



Bradford Diocesan
Academies Trust

Revised Opening of Schools Risk Assessment 2021

Risk Assessment Form
Oxenhope CE Primary School

This risk assessment is correct as of the time of publication 11.1.2021 and will be constantly reviewed and is subject to change. For a copy of the latest school risk assessment please contact the school office (office@oxenhope.bradford.sch.uk).



Risk Assessment Form

Assessor: Helen Williams	Date: 11/01/2021	Activity: Revised Opening of Schools Risk assessment 2021	Location: Oxenhope CE Primary School
Standard of dress for activity (if relevant)		PPE required: Disposable Gloves, Aprons, Face coverings, Goggles	Other equipment used during activity: Cleaning equipment + antivirucidal cleaning products
Persons exposed (please tick):	Employees <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>
			Others <input checked="" type="checkbox"/>
			Expectant Mothers <input type="checkbox"/>
<p>Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.</p>			
Physical Injury Hazards		Physical Agents and Hazardous Substances	Miscellaneous
Hit by moving vehicles		Hazardous substances	<input checked="" type="checkbox"/> Display Screen Equipment
Contact with moving part of a machine		Micro organisms	<input checked="" type="checkbox"/> Hot work/fire hazards <input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water		Ionising radiation	Vibration
Fall(s) from height		Noise	Restricted access
Slips, trips and falls from the same level		Pressure systems	Manual handling
Contact with/ use of live electrical equipment		Ultraviolet light	Lone working
Contact with cold objects		Lasers	Confined spaces
Contact with hot objects		Flammable liquid/solids	Waste produced by activity <input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature	Stress <input checked="" type="checkbox"/>
Impact with objects			Posture
Physical attack			Unauthorised entrance to site <input checked="" type="checkbox"/>
Finger “nips”			
Danger to others from failure of Students/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>		

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.	1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects, whenever community transmission rates are high;	Children/ pupils/ Staff/ Others	1. Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions may still need to work from home to comply with clinical and/or public health advice; Under Tier 4 (& full lockdown) CEV staff and pupils must self-isolate. 2. Where staff or students who no longer need to shield (from 1 st August) are welcomed back into school, social distancing measure should be adhered to where possible, and increased hygiene measured followed – more frequent hand washing, respiratory hygiene, and enhanced cleaning of surfaces;	5	3	15	H	1. Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher; OT referral & specific RA required for a member of staff.	11.1.2021
								2. When school is informed of a rise in community transmission rates to high, students or staff who have been advised to shield will be sent home and asked to work	11.1.2021



								<p>from home until notified it is safe to return: If this occurs, it may cause staffing issues and the Trust will be consulted regarding any impact.</p> <p>3. All staff and pupils still deemed CEV are advised not to attend school. During Lockdown all pupils are advised to stay at home, school will remain open only for key worker children and vulnerable young people. In line with current government and NHS advice. Current Position as of 05/01/2021.</p> <p>4. Staff rotas to be set to ensure</p>	
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								<p>a) sufficient staffing levels available to accommodate planned delivery of education across onsite and offsite, remote learning.</p> <p>b) compliance with, ratios for safeguarding, first aid delivery etc. in school at all times.</p> <p>c) where possible backfilling of roles should illness disrupt planned delivery of teaching – agency staffing to be considered as part of the plan.</p> <p>d) medical conditions of staff to be taken into account where shielding staff need to be offsite during Tier 4 or during a national lockdown period. To comply with current government guidance</p>	
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<p>Persons entering site with COVID19 symptoms</p>	<p>1. Transmission of COVID19 to the School/ Nursery community.</p>	<p>Children/ pupils/ Staff/ Others</p>	<p>1. Staff & Students must not attend if they have symptoms or are self-isolating due to symptoms in their household; The exception to this is if serial testing is available in the setting and the individual consents to a 7 day testing programme following close proximity to a confirmed case only.</p> <p>2. School and Nursery settings do not need to take student's temperatures every morning.</p> <p>3. School to inform the local PHE Health Protection Team if you have 2 or more of confirmed cases in a 10 day period.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>	<p>1. Remind parents & staff that the 10-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 10 days (including siblings) from when the symptomatic persons first had symptoms.</p> <p>2. Remind staff, students and parents of the main symptoms, a new continuous cough, or high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia)</p> <p>3. Inform Parents they must engage with the Test and Trace</p>	<p>11.1.2021</p> <p>11.1.2021</p> <p>As above</p>
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								programme and arrange to have a test carried out straight away on the symptomatic person. 4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action.	As above
COVID19 virus being accidentally brought onto the site.	<ol style="list-style-type: none"> 1. Transmission of COVID19 to the School Nursery community; 2. Some BAME Students & staff members are statistically at higher risk. 	Children/ pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; 2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach; 3. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light 	4	2	8	M	1. Where settings can, keep students & staff in those small groups and maximise social distancing this will be planned; a) Class groups b) Year groups c) Key Stage groups in this order, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk; Most classes will be bubbles of no more	11.1.2021

			<p>switches, bannisters, more regularly than normal using standard products, such as household detergents;</p> <p>4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times);</p> <p>5. In the School Nursery Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind OR use barrier screens whilst dealing with staff;</p> <p>6. Look to rearrange desks within classrooms to forward facing and maximum distancing;</p> <p>7. Staff can operate across different classes but where possible plans for limiting this will reduce the network of possible direct contact. . It is imperative that staff wear a face covering and make every effort to maintain a 2m</p>				<p>than 31 and kept separate from all other bubbles. However Reception class and Year 2 will be a bubble of 53 and Years 4 and 5 will be a bubble of 59. For those classes that are in a bubble of more than 31, the pupils in the bubbles will not mix but specific members of staff will work across both classes.</p> <p>The other exception is for Explorers. Hall/library used so that any small, consistent groups (eg Explorers) can be kept at least 2 m away from the other bubble. Children primarily move as one bubble and therefore there won't be more than</p>	
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			<p>distance if they are working across more than one class/bubble. This includes lunchtime supervisors and premises staff. Staff should not enter another class/bubble unless this is a specific requirement of their duties/timetable.</p> <p>All staff are also encouraged to wear face coverings in shared areas, such as corridors and staff room (except whilst eating or drinking). Staff are permitted to wear face coverings at any time when working within their allocated bubble.</p> <p>8. Ensure that the same teacher(s) whenever possible, and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days;</p> <p>9. Minimise the number of contacts that a student has during the school day;</p>				<p>one bubble on the corridor at one time. Staggered entry at 4 access points plus staggered start time for other year groups. Nest (nurture room) will be revert to 1:1 pupil support only so that a 2m distance can be maintained. Cloakroom use will be staggered by staggering start and finish times. Playground zoned/timetable so that each bubble can have their own zone for break and lunch. Equipment used in a bubble will be cleaned daily. Equipment difficult to clean will be put aside for 72 hours. No equipment will be shared across bubbles. If and when this has to happen it will be</p>	
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			<p>10. Staff must maintain distance from students and other staff as much as possible, including staying at the front of class and keeping 2m away from colleagues and minimising time spent within 1 metre of anyone;</p> <p>11. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating students at the same desk each day Different groups must not play sports or games together;</p> <p>12. Wearing a face covering or face covering in schools or other education settings is not recommended by Government;</p> <p>13. If a child, young person or student becomes unwell with symptoms of</p>				<p>cleaned between use or put away for 72 hours.</p> <p>2. Reduce the number of contacts between students and staff, by keeping groups separate, and maintaining social distancing; The exception will be specific staff moving between bubbles. Where this occurs the member of staff will maintain a 2m distance at the front of the class.</p> <p>3. Designate groups that do not mix wherever possible to prevent potential spread:</p> <p>4. Determine which lessons or classroom activities can take place outdoors;</p>	
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			<p>coronavirus while in their school or Nursery setting and needs direct personal care until they can return home. A face covering should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face covering should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;</p> <p>14. Whilst awaiting collection students should be isolated in a designated room, behind a closed door with the window open, and appropriate adult supervision;</p>				<p>5. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or Nursery building;</p> <p>6. Keep small groups of students together throughout the day whenever possible and try to avoid larger groups of students mixing;</p> <p>a. Keep students in the same small groups each day, wherever possible, and different groups are not mixed, wherever possible;</p> <p>b. Equipment that is used, is appropriately</p>	
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			<p>15. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so; The exception to this is if serial testing is available in the setting and the individual consents to a 7 day testing programme following close proximity to a confirmed case only.</p> <p>16. Provide tests to student or staff to facilitate testing where this will improve likelihood of them getting tested;</p> <p>17. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p>					<p>cleaned between groups of students using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used;</p> <p>c. Remind students to maintain distancing and not touch staff or their peers;</p> <p>7. All equipment used between groups to be meticulously cleaned between groups, or rotated and left for 72 hours between use by different groups;</p> <p>8. Outdoor play equipment to be more frequently cleaned</p>	
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			<p>18. Ensure adequate supervision of use of hand sanitiser to prevent ingestion; Skin friendly skin cleaning wipes can be used as an alternative for small children and students with complex needs.</p> <p>19. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser after any contact someone who is unwell</p> <p>20. Ensure that all adults and students are aware to:</p> <ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. Clean their hands on arrival at the School or Nursery, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; 				<p>9. Bins for tissues are emptied throughout the day.</p> <p>10. On notification of a positive result and in collaboration with PHE Health Protection Team, pre-planned actions to be swiftly instigated.</p> <ul style="list-style-type: none"> a) Inform all in close contact to self-isolate for 10 days from last contact with individual, to go home; or if LFT's are available and consent given individuals to immediately commence 7 day serial testing. b) Instigate enhanced cleaning regime in all potentially contaminated areas; 	
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			<p>d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</p> <p>e. Ensure that help is available for Students who have trouble cleaning their hands independently;</p> <p>21. Maximise natural & mechanical ventilation throughout the school/Nursery setting.</p> <p>22. Fire Doors should remain closed unless on designated fire hold open/closing devices. Frequency of cleaning handles and availability of hand sanitiser should be provided around high use areas.</p> <p>23. Accessing Classrooms directly from outside where possible Provide local signage at the School;</p> <p>24. Stagger the following activities so that all students are not moving around the</p>				<p>c) Consider the need to close more of the school site as directed by PHE to manage confirmed cases in the community and revert to home learning plans;</p> <p>d) Contain the spread of the outbreak as directed by PHE to prevent wider contamination within school/Nursery;</p> <p>'All staff to be provided with written instruction and a practical demonstration on how to safely use PPE. Staff to be encourage to practice how to do this safely in advance of use'</p> <p>In order to reduce discomfort of added</p>	
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			<p>school/nursery at the same time:</p> <ul style="list-style-type: none"> a. Assemblies and limit to one group; b. Break times including lunch. Dining areas must be cleaned between groups; c. Drop-off & collection times; d. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School/Nursery setting where spaces are accessed by corridors; e. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time; <p>25. Ensure you have considered the impact on staff and pupils with protected</p>				<p>natural ventilation during the winter months, all staff will ensure windows are open whenever practical. Windows must be opened before the start of school, during lesson changes, breaks and at the end of the day. Windows must remain open when practical during the day and staff and students must dress accordingly due to the drop in outside temperature when in class to allow natural ventilation to be maintained. Parents to be informed of increased ventilation requirements and for pupils and staff to dress accordingly'.</p> <p>11. Arrange for areas around the pupils with</p>	
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			<p>characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures;</p> <p>26. Parents/ Carers notified that if their child needs to be accompanied to the School/Nurse setting, only one parent/ carer should attend;</p> <p>27. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>28. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p>				<p>symptoms to be cleaned with normal household disinfectant after the student has left to reduce the risk of spreading the infection on to other people;</p> <p>12. Encourage regular hand washing by pupils and staff, on arrival, when they return from breaks, when they change rooms and before and after eating.</p> <p>13. Document the schools planned enhanced cleaning schedule and make it available to all staff;</p> <p>a) include more frequent cleaning of rooms or shared areas that are used by different groups;</p> <p>b) Frequently touched surfaces</p>	
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			<p>29. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time, layout of spaces to be adjusted to encourage social distancing;</p> <p>30. School kitchen to be fully open and operating in accordance with the guidance for food businesses on COVID-19;</p> <p>31. Minimise the amount of shared resources taken home off the School/Nursery site & limit exchange of take-home resources between Students and staff;</p> <p>32. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Reception, Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment can &</p>				<p>c) Toilet areas used by different groups, or with a high usage;</p> <p>Cleaning rota for toilets used by pupils. Staff to clean toilet after every use.</p> <p>Staggered lunchtime arrangements - Rec,KS1 children will use the hall on separate tables with at least 2m away from another bubble or passers through. KS2 children collect their dinner then eat in their classroom. Handwashing facilities available in each classroom</p> <p>The staff room – 8 people allowed at once</p> <p>If a member of staff enters a bubble that</p>	
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			<p>must be cleaned in between users;</p> <p>33. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p>					<p>they are not a member of, they are expected to maintain a 2m distance from others and to wear a face covering and gloves.</p> <p>All monitoring will be carried out in a safe manner in accordance with the BDAT - Education monitoring policy for visitors and staff outside of a bubble.</p> <p>Parents/carers and other visitors are not permitted on the premises except by prior arrangement.</p>	
Transport & journeys to/ from School	<p>1. Transmission of COVID19 to the School/ Nursery community;</p>	<p>Children/ pupils/ Staff/ Others</p>	<p>1. School Management encourages students to walk or cycle to their school/nursery where possible;</p> <p>2. School Management will ensure that transport</p>	4	2	8	M	<p>1. School/Nursery Minibuses should not use 'face to face' seating layouts.</p> <p>2. Face coverings must be worn at all times on public transport and</p>	11.1.2021

			<p>arrangements cater for any changes to start and finish times;</p> <p>3. School Management will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus;</p> <p>4. When using minibuses/ coaches:</p> <p>a. If practical substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</p> <p>b. If practical cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</p>				<p>designated school buses for 11s and over. All staff and pupils over 11 must wear a face covering unless they have an exemption card.</p> <p>3. Process to be put in place for removing face coverings and explaining to students not to touch the front when using or removing, they must wash their hands on arrival, dispose face covering and wash hands again before heading to class; Minibuses/coaches not currently used. Swimming bus. Swimming lessons will not take place until we have more specific guidance from the venue.</p>	
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			<p>c. Only designated groups to use at any one time;</p> <p>5. Educational Visits - No visits should take place during national Lockdown.</p>						
<p>Pupil/ Child or adult displays COVID19 symptoms whilst at School.</p>	<p>1. Transmission of COVID19 to the School community.</p>	<p>Children/ pupils/ Staff/ Others</p>	<p>1. If anyone becomes unwell with a new, continuous cough, a high temperature, or loses a sense of taste and smell (anosmia) in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>2. If a child/pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child/pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is</p>	4	2	8	M	<p>1. Enhanced cleaning of the area(s) concerned to be covered by a Post-COVID19 Infection Risk Assessment / cleaning plan; Headteacher's office/outdoor pod to be used for isolation of pupils until collection.</p> <p>2. Education settings as employers can book tests through an online digital portal or by phone. There is also an option for employees to book tests directly on the portal.</p>	<p>11.1.2021</p> <p>11.1.2021</p>

			<p>not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>4. PPE should be worn by staff caring for the child/pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child/pupil with complex needs);</p> <p>5. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with,</p>				<p>3. Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person.</p> <p>4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action.</p>	11.1.2021
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			<p>if you have been in close contact with someone you must self-isolate when told to do so, working with PHE on who this applies to;</p> <p>6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>7. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone</p>					
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			<p>with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>8. All staff and pupils who are attending a school/nursery setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario;</p> <p>9. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>10. Where the child, pupil or staff member tests positive, anyone who has been in close contact (direct close contacts, proximity contacts or travelling in a small vehicle) should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless</p>						
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			<p>the child, young person or staff member they live with in that group subsequently develops symptoms. The exception to this is if serial testing is available in the setting and the individual consents to a 7 day testing programme following close proximity to a confirmed case only.</p> <p>11. PHE will provide definitive advise on who must be sent home, to support this school should keep accurate records of groupings;</p>						
Extra Curricular Provision	1. Mixing of groups	Children/ pupils/ Staff/ Others	<p>1. Accurate records of attendees and their grouping in school</p> <p>2. Good Hygiene provision as per the Systems of Controls: Protective Measures 1 to 9</p>	4	3	12	H	<p>1. Consideration of children and pupils attending provision to minimise compromising of groups</p> <p>2. Creating distinct and consistent groups within provision;</p> <p>3, Encourage parents to evaluate private childcare providers or</p>	11.1.2021

								out of school activities, protective measures put in place. Only use providers who can safely demonstrate this – No contact sports should take place Explorers would be in the hall and library. Table for each child or family. Tables 2 m apart. Table top or outdoors activities only. Cold snacks/light packed lunch for tea.	
Higher Risk Activities	1. Infection in environments through music, singing, chanting, playing wind or brass instruments or shouting. 2. Contact sports	Children/ pupils/ Staff/ Others	1. Singing, wind and brass playing will not take place in larger groups, such as school choirs and ensembles or school assemblies; 2. Contact sports must be avoided (e.g. football) 3. All equipment to be scrupulously cleaned between groups &/or isolated for 72 hours between use; 4. Activities such as active miles, active breaks and lessons and	4	3	12	H	1. Music, limit group sizes to 15, positioning students back to back or side to side. 2. No instruments to be shared 3. Increase room ventilation – open windows 4. Maximise social distancing in class rooms or consider outside locations.	11.1.2021

			encouraging active travel whilst social distancing is encouraged.					5. Sport lessons to be undertaken outside wherever possible. 6. Groupings to remain constant 7. Large indoor spaces used should be well ventilated, social distancing encouraged and cleaned between groups; No singing or music lessons. All PE (no contact sport) and exercise outside with constant bubbles. No use of football field.	
Stress upon staff members	1.Roles may be overlapping with greater demands in shorter term; 2.Parents may make increased demands upon staff; 3.Stress Pressures may be exerted upon staff members from	Staff	1.Prioritisation of important tasks for the School community for that day/ week; 2.Regular feedback & updates for remaining staff as a group activity; 3.Staff kept informed of developments before Students/ children & parent community;	3	3	9	M	Minimise/ only essential contact with staff members outside working hours.	11.1.2021



	other sources e.g. family members classed as Vulnerable or isolated.		<p>4. Staff aware of need to report concerns to School Management;</p> <p>5. Governing Body aware of the need to support Headteacher & Leadership Team.</p> <p>6. In addition to the schools support mechanisms already in place to support staff/students wellbeing some staff/pupils may be identified as being particularly anxious about attending school. The DfE has provided additional support for both pupil and staff wellbeing in the current situation and this can be accessed through. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>						
Wellbeing and anxiety mitigation for pupils	Increase of stress or anxiety during this period	Pupils	1. The school have a wide range of measures currently in place to support pupils at this time and there is a very strong emphasis on this. These include:	3	3	9	M	1. At the time of national lockdown the following weekly measures will be actioned to support	11.1.2021

			<ul style="list-style-type: none"> • welfare support phone calls from Pastoral Manager, MHFA, SLT, teachers and admin staff • liaison with class teachers • Play therapy for specific pupils if this is identified as a need • 1:1 sessions with Pastoral Manager or Mental Health First Aider for pupils in school • Signposted support to parents via social media. Additional share group on social media • Paper copies of home learning available <p>2. In addition to the schools support mechanisms already in place to support staff/students wellbeing some staff/pupils may be identified as being particularly anxious about attending school. The DfE has provided additional support for</p>				<p>a) all critical worker and vulnerable pupils in school will have access to pastoral support, as and when identified. Designated outdoor learning time with a focus on mental health and well-being.</p> <p>b) all pupils remote learning will receive remote pastoral support in the form of phone calls and emails liaison, as and when identified. We have a designated class teacher on rota at home who specifically deals with this</p> <p>c) delivery of FSM packages/vouchers will also be utilised as a connection point with pupils and welfare checks noted on CPOMS.</p>	
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			both pupil and staff wellbeing in the current situation and this can be accessed through. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers					Scarf programme of work based around mental health and wellbeing is available for pupils at home and at school.	
Maintaining a safe and secure place of work for Staff and pupils	Ensuring all statutory tests (Every) are continued during lockdown	Students Children / Staff/ Contractors	1. All statutory checks are monitored and recorded through the Every compliance tool	2	4	8	M	1. Reminders to be raised with relevant staff to ensure sufficient time allowed to book in required testing around revised use of building. 2. Every to be thoroughly monitored to ensure compliance and any additional processes implemented. e.g. need for additional flushing of water outlets.	11.1.2021

<p>Home visits and collection or delivery of FSM packages/vouchers or other items such as test kit</p>	<p>Safeguarding of persons delivering items or carrying out home visit</p>	<p>Staff</p>	<ol style="list-style-type: none"> 1. Standard catering hygiene practices to be followed at all times 2. Protective gloves to be worn and sanitized or changed as necessary. 3. Individuals who are collecting packages/vouchers from the school gate to maintain a 2m distance from other parents and staff at all times. Admin staff will keep records of method and date of delivery of packages/vouchers. 4. When carrying out home visit for any reason, staff members attend in pairs (but travel in separate cars or walk at a 2m distance from each other if on foot) and have a phone with them at all times. 5. One member of staff will knock on the house/flat door and then step back to a 	<p>4</p>	<p>3</p>	<p>12</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Review of existing measures undertaken during first week of new lockdown measures and amended as necessary. 2. Updated measures to be checked by central team. 3. If family is outside ask them to step back if necessary and leave any packages close to gate/entrance for collection. 4. Business use insurance cover must be in place for any vehicle used. 	<p>11.1.2021</p>
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			distance of at least 2m from the door. A safe distance must always be maintained. If any items are being delivered, they should be placed in front of the door before stepping back.						
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S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk
Rating Score - L, M or H

Assessment authorised by Headteacher			
Print Name: Alice Jones		Signature: Signed hard copy to be retained in school	
		Date: 7.1.2020	
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by: Alice Jones (Headteacher)		Review date: 11.1.2021	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls include:	
Have new equipment or materials been introduced? (N):	What:	New controls:	