



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.

<b>RISK ASSESSMENT FOR:</b> Start of Academic term September 2021		
<b>Establishment: Francis Askew</b>	<b>Assessment by: L.Martin / K,Edson</b>	<b>Date: 8.8.21</b>

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
<p><b>Existing measure in place to:</b></p> <p><b>Minimise contact between individuals and maintain social distancing wherever possible.</b></p>	<p><b>Staff, pupils</b></p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> <li>Class bubbles will no longer exist. Assemblies in phases, communal gatherings and mixing of classes will commence.</li> <li>Should a sustained outbreak of 5 positive cases within a class the school will follow the following Outbreak Management Plan:               <ul style="list-style-type: none"> <li>PHE will be contacted for guidance and advice which may involve an Enhanced Response Package</li> <li>NHS test and trace may request information from the school regarding close contacts</li> <li>Face coverings for staff and parents in communal areas may be reintroduced for a fixed period of time.</li> <li>For a fixed period of time “bubbles” may be reintroduced to combat an outbreak but this will be on advice of PHE and will not be a school decision in the first instance.</li> </ul> </li> <li>Desks <b>may</b> be positioned so that pupils are all facing forwards where possible. Children may change seats however.</li> </ul>	<p>Communicate this information clearly with parents and staff – letter for parents.</p>	<p>LM</p> <p>LM</p> <p>LM/PH</p>	<p>Sept 2021</p> <p>As required</p> <p>Sept 2021</p>	

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
		<ul style="list-style-type: none"> <li>Staggered start and end times will cease and the normal school times will be reintroduced. The one way system will continue to be in place.</li> <li>Playtimes and lunch times will be separated into phases.</li> <li>School meals will be eaten in the school hall. There will be 4 sittings: EYFS 11:30, KS1 11:45, Y3/4 12:00, KS2 12:15. Lunch reduced to 45 mins to avoid too much mixing outside</li> <li>Appropriate signage regarding good hygiene will remain in place</li> </ul>	Existing signage will remain in place and children returning to school will have this explained to them.	LM	By Sept 21	
<p><b>Existing measure in place to:</b></p> <p><b>Maintain social distancing with staff</b></p>	<p><b>Staff, pupils</b></p> <p>Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources</p>	<ul style="list-style-type: none"> <li>From July 18<sup>th</sup> 2021 social distancing measures have been removed and there will no longer be a requirement for this.</li> <li>Staff can operate across different bubbles and if double vaccinated will not be required to self isolate unless contacted by NHS test and trace.</li> <li>Pupils no longer need to self isolate. If contacted by NHS Test and Trace as a close contact they will be advised to take a PCR test and if this is positive children will self isolate as required.</li> <li>Should an outbreak of 5 positive cases within a class occur, then the school will follow its <b>Outbreak Management Plan.</b></li> <li>Virtual meetings will still be held where appropriate.</li> <li>PPA will be staggered and teachers will take this in school. Distancing allowed for by use of</li> </ul>	<p>Discuss with staff</p> <p>Establish staff who have not been double vaccinated.</p>	<p>LM</p> <p>LM/KE</p> <p>LM</p> <p>LM/KE</p>	<p>Sept 2021</p> <p>By Sep 21</p> <p>WC 13.7.20</p> <p>From Sept</p>	

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		<p>machines in various rooms (Staffroom, PPA room, Library, Studio)</p> <ul style="list-style-type: none"> <li>• Staff room will revert to main staff room.</li> <li>• Children to continue to sanitise hands at the same points as 2020-21.</li> <li>• Tissues and bins remain available for Catch it, Bin it, Kill it.</li> <li>• Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place</li> <li>• Staff will be advised to continue to not share mugs, glasses, cutlery etc...</li> </ul>	<p>Ensure hand gel and antibacterial is available in all rooms and is regularly used. PH to continue to clean rooms throughout the day</p>	<p>LM/KE</p> <p>Site staff / KE</p> <p>Cleaners</p>	<p>2021</p> <p>Sept 2021</p> <p>Sept 2021</p>	
<p><b>Existing measure in place for :</b></p> <p><b>Maintaining social distancing with parents / visitors</b></p>	<p><b>Staff, pupils, visitors, parents</b></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"> <li>• Staggered start and end times will end but the one way system for entering and leaving school will remain.</li> <li>• Face coverings will not be required unless the school has implemented an Outbreak Management Plan</li> <li>• Hand sanitizer available at school reception entrance for all visitors</li> </ul>	<p>Letter to parents and on Website</p> <p>Ensure signage for one way system remains</p> <p>Re-order sufficient stocks for whole school</p> <p>A clear record of who has been in school will be kept in the office.</p>	<p>LM</p>		

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Contamination of equipment or resources	<p><b>Staff, pupils</b></p> <p>Exposure to virus through contaminated equipment or resources</p>	<ul style="list-style-type: none"> <li>In Early Years specific equipment will be cleaned as requested as part of good hygiene practices.</li> <li>IPads and computers will be wiped after usage as continued good hygiene controls</li> <li>Sharing of equipment will be minimised if possible but will not be mandatory</li> <li>Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels</li> <li>Reading books will be distributed as normal but classes may introduce systems for changing books on specific days</li> <li>Additional hours for cleaning staff, including provision for cleaning during the school day</li> <li>Children will continue to come to school in their PE kits.</li> </ul>	Discuss with KE	<p>Cleaning staff EYFS staff</p> <p>LM</p>	<p>Sept 2021</p> <p>Sept 2021</p>	
<p><b>Existing Measure in place to:</b></p> <p><b>Prevent spread of virus due to hygiene issues</b></p>	<p><b>Staff, pupils</b></p> <p>Risk of spreading virus due to lack of handwashing</p> <p>Risk of spreading virus through contamination of surfaces</p>	<ul style="list-style-type: none"> <li>All pupils / staff sanitise hands for 20 seconds regularly on arrival to school, before and after eating, before filling water bottles, after sneezing or coughing and at regular times throughout the day</li> <li>Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc...</li> <li>Stocks of handwashing equipment monitored weekly to maintain appropriate levels</li> <li>Additional hand sanitizer available in all</li> </ul>	<p>Handwashing routine established for each class and clearly displayed for all to see. Messages given in assembly. Signage in all classrooms and toilets</p> <p>Caretakers/ cleaning staff to complete.</p>	<p>LM</p> <p>Class teachers</p>	<p>By Sep 2020</p> <p>Sep 2020</p>	

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		<p>classrooms. Ensure supervision of hand sanitizer use to avoid ingestion.</p> <ul style="list-style-type: none"> <li>• Small children and pupils with complex needs should continue to be helped to clean hands properly. Skin friendly cleaning wipes can be used as an alternative.</li> <li>• Alert premises staff of any risks that emerge during the day in toilets</li> <li>• Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs</li> <li>• Tissues readily available – pupils trained to ‘catch it, bin it, kill it’. Bins emptied daily.</li> <li>• All rooms well ventilated with windows / doors opened (fire regulations permitting)</li> </ul>	<p>All staff aware of this requirement</p> <p>All classrooms cleaned daily</p> <p>Windows/vents always open where possible. Staff aware.</p>	<p>Caretaker</p> <p>LM / KE</p> <p>KE/cleaning staff</p> <p>Caretaker/LM</p>	<p>Sep 2020</p> <p>Sep 2020</p> <p>Before Sep 2020.</p> <p>From Sept 2020</p>	
<p><b>Existing Measure in place to address:</b></p> <p><b>Lack of staff to teach / supervise pupils due to high staff absence</b></p>	<p><b>Pupils</b></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"> <li>• All staff inform line manager by 7am if they will be unable to attend work due to displaying symptoms, self isolating etc...</li> <li>• Staff still advised to take and report twice weekly Covid LFT</li> <li>• Supply teachers / temporary staff can be used.</li> <li>• Staff access testing promptly to identify accurately when they can return to work</li> </ul>	<p>Reiterate procedures to all staff</p> <p>Teaching personnel / SAAF will be only company used if required</p> <p>Letter to parents</p> <p>Ensure Local Health Team and PHE are contacted for advice and support if cases rise and Outbreak Management Plan is required</p>	LM	Sept 2021	
<p><b>Existing Measures in place for:</b></p> <p><b>Pupils / staff becoming ill with</b></p>	<p><b>Pupils / Staff / Families</b></p> <p>High risk of infection if</p>	<ul style="list-style-type: none"> <li>• All staff and parents informed that the school expects engagement with PCR testing if child displays symptoms whilst on site (or at home)</li> <li>• All parents reminded that if contacted by NHS</li> </ul>	<p>Inform through letter WC 6.8.21 of expectations regarding T and T</p>	LM	6.8.21	

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symptoms whilst on site	exposed	<p>Test and Trace they should book a PCR</p> <ul style="list-style-type: none"> <li>• Until advised to do so by NHS Test and Trace all children not displaying symptoms and double vaccinated staff should continue to attend school</li> <li>• Clear information provided to staff and pupils regarding symptoms to be aware of – procedure in place to report these promptly to SLT</li> <li>• Designated room to isolate pupils with symptoms set up (well ventilated and thoroughly cleaned after use)</li> <li>• PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical mask)</li> <li>• Everyone who has been in contact with the person who has shown symptoms must wash their hands thoroughly for 20 seconds.</li> <li>• Parents are contacted promptly to collect pupils with symptoms. Pupils with symptoms must be sent home.</li> <li>• Additional training provided on the use of PPE</li> </ul>	<p>Explain in letter to parents</p> <ul style="list-style-type: none"> <li>• Staff/pupils with symptoms sent home</li> <li>• Staff / pupils should access testing promptly and inform school of results if positive or negative.</li> <li>• <b>Where the child, young person or staff member tests positive they must self isolate for 10 days.</b></li> <li>• <b>Inform LH team and PHE, Trust for guidance should Outbreak Management Plan be required due to 5 or more cases in one class</b></li> </ul> <p><b>Reminder for all staff on Training day in Sept</b></p>	LM	From Sept 2021	
<p><b>Existing measures in place to:</b></p> <p><b>Minimise contact with individuals who are unwell, have symptoms or live with someone with</b></p>	<p><b>Pupils / Staff / Families</b></p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> <li>• Staff, pupils or visitors must not come into school if they have symptoms of COVID-19 or have tested positive in the last 7 DAYS.</li> <li>• Children/ Staff displaying symptoms to be advised to obtain a PCR test and to engage with NHS Test and Trace</li> </ul>	<p>LM to advise parents through letter</p> <p>LM Advise as needed and contact Local Health Team or PHE to support.</p>	LM	Sept 2021	

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symptoms.						
Existing measure in place to: <b>Manage confirmed cases of COVID-19 in school community</b>	<b>Staff, pupils, families</b>  High risk of transmitting and spreading virus	<ul style="list-style-type: none"> <li>Responsibility for close contacts will be that of NHS Test and Trace in the case of a reported positive case.</li> <li>As of August 16<sup>th</sup> 2021 – pupils who have been in contact with a positive case will not be required to self isolate and should continue to attend school as normal but may be contacted by NHS T &amp; T and advised to book a PCR test. If this returns a positive result, child or staff member must then isolate as advised.</li> <li>Staff who have been double vaccinated will also not need to isolate unless they have been contacted by T&amp;T</li> </ul>	<ul style="list-style-type: none"> <li>Inform all parents of new arrangements</li> <li>Act on advice from local health protection team if 5 or more cases are confirmed and implement Outbreak Management Plan if advised.</li> </ul>	LM	From Sept 2021  As need arises	
Existing measures in place to manage: <b>Exposure to virus when managing intimate care needs / first aid of pupils</b>	<b>Staff</b>  Risk of infection due to exposure to bodily fluids or physical contact	<ul style="list-style-type: none"> <li>Identified room(s) for managing intimate care / first aid</li> <li>PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn).</li> <li>Daily checks of room and equipment in place to maintain hygiene and supply of PPE</li> <li>Waste and used PPE is disposed of daily</li> <li>Additional training provided on the use of PPE</li> </ul>	Remind all staff	LM	Sept 2020	
Existing measures in place for:	<b>Staff / pupils</b>  Risk of infection due	<ul style="list-style-type: none"> <li>Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Specific plans in place for children discussed</li> <li>Specialists, therapists, clinicians and other support</li> </ul>	LM  JT	By 6.9.21  Ongoing	

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<b>Supporting pupils with SEND or behaviour issues (eg: spitting, restraining etc...)</b>	to exposure to bodily fluids or physical contact		staff for pupils with SEND can be used. Maintain a record of all visitors into school and ensure social distancing. SB to provide a list of all of these services to LM			
<b>High risk staff / pupils</b>	<p><b>Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</b></p> <p><b>Clinically vulnerable staff / pupils</b></p> <p>Higher risk of complications from the virus</p>	<ul style="list-style-type: none"> <li>Identify staff / pupils who are clinically extremely vulnerable / clinically vulnerable</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and make decisions based on any emerging needs within school following guidance from PHE.</li> </ul>	LM	Ongoing	
<b>Lifts</b>	<p><b>Staff / pupils</b></p> <p>Risk of exposure in confined spaces</p>	<ul style="list-style-type: none"> <li>Only one person uses a lift at a time</li> <li>Ensure regular cleaning including controls / buttons</li> </ul>		KE / cleaning staff	Sept 2021	
<b>Deliveries</b>	<p><b>Staff</b></p> <p>Risk of exposure to virus through deliveries</p>	<ul style="list-style-type: none"> <li>All deliveries to specified location</li> <li>Floor markings in place to ensure social distancing with delivery drivers</li> <li>Packages wiped down or gloves worn when unpacking deliveries</li> </ul>	Re-do signage	KE / JBa	By Sept 2021	
<b>Transport to school</b>	<b>Pupils</b>	- Parents / pupils encouraged to walk or cycle if possible				



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	Risk of exposure for pupils travelling on mini buses / school buses / public transport	<p><b>Dedicated school transport:</b></p> <ul style="list-style-type: none"> <li>- Where possible, group pupils on transport to reflect the bubbles in school</li> <li>- Encourage hand sanitizer and distancing where possible.</li> <li>- Ensure social distancing arrangement for bus queues</li> <li>- Encourage face masks for over 11s if pupils are likely to come into contact with pupils from other bubbles</li> <li>- Transport plan written in consultation with LA and transport providers to minimise risks</li> </ul> <p><b>Wider public transport:</b></p> <ul style="list-style-type: none"> <li>- Transport plan written in consultation with LA and transport providers to minimise risks</li> </ul>	<p>NA</p> <p>Potential impact on families using public transport to get to school to be ascertained and support given by school where needed</p>	Mhe / JD	As needed	
<b>Educational Visits</b>	<p><b>Staff / Pupils</b></p> <p>Wider risk of exposure to virus</p>	<ul style="list-style-type: none"> <li>• Overnight and overseas educational visits will be reintroduced.</li> </ul>	Appropriate risk assessments and forms to be completed and written consent for all children	LM / KE / JBa	Sept 2021	
<b>Sport, PE and extra-curricular provision</b>	<p><b>Staff / Pupils</b></p> <p>Wider risk of exposure to virus</p>	<ul style="list-style-type: none"> <li>• All clubs to resume from September 2021</li> <li>• Individual risk assessments completed for all extra-curricular clubs to include a consideration of COVID-19 protective measures where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Inform staff and parents</li> </ul>	LM	Sept 2021	
<b>Emergency evacuation</b>	<p><b>Staff / Pupils</b></p> <p>Increased risk of exposure during emergency</p>	<ul style="list-style-type: none"> <li>• Revised emergency evacuation plans in place for each setting, including assembly points with social distancing arrangements.</li> </ul>	Complete by end of September 2021	LM/KE	Termly	

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	evacuations					

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