that they should be tested if they develop symptoms and inform the school. As part of the national track and trace system if other cases are developed in a school or cohort then PHE will conduct a rapid response and give further guidance. We will ask for evidence that pupils/staff recommended to have a test have done so and that the test is clear before they return to school.	Improbable	Low
	Contact with delivery drivers or packages	Staff	Serious	Clear guidance provided for admin, premises and catering staff to handle and deal with deliveries and post Staff must wash their hands after opening post, unpacking items and dealing with waste	Improbable	Low

Cleaning and Hygiene

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity processes or substances used that could cause harm to health or injury. Use a line for each one identified.	Who is affected or exposed to the hazards? (Staff, Students, Visitors, Contractors, Etc.)	What severity of harm can be reasonably expected ? (See definition Table 1)	What precautions (existing controls) are already in place to either eliminate, or reduce the risk of an accident or harm occurring?	What likelihood is there of an accident or harm occurring? (See Definitions Table 1)	What is the Risk Rating (see Risk Rating Matrix Table 2)
Cleaning	Person contracts covid 19 as a result of inadequate cleaning	Pupils and staff	Serious	Cleaning of work surfaces, door handles and light switches and high touch items will take place at intervals throughout the day using anti-bac spray and cloths. All surfaces, door handles, switches and toilets will be deep cleaned each day using bleach based sprays/hot soapy water Resources used by individual children will be wiped down during the day by the children. Protective equipment (disposable apron and gloves) will be worn by cleaning staff and disposable gloves by other members of the staff team when cleaning Some resources which may be rotated will be left to soak in Milton overnight and will be left to dry before further use to reduce the risk of indirect transmission. Leave resources in quarantine for 72 hours where appropriate e.g. books, wooden blocks,. Soft furnishings and soft / cloth toys/rugs will be removed from use in classrooms Deep cleaning of the areas of the school used by keyworker children will take place before re-opening Cleaners to be paid for additional hours to ensure that school is kept clean as necessary. Cloths must be washed in the sink and then regularly in the washing machine. Or use disposable cloths Ensure all items that are laundered in setting are washed in line with guidance and not shared between washes.	Improbable	Low
	Inappropriate exposure to cleaning products results in allergic reaction/poisoning	Pupils and staff	Serious	All staff involved in use of products to receive training/briefing PPE provided for all cleaning activities Safety data sheets for cleaning products available Only recommended cleaning products will be used Staff briefed to report an adverse effects or reactions to SBM	Improbable	Low
	Storage arrangements of cleaning products change leading to use by pupils			Classroom cleaning packs to be stored out of reach of children Central storage of cleaning products stored in locked location		

	Use of hand sanitiser potential for improper use and ingestion	Staff and pupils	Serious	We are providing/allowing the use of hand sanitiser that contain at least 60% alcohol. Recognising it is not possible to follow the handwashing advice everywhere a hand sanitiser is next best and unless there is some allergy and depending on the age of the pupil they could use their own/ours under supervision through to it being dispensed so the young or over enthusiastic don't get carried away. If the sanitiser is not used to design (e.g. drinks or gets in eyes) follow advice on safety data sheet. We have and will secure adequate supplies of the product and will provide it, especially in areas such as reception.	Improbable	Low	
	Hand hygiene	Pupils and staff	Serious	Hand sanitizer to be placed in all learning environments and bubbles Soap dispensers to be refilled daily Children wash hands or use hand sanitizer on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze Washing hands posters to be placed by all sinks Reminders how to wash hands properly – videos and posters Procedure agreed for children to wash hands so thorough hand washing Aprons provided for staff to keep personal items safe and 'at hand' including hand sanitizer/gloves Extra handwashing bowls in each classroom. Personal hygiene & nappy changing for EYs and SEND – gloves and apron to be worn. Staff member stay to the side of child. Clean down surfaces. Double bag waste. Bins available for paper towels emptied daily Supervision of staff of children during handwashing Tissues are available in all classrooms, staff room and reception at the minimum - Catch it Kill it Bin it	Improbable	Low	

Measures to reduce contamination	Use of shared	Pupils and Staff	Serious	Remove excess furniture to increase space (if capacity to do so). Desks to be spaced out as far as possible but not impeding fire escape routes and exits. Lessons planned for individual work (not pairings or collaborative group work) YR/1/6 Children to have personal set of resources available to them in labelled tray/basket /zippy wallet. Not to be shared with peers. YN/ RB as appropriate Malleable resources, such as play dough, should not be shared between groups. Sand pits cannot be thoroughly cleaned between uses; they should not be used. Individual sand trays can be given to each child as a personal resource (these cannot be shared) Fixed play equipment is to be placed out of use. Outdoor equipment and toys are appropriately cleaned between being used by different bubbles. Remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. In EYFS the sharing of toys and resources is reduced within each bubble of 8. Any toys or resources that are shared within a bubble of 8 can be easily cleaned between different 'bubbles' e.g water tray.	Improbable	Low	

Minimising contact (Social distancing)

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity processes or substances used that could cause harm to health or injury. Use a line for each one identified.	Who is affected or exposed to the hazards? (Staff, Students, Visitors, Contractors, Etc.)	What severity of harm can be reasonably expected ? (See definition Table 1)	What precautions (existing controls) are already in place to either eliminate, or reduce the risk of an accident or harm occurring?	What likelihood is there of an accident or harm occurring? (See Definitions Table 1)	What is the Risk Rating (see Risk Rating Matrix Table 2)
Social distancing across the site	Too many people on site increases likelihood of exposure to Covid 19	Pupils and staff	Serious	Staggering opening and departure times Signage and barriers to remind parents and those visiting the site of social distancing requirements. Advice parents that only one person to attend to pic up their child.	Improbable	Low
Social distancing and curriculum delivery - EY & RB	Exposure to infection/harm classroom teaching	Pupils and staff	Serious	Group sizes to a maximum of 8 children, while adhering to ratios, is preferable so groups are as small as possible. Providers are expected to ensure that there are no more than 16 children in a group in early years settings. Teachers and TAs to be assigned to a group of children; they should remain with these children throughout each day Children not mix with other groups Remove excess furniture to increase space and desks to be spaced out as far as possible but not impeding fire escape routes and exits. EY children are able to move around to different learning areas Planning to use outdoors as much as possible When speaking to a child who cannot socially distance "the key is not to be below the child who is talking to you".(See Dr Matt Butler Video) Social distancing rules to be shared with the children – (Include instructions how to line up, use of toilets, moving around the classroom etc) Social distancing rules to be re-visited/modelled frequently throughout the day Staff should maintain social distancing rules where possible	Possible (cannot ensure pupils stay socially distanced - all measures in place to discourage or avoid)	Medium
				Staff should avoid singing, shouting or conversing loudly, and chanting - consider how to manage activities that include this and how to manage.		
	Risk of harm from activity planned	Pupils	Minor to Serious	Individual activities to be planned with principles from this RA taken into consideration at all times. Dynamic RA undertaken as necessary.	Improbable	Low
Social distancing and curriculum delivery - Y1 - Y6	Exposure to infection/harm classroom teaching	Pupils and staff	Serious	Reduce the number of children in the classroom to enable social distancing (no more than 15); to maintain social distancing at 2m, school estimate apx 8 children in each classroom, in the first instance Teachers and TAs to be assigned to a group of children; they remain with these children throughout day Children not mix with other groups and will remain in the classroom for majority of the day (except where outdoor learning is planned and timetabled) Remove excess furniture to increase space and desks to be spaced out as far as possible but not impeding fire escape routes and exits. Children to remain at their tables Planning to use outdoors as much as possible Children should not use cloakrooms - coats on back of chairs, boxes on own table for bags etc When speaking to a child who cannot socially distance "the key is not to be below the child who is talking to you".(See Dr Matt Butler Video) Social distancing rules to be shared with the children – (Include instructions how to line up, use of toilets, moving around the classroom etc)	Possible (cannot ensure pupils stay socially distanced - all measures in place to discourage or avoid)	Medium

				Social distancing rules to be re-visited/modelled frequently throughout the day Feedback to be provided using whiteboard, visualizer or interactive whiteboard. Staff should maintain social distancing rules where possible		
	Risk of harm from activity planned	Pupils	Minor to Serious	Individual activities to be planned with principles from this RA taken into consideration at all times. Dynamic RA undertaken as necessary.	Improbable	Low
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We have aranged for pupils to access their rooms directly from outside where possible Signage/posters in each classroom. Areas not in use to be closed off (not escape routes). Use of a one-way system around the school where appropriate Brief, transitory contact, such as passing in a corridor or when moving to a different part of the setting, is low risk Floor markings to illustrate 2m spacing in corridors (where appropriate) Arrangements in place to stagger lunchtimes and breaktimes	Improbable	Low
Lunchtimes	Exposure to infection from inadequate social distaincing during prepation and serving of food	Pupils and staff	Serious	Our own catering staff arrangements for social distancing have been implemented. Children to eat lunch in their classrooms or hall (site dependent) Children who bring packed lunch - to be kept under children's tables with bags Where hot meals are provided for those entitled to them, transport safely to the classroom of if the apply 2m rule if canteen (hall) available. Any crockery/cutlery used must be cleaned thoroughly via dishwasher or hot soapy water.	Improbabel	Low
Breaktimes	Exposure to infection from inadequate social distancing	Staff and Pupils	Serious	Staggered playtimes and allocated play areas in the first instance – zoning of play areas using markings or cones to reinforce distancing as necessary Trim Trail & outdoor play equipment to be placed out of bounds Reduce amount of playtime equipment offered– must be easily cleaned; set per Bubble Devise games with children which encourage social distancing – long rope skipping, catch etc Staff on duty to actively encourage/insist on social distancing Children practice talking 2 metres apart – modelled by staff	Improbable	Low
Toilets	Exposure to infection from inadequate social distancing and poor hygiene	Staff and pupils	Serious	Only one boy/girl allowed to go to the toilet at any time –handwashing to be supervised Toilets will be allocated for different groups of children Signs to be placed in toilets to remind children re washing of hands Hand sanitizer to be used freely in classrooms Additional soap/hand sanitizer ordered to ensure that we do not run out	Improbable	Low

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School Reception Areas	Exposure to infection from inadequate social distancing: visitors to school	Staff and Pupils	Serious	Site visits only by pre-arrangement Consultations/meetings with parents/outside agencies to take place via telphoeone or video conferencing. 2m exclusion zones/markings in Reception area Information / signage for visitors informing them of infection control procedures Deliveries and visits outside of school opening hours where possible Postbox for parents to deposit mail for school office/staff, not to enter building. Provision of hand gel at main school entrance Process for the acceptance of deliveries required i.e. A drop area Drop box by gate for parents to avoid coming to office Contactless Sign App to be used by all staff Wipes by door for cleaning key pad Glass partitions to remain closed at all times	Improbable	Low
Other work areas	Exposure to infection from inadequate social	Staff	Serious	Where possible opportuntiy for working from home for PPA time, supporting online learning where work does not involve direct contact with pupils Furniture reconfigured in offices and screen in between office workers Staff relocated within building to support social distancing All areas cleaned regularly Dishwashers out of use (where possible) IT equipment, phones & work areas must not be shared Staff relocated within building to support social distancing Staff remaining in their own bubbles (Including office and support staff) Staff rest rooms and toilets allocated to specfic bubbles to reduce contact Staff meeting wil be held remotely; if this is not possible 2m social distancing guidance will be followed	Improbable	Low
Transport	Exposure to infection from inadequate social distancing in transport to school	Pupils	Serious	Drivers of taxis and vehicles up to 16 seats and Passenger Assistants will be wearing facemasks, as this group of people are in a more confined space, often for longer periods of time. Children are not required to wear masks or face coverings on school transport, unless the family choose to adopt this practice and only for those who understand and are safe to do so. Drivers and passenger assistants are to follow the social distancing guidelines, as far as possible, wash their hands as often and as soon as possible, before and after each time they use the vehicle. Vehicles will be cleaned at the end of every journey, taking particular attention to frequently touched areas such as door handles, back of seat coverings, hand rails, bell pushes and seatbelts. Transport will be provided by the usual bus or taxi company. There may be some extenuating circumstances to this, but users will be notified as soon as possible should that be the case. Same Passenger Assistant & driver will be provided - this cannot be guaranteed as they may be self-isolating themselves or looking after someone who is. Children should wash their hands for 20 seconds before leaving home, if possible, sanitise their hands before boarding school transport.	Possible (cannot remain socially distanced in taxi and taxi will transport	Medium

| | | | | Children should sanitise their hands once they have left the transport, they should wash their hands thoroughly when they enter their home/school. | | |

Part 2

Maintaining Educational Provision for pupils who are still working at home

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity processes or substances used that could cause harm to health or injury. Use a line for each one identified.	Who is affected or exposed to the hazards? (Staff, Students, Visitors, Contractors, Etc.)	What severity of harm can be reasonably expected ? (See definition Table 1)	What precautions (existing controls) are already in place to either eliminate, or reduce the risk of an accident or harm occurring?	What likelihood is there of an accident or harm occurring? (See Definitions Table 1)	What is the Risk Rating (see Risk Rating Matrix Table 2)
Maintaining contact with pupils staying at home	Safeguarding concerns are not	Pupils	Serious	Concerns may become apparent during interaction in the community or online communication etc. All staff to be aware of arrangements in place to contact school DSL/DDSL Introduction of CPoms Regular check in calls with parents and recording of calls Use of Dojo by Resource Base team to keep in touch with families. Use of online reporting of Pink Forms to ensure staff can report to DSL/DDSL even if not on site and maintain social distancing	Improbable	Low
	Enhanced risk to pupils re online safety resulting for increased internet exposure: working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to pupils and parents re online safety School to provide information to parents and pupils about Seesaw platform Schools to provide information to pupils and parents about Whisper Schools to make parents aware of sites they are asking their children to use and likely to interact with	Possible	Medium
	E safety - Inappropriate staff contact	Pupils	Minor to Serious	School e safety policy continues to apply Staff must not make informal arrangements to contact pupils using their own phones/devices	Improbable	Low
	Injury or contamination of staff undertaking home visits	Visiting staff	Serious	Staff to follow government guidance on social distancing Speak to families on the doorstep or through a window	Improbable	Low
	Vulnerable pupils are missed through lack of contact	Pupils	Serious	Any home visit will be carried out by 2 members of staff subject to Risk Assessment associated with that home location and family profile. Staff to travel in separate cars. Where the family is self isolating ask that the child comes to the window so they can been seen by the professionals If phoning families we will speak to the child as well	Improbable	Low

Part 3

Arrangements for staff working home

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity processes or substances used that could cause harm to health or injury. Use a line for each one identified.	Who is affected or exposed to the hazards? (Staff, Students, Visitors, Contractors, Etc.)	What severity of harm can be reasonably expected ? (See definition Table 1)	What precautions (existing controls) are already in place to either eliminate, or reduce the risk of an accident or harm occurring?	What likelihood is there of an accident or harm occurring? (See Definitions Table 1)	What is the Risk Rating (see Risk Rating Matrix Table 2)
Use of Display screen equipment	Back, neck and wrist injury from poor posture and use of equipment over a prolonged period of time	Staff working from home	Serious	We follow guidance from HSE (March 2020) Regular reminders to remind staff in daily update	Improbable	Low
Data Protection	Data breach exposes staff or pupils to risk of harm	Staff and pupils	Serious	All staff have received GPR training and are aware of their responsibilities re use and transfer of personal data School data protection policies and procedures apply Staff are aware of their responsibiltiies for reporting a data breach to relevant staff at school. Our DPO is invovled if required.	Possible	Medium
	Data breach is undetected	Staff and pupils	Serious		Possible	
Workplace Stress exacerbated by social isolation	Depression	Staff working from home	Serious	Weekly welfare checks made by line managers and colleagues - remotely by online methods	Possible	Medium
	Anxiety and othef forms of mental illness	Staff working from home	Serious		Possible	