



Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

RISK ASSESSMENT FOR: Re-opening of school to all pupils: 8th March 2021			REVISED TIER 5
Establishment: Francis Askew Primary School	Assessment by: Karen Edson	Date: 03/03/21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Maintaining social distancing with pupils	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus is greater if social distancing of 2m is not maintained</p>	<ul style="list-style-type: none"> All staff in school. Except those who are clinically vulnerable Year group bubbles in place to minimise contact and mixing Each group is taught in the same room with the same adults where possible. (SLT used as cover if needed) Desks positioned apart with specified, labelled seats for each pupil. One way system in classroom to ensure social distancing Classrooms stripped back for ease of cleaning All areas to be well ventilated Timetabled staggered breaks / outdoor play Playground markings, supervision and education of pupils in place to reinforce social distancing during breaks Markings for sitting on carpet or avoid carpet time Small numbers in F2 to avoid free-flow and to 	Deployment briefing to be held.	LM / phase leaders		X
			Continue to set up rooms with tables appropriately spaced.	LM	08.03.21	X
			Rooms not in use to be locked	LM	08.03.21	x
			Set up labels in place when we know who will attend	LM	08.03.21	
				LM	08.01321	
				All Staff	08.03.21	
				LM	08.03.21	

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		<p>maintain pupil groupings / ratios</p> <ul style="list-style-type: none"> All assemblies, performances, productions etc...to be done online School meals served in school hall, with packed lunches served in classrooms to reduce large numbers in one space. Staggered arrival times and labelled tables for specific bubbles. Lunch staff deployed to allow for cleaning and also management of children in the hall and around the building, so bubbles don't mix. All downstairs pupils use outdoor access so no corridor movement. Upstairs use of different stairs so no cross over KS2 use separate access, Y6 one entrance Toilets F2/KS1 allocated for each class-staff supervise KS2 toilets supervised so only one pupil at a time use and no cross over with pupils. All classes have staff with first aid-if anything more serious contact ambulance service. 	<p>Logistics to be planned – timings and deployment of staff.</p> <p>Caretakers to organise tables.</p>	<p>SLT</p> <p>SLT</p> <p>LM</p> <p>KE/LM</p> <p>LM</p> <p>LM</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>First aiders</p>	<p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>Ongoing</p> <p>ongoing</p>	
Maintaining social distancing with staff	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources</p>	<ul style="list-style-type: none"> Virtual meetings rather than face to face held where possible, even if staff are on site. Where this is not possible, social distancing observed in meetings as well as Perspex screens. All office space / PPA rooms / staffrooms etc... are set up for social distancing and screens in place when necessary. 	<p>Main office only, three staff with desk screens</p>	<p>LM</p> <p>SLT</p> <p>SLT</p>	<p>ongoing</p> <p>06.01.21</p> <p>06.01.21</p>	

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		<ul style="list-style-type: none"> Staggered use of PPA rooms / staffrooms etc...and number allocations showing maximum capacity on doors. Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place No use of shared mugs, glasses, cutlery etc... Staff toilets-specific staff to use specific toilets so limited cross over-upstairs/ downstairs 	<p>Specific people to use PPA room at designated times/</p> <p>1 toilet downstairs and 3 upstairs to be shared and delegated</p>	<p>Site staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>08.03.21</p>	<p>X</p> <p>x</p>
Maintaining social distancing with parents / visitors	<p>Staff, pupils, visitors, parents</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus is greater if social distancing of 2m is not maintained</p>	<ul style="list-style-type: none"> Social distancing on large playground at start and end times of the school day Only one parent/carer to bring pupils to school All parents/carers to be advised to wear masks/face coverings Markings and signage on school drives / entrances to school buildings to encourage maintenance of social distancing plan in place for parent drop off and pick up in playground One way system in place for parents to drop children off. 'One in, one out' arrangement in place for visitors to school reception area with 2m spaced queue outside -if essential-use of outside intercom first Hand sanitizer available at school reception entrance for all visitors Visitors to school kept to a minimum Visits from specialists for children e.g. advotalk/speech therapists, arrive at a pre-agreed time – protective measures in place – 	<p>Parents to be informed of rules</p> <p>Signs and markings to be put up</p> <p>To be included in parent guidance</p> <p>Parents contacted by telephone</p> <p>SENCo and DHT to organise with specialists.</p>	<p>LM</p> <p>LM</p> <p>Site staff</p> <p>LM</p> <p>LM</p>	<p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>X</p> <p>X</p> <p>x</p>

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		<p>social distancing and perspex screens.</p> <ul style="list-style-type: none"> • Arrangements in place for telephone, email or virtual meetings with parents rather than face to face (however brief) 				
Contamination of equipment or resources	<p>Staff, pupils</p> <p>Exposure to virus through contaminated equipment or resources</p>	<ul style="list-style-type: none"> • All soft furnishings and resources which can't be disinfected are removed from classrooms / shared areas • All children provided with labelled, personalised set of basic equipment • All bubbles have own play equipment for outdoors e.g. balls bats cleaned before and after use • All shared equipment removed from desks • Limit use of shared resources, including outdoor equipment, and no equipment shared between different groups of pupils • All equipment that has been used and is not for individuals is cleaned / disinfected daily • Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels and stored securely • Books and resources (pencil cases) ordered for each pupil. • Additional hours for cleaning staff, including provision for cleaning during the school day, especially toilets 		<p>LM</p> <p>LM SLT/PE Co</p> <p>LM</p> <p>JG</p> <p>Class teachers</p> <p>Class teachers</p> <p>LM</p>	<p>08.03.21</p> <p>08.03.21 08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p> <p>x</p>
Spread of virus due to hygiene issues	<p>Staff, pupils</p> <p>Risk of spreading</p>	<ul style="list-style-type: none"> • All pupils / staff wash hands for 20 seconds regularly on arrival to school, before and after eating, after sneezing or coughing and at regular times throughout the day 		LM		

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	<p>virus due to lack of handwashing</p> <p>Risk of spreading virus through contamination of surfaces</p>	<ul style="list-style-type: none"> • All F2 and KS1 pupils wash hands on arrival in classrooms • KS2 clean hands from outside with sanitiser before going upstairs. • Staggered number of pupils / staff using toilets / handwashing facilities to maintain social distancing • Staff will monitor toilet use.F2 KS1 share out toilets. KS2 staff monitor upstairs • Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc...cleaning staff in during day • Stocks of handwashing equipment monitored weekly to maintain appropriate levels • Additional hand sanitizer, tissues, disinfectant, cloths, PPE in all bubbles and staff areas • Alert premises staff of any risks that emerge during the day in toilets- Staff alert office to any issues, office alert caretakers • Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs • Tissues readily available – pupils trained to ‘catch it, bin it, kill it’. Bins emptied daily. Bin liners tied up and put outside classroom, taken away by cleaning staff • All rooms well ventilated with windows / doors opened (fire regulations permitting) Open monodraft upstairs and windows and doors to outside down stairs 		<p>LM</p> <p>JG</p> <p>JG</p> <p>LM/site staff</p> <p>JG/KE</p> <p>LM/site staff</p>	<p></p> <p>08.03.21</p> <p>08.03.21</p> <p>08.03.21</p> <p>Ongoing</p> <p>ongoing</p>	<p></p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p>

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Lack of staff to teach / supervise pupils due to high staff absence	<p>Pupils</p> <p>Lack of supervision</p> <p>Risk of spreading virus if strict pupil grouping is not adhered to</p>	<ul style="list-style-type: none"> All staff inform Deputy HT by 7am if they will be unable to attend work due to illness, self-isolating etc... Protocol in place for staff to inform school of absence SLT plan to provide cover No splitting of a group between other classes to enable cover Inform parents to keep pupils in the affected group at home, parent guide to be given out Staff access testing promptly to identify accurately when they can return to work 	<p>Parents informed of Covid protocol through parental guidance when pupils known</p>	<p>LM/JD</p> <p>LM</p>	<p>08.03.21</p> <p>08.03.21</p>	
Pupils / staff becoming ill with symptoms whilst on site	<p>Pupils / Staff / Families</p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> Clear information provided to staff and pupils regarding symptoms to be aware of – procedure in place to report these promptly to SLT –staff contact SLT immediately from home or in school Designated room to isolate pupils with symptoms set up with PPE, sanitiser, tissues, sick bowl, drinking water bottle(well ventilated and thoroughly cleaned after use) ELSA room 1st floor PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical mask) All classes have some in case of need available Parents are contacted promptly to collect pupils with symptoms Staff with symptoms sent home Staff / pupils access testing promptly and school is informed of results promptly. Where the child, young person or staff member tests positive, the rest of their group should 	<p>Procedures in place</p>	<p>LM</p> <p>SLT</p> <p>LM</p> <p>LM/VH</p>	<p>08.03.21</p> <p>Ongoing</p> <p>08.03.21</p>	<p>X</p> <p></p> <p>X</p> <p>X</p>

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		<p>be sent home and advised to self-isolate for 10 days or to access testing if symptomatic.</p> <ul style="list-style-type: none"> Additional training provided on the use of PPE 				
Pupils / staff displaying symptoms at home	<p>Pupils / Staff / Families</p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> Staff / pupils who display symptoms at home must not attend school. Anyone displaying symptoms at home advised to self-isolate for 7 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils. Anyone living with someone who displays symptoms advised to self-isolate for 14 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils. 		LM	ongoing	
Exposure to virus when managing intimate care needs / first aid of pupils	<p>Staff</p> <p>Risk of infection due to exposure to bodily fluids or physical contact</p>	<p>Identified room(s) for managing intimate care / first aid- F2 own area in F1. Medical room upstairs for all others</p> <ul style="list-style-type: none"> PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron, arm protectors). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection visors, should also be worn. Daily checks of room and equipment in place to maintain hygiene and supply of PPE Waste and used PPE is disposed of daily in double wrapped bags Additional training provided on the use of PPE 		LM JG-senior cleaner	08.03.21 ongoing	x
Risk of exposure when working with some pupils	<p>Staff / pupils</p> <p>Risk of infection due to exposure to bodily</p>	<ul style="list-style-type: none"> Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if 	Risk assessments done	LM/SLT SENCO	08.03.21	DB done

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with SEND or behaviour issues (eg: spitting, restraining etc...)	fluids or physical contact	appropriate.				
High risk staff / pupils	<p>Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</p> <p>Clinically vulnerable staff / pupils</p> <p>Higher risk of complications from the virus</p>	<ul style="list-style-type: none"> Identified staff / pupils who are clinically extremely vulnerable / clinically vulnerable Identified and risk assess BAME staff Clinically extremely vulnerable staff and pupils will not attend school. Staff will work from home Pupils who live in a house with someone who is clinically extremely vulnerable should only attend if stringent social distancing measures can be in place (assess risk case by case) all cases Clinically vulnerable individuals (those with defined pre-existing conditions) assigned roles in school where strict social distancing can be maintained eg separate rooms no contact with pupils, minimal contact with other staff or work from home to support remote learning 	<p>Risk assessments</p> <p>Work from home</p> <p>Work from home</p> <p>Risk assessments</p>	LM/ShNe	08.03.21	Sent to HR
Lifts	<p>Staff / pupils</p> <p>Risk of exposure in confined spaces</p>	<ul style="list-style-type: none"> Only one person uses a lift at a time Ensure regular cleaning including controls / buttons 		LM	08.03.21	
Deliveries	<p>Staff</p> <p>Risk of exposure to virus through deliveries</p>	<ul style="list-style-type: none"> All deliveries to specified location Floor markings in place to ensure social distancing with delivery drivers Packages wiped down or gloves worn when unpacking deliveries 		LM/site staff	08.03.21	
Transport to school	<p>Pupils</p> <p>Risk of exposure for</p>	<ul style="list-style-type: none"> Parents / pupils encouraged to walk or cycle if possible information in parent guidance 		LM	08.03.21	

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	pupils travelling on mini buses / school buses / public transport	<ul style="list-style-type: none"> Follow 'Coronavirus (COVID-19) safer travelling guidance for passengers' 				
Mental health and wellbeing	Staff / Pupils / Families Impact on emotional health and wellbeing. Anxiety, depression. Absence.	<ul style="list-style-type: none"> Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs/Jigsaw units/bereavement packs in place ELSA to take place in school with CW/V chn with protective measure in place – Perspex screen and distancing. ELSA sessions offered remotely for pupils via TEAMS. Information sent to parents with sources of support for mental health and wellbeing Ongoing support for staff from Educational Psychologist / counselling services All bubbles to have at least two staff so that staff are able to have comfort breaks and lunch breaks without contaminating another bubble but bubble is still covered by same staff. 		ELSA staff SENCo SLT	08.03.21	
Emergency evacuation	Staff / Pupils Increased risk of exposure during emergency evacuations	<ul style="list-style-type: none"> Revised emergency evacuation plans in place for each setting, including assembly points with social distancing arrangements. 		LM/site staff	08.03.21	
Remote Learning	Staff / Pupils	<ul style="list-style-type: none"> Teaching will be carried out in school following the pacing grids. . DFE laptops/sim cards and routers to be returned to school Access to remote learning also through the school's website if needed recorded teaching (e.g. Oak National Academy 	Further action to be taken in view of Government announcement regarding pupils who cannot	Teaching Staff Trust	08/03/21 08/03/21	X X

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		lessons) <ul style="list-style-type: none"> • printed paper packs produced by teachers (e.g. workbooks, worksheets) • textbooks and reading books pupils have at home. Resources given out to pupils. • commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences - long-term project work and/or internet research activities. 	access remote learning with provision for these pupils to be in school	Teaching Staff Teaching Asst	06/01/21	X

Risk assessment to be regularly reviewed throughout this during this situation or if additional year groups return