

Background: Restricting attendance at school following announcement of third national lockdown by the Prime Minister on 4th January 2021, with closure of Primary schools expected on 5th January 2021 for all except those children identified within the Government guidance entitled “Children of critical workers and vulnerable children who can access schools or educational settings” and its future updates . Either the Headteacher, Deputy Head or both will be in attendance at any time that children are in school. As per usual safeguarding protocols, at least one DSL will be on hand to answer any immediate safeguarding queries relating to the children

Risk	RESTRICTING ATTENDANCE DURING THE NATIONAL LOCKDOWN
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Whilst this risk assessment relates to a National Lockdown with only partial opening of schools, Government Guidance produced initially on 2 July 2020 with regard to full opening of schools and all subsequent updates have also been followed in the making of this risk assessment, together with other COVID 19 related updates which have also been regularly updated by the Government. This is to ensure that safety in school conforms to all relevant guidance for those within school in accordance with the guidance produced during this time. This risk assessment will be reviewed regularly during the period of National Lockdown. This RA dated 08.01.21 specifically relates to the guidance “Restricting attendance during the national lockdown:schools” which was produced on 7th January 2021 by the DfE, updated on 14.1.21 and all future updates. This RA builds upon all previous RAs dating back to March 2020 when the first National Lockdown was imposed. .

The Guidance throughout has recognised that children find it difficult to socially distance and schools have therefore been asked to minimise rather than eliminate risk. This proves increasingly difficult but constant reminders to staff, parents and pupils are given.

Please note that there is no action plan attached to this risk assessment because this would be a repetition of actions already listed, and all actions are carried out to prevent the risk of transmission of the virus. On the basis that there are other factors outside school which affect transmission of the virus, and because there are still unknown factors about transmission, and most specifically about the new variant strains of the virus, it is not possible to calculate the new risk of the virus spreading after preventative actions have been implemented in school.

This risk assessment will be reviewed on a daily basis initially and then weekly when and if this is felt appropriate.

PLEASE NOTE THAT THIS RISK ASSESSMENT INCLUDES ISSUES THAT ARE OR MAY NOT NORMALLY BE CONSIDERED A RISK. This is for the sake of completeness and to ensure all areas have been considered.

This Risk Assessment is written with the basic premise, as outlined in Government Guidance for Education Settings, that the following system of controls and response to any infection are in place and understood:

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

2) Where recommended, the use of face coverings in schools. (This is not currently the recommended case in primary settings when in class or walking within school, but, in our school face coverings are expected when parents or visitors enter the school grounds and also when teachers are welcoming children into school. This is the same for Office staff who greet visitors at the Reception area – both parties must be wearing a mask.)

3) Clean hands thoroughly more often than usual.

4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<u>SOCIAL DISTANCING</u>						
<p>Lack of social distancing around the school resulting in direct transmission of the virus</p>	<p>Any members of school community via transmission of the virus</p>	<p>Teaching and support staff will maintain the same class bubbles that have been in place since September 2020</p> <p>Staff stay with children most of the day, organising breaks within their bubble. Staff and children in different year groups do not mix at playtimes and lunchtimes.</p> <p>Lunch Supervisors allocated to classes and year groups for lunchtime cover</p>	<p>Staff are allocated according to learning need for interventions but where possible and appropriate these will need to - as much as is possible - keep 2m social distancing between themselves . During partial closure less contact is likely as reduced numbers of children are in school</p> <p>Staff allocated to set specific rest areas/ staff rooms and social distancing MUST be adhered to when in such rooms.</p> <p>Communication between staff and office to be held behind the office screen to limit contact</p> <p>Markings to be adhered to around the office and between office users</p> <p>Glass panels erected in two Office rooms within Office area to minimise face to face contact between office staff in both areas</p> <p>Disposable ice packs used and stored in each first aid pack.</p> <p>Children’s medicines stored in office fridge or stored in classroom. If child needs medicine, Office staff will organise first aid and clarify specific arrangements.</p> <p>Movement of staff around the school <i>is to be minimal</i> and no unnecessary movement made.</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support staff</p>	<p>Ongoing</p>	

Site Name: St Michaels CE Controlled Junior School **Date 08.01.21**

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			<p>Staff to use staff allocated toilet (closest to their work area)</p> <p>Staff to use allocated photocopiers only and to clean after each use.</p> <p>When staff talking to each other please ensure there is 2 metres distance between each other and in ventilated space – not in a corridor and in offices. Staff to avoid stopping to chat in corridors.</p> <p>Corridor windows open at all times where possible.</p> <p>Classroom windows open at all times where possible. Higher windows to be used where possible to ensure adequate ventilation with less draught. NB Classroom windows and doors MUST be opened during playtimes and lunchtimes every day at the very least so that ventilation is encouraged at least at these times of day.</p> <p>Office windows open at all times where possible.</p> <p>Meetings with parents carried out via telephone or Virtual meeting call. If there is an essential requirement to meet then this must be by prior appointment and socially distanced outside or in room with door and windows open.</p> <p>Hand gel provided in all rest areas. Staff to ensure this is replaced as needed.</p>			

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			<p>Hand gel to be used before and after using photocopier and computers in PPA room. Antibacterial wipes also to be used to wipe down keyboards and mouse before and after use.</p> <p>Site Manager and School Business Manager to ensure all stocks fo hand gel, wipes, tissues and other cleaning products are well stocked in order for replacements to be easily made.</p> <p>Plastic screening in place between staff members in the office and the public/ visitors to be used.</p> <p>If essential vistors come in for essential meetings plastic chairs to be used for visitors and wiped down after use with anti bacterial wipes.</p> <p>All meetings held within school to be held in rooms that are well ventilated, and staff must be socially distanced at all times.</p> <p>If staff not able to attend school – staff in year group or phase group to cover the class to reduce the introduction of outside supply staff to the school and also reduce the contact of school staff across the school.</p> <p>Pupils, staff and other adults will not be allowed in school if they have coronavirus (COVID -19)</p>			

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			<p>symptoms or have tested positive in at least the last 10 days.</p> <p>Anyone in school developing symptoms during the school day must be sent home and advised to get a test as a matter of urgency.</p> <p>All staff regularly reminded of school procedures and risk assessment requirements.</p>			
Lack of social distancing in the classroom resulting in direct transmission of the virus	Any members of school community via transmission of the virus	<p>Remove excess furniture and resources to increase space if space to do so– to Library / Stage.</p> <p>Children keep to their desks when in the room.</p> <p>Set format of furniture followed</p>	<p>Social distancing charter created for and with the children in each classroom “pod” (Include instructions how to line up, physical contact, use of toilet, moving around the classroom etc).</p> <p>Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence.</p> <p>Children isolated if cannot adhere to charter and spoken to re the need for social distancing – behaviour policy to be regularly updated and reviewed</p> <p>Lessons planned for individual work</p> <p>Where possible staff to be at front or side or back of room</p> <p>Conversation in the classroom from adult height, where appropriate</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	

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			<p>If close feedback or communication needed – side to side not facing child</p> <p>Set seating plan so children have their desk which is the same every day.</p> <p>Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom</p> <p>Children stay in their class for the majority of the time, including lunchtimes.</p> <p>Playtimes – organised with times allocated for year groups but with specific areas for each individual class bubbles to prevent cross contact between bubbles even in year groups.</p> <p>When moving around – children move in small groups and managed by teacher to classroom and to tables etc.</p> <p>Water bottle on desks or under desk to remove need of children moving around classrooms</p> <p>Ensure good ventilation in each classroom all day (windows or doors open) At the minimum, windows must be opened during lunchtimes and playtimes))</p> <p>PE must be outside where possible and appropriate BUT if the weather conditions are not suitable, PE is to be held in the hall with all windows open, spacing essential and the PE</p>			

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			<p>lesson must be adapted to ensure adequate social distancing in the hall. NB – Social distancing in the hall is essential.</p> <p>PE equipment must not be shared across bubbles and planning has been put in place to ensure this.</p> <p>Children to come into school in PE Kits on their PE days</p> <p>Specific guidance and procedures to be followed when planning PE, Music or Drama. Please see separate section regarding Rocksteady and Hampshire Music Service lessons.</p> <p>BUBBLES: Children - Majority of the school day will be in class bubbles including break time and lunchtime/ Staff – majority of the school day will be in class bubbles and PPA – year group bubbles. Exceptions – phase bubbles for, interventions, PPA and cover if necessary. NB All interventions must comply with social distancing and separate intervention risk assessment</p> <p>Ensure 2 metre clear access to all exits from classroom</p> <p>Resources and activities planned to reduce shared contact and individual learning.</p> <p>Mark out an area for the teacher – 2m distancing at front of room</p>			

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			<p>Lunchboxes kept under children’s tables– any child with allergies, lunchbox to go in cupboard.</p> <p>Coats and bags to go on pegs – limited number at a time.</p> <p>Office staff to provide class teachers with list of allergies.</p> <p>Use of outdoor space – same charter for outdoors.</p> <p>Bins for hand towels and tissues are not left to overflowing – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum.</p> <p>Adults to ensure that everyone washes their hands regularly through the day – at the beginning of the school day and before eating.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area around any person with symptoms MUST be cleaned after they have left to reduce the risk of passing the infection on to other people.</p>			

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Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	Any members of school community via transmission of the virus	<p>Toilets for upstairs and downstairs – Boys and girls – cleaned during the day as per rota and instructions provided by DHT.</p> <p>Rota for toilets in year group bubbles to be adhered to. Adult to be on rota to monitor toilets. Year Leaders ensuring adherence to the rota.</p>	<p>Hand washing to be monitored and insisted upon after toilet use</p> <p>Extra Signs in toilet re washing hands</p> <p>Wedges for the toilet external toilet doors if not fire doors.</p> <p>Videos of handwashing routines and hygiene to be shared with each class and protocols reminded daily.</p> <p>Extra soap, paper towels, cleansing wipes, sanitising gel ordered to ensure we do not run out</p> <p>Staff to ensure that stocks of cleansing materials are full and advise office immediately if stocks running low so there is no danger of running out. Toilets to be cleaned during the day using anti-virus anti bacterial spray.</p> <p>Toilets to be thoroughly cleaned at the end of the day Sufficient soap in all toilets and checked daily.</p> <p>Anti-bacterial spray and cloths in all toilets for adult use – after and before use.</p> <p>Signs in toilets to request adults to clean after use.</p> <p>Hand gel in in all areas also available to be used when returning to work area.</p> <p>Staff to use only the toilet allocated to them.</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	

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Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	Any members of school community via transmission of the virus	<p>Markers outside the classrooms for the children and parents to wait – at least 1 metre apart but parents encouraged during restricted attendance of school to maximise distance between them even outside</p> <p>Staggered drop off and pick up times for different bubbles with parents being regularly reminded that they should only arrive 5 minutes before these times to prevent lingering on site.</p>	<p>All adults entering site asked to wear face masks and school staff to wear masks when opening doors at the beginning and end of the school day.</p> <p>Face coverings for children to be removed on entry and placed in bags. (SLT to be consulted if child needs to wear in school.)</p> <p>If a child is wearing a face covering to come to school, they must be instructed not to touch the front of their face covering during use or when removing it and they MUST dispose of temporary face coverings in a black bag waste bin. If a reusable ace covering, this must be placed in a plastic bag so they can take it home with them. Hands must then be washed.</p> <p>Clear instructions shared re social distancing between families in the morning with parents and children</p> <p>Signage for parents and children displayed outside the classroom</p> <p>DHT and HT to be on duty to supervise</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	
Lack of social distancing during playtimes and lunchtimes resulting in direct	Any members of school community via transmission of the virus	<p>Staggered playtimes and allocated play area</p> <p>Reduced playtime equipment – hard surfaces which can be easily cleaned</p>	<p>Games discussed which encourage social distancing – football passing, catch, hoola hooping. Socially distanced Lunchtime Games provided by Matt Sanders to be encouraged</p>	<p>Site Manager</p> <p>SLT</p>	Ongoing	

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transmission of the virus			<p>Staff supervision throughout – actively encouraging and insisting on social distancing</p> <p>Children practise talking at least 2 metres apart – modelled by adults at all times</p> <p>Staff to be vigilant in the playground to actively encourage social distancing.</p> <p>Specific equipment for each bubble to be provided for each playtime and lunchtime. Bucket of play equipment per bubble to be clearly labelled.</p> <p>Playtimes supervised by allocated teacher and LSA - playtime rota to be adhered to</p> <p>Those Lunch Supervisors not first aid trained to be clear as to procedures to follow should they need help – see First Aid guidance</p> <p>Allocated external doors to be propped open by foam wedge.</p> <p>4 staff rest areas set up – with kettle, fridge and refreshments etc. Staff must clean up their equipment directly after use and leave staff bubbles clean and tidy.</p> <p>Staff to complete contact cleaning rota in staff bubbles on daily basis. Checked by Site Manager</p>	Teaching and Support Staff		

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			<p>Staff to position themselves 2 metres apart in staff areas</p> <p>Signs in each rest room concerning 2 metre distancing and cleaning expectations</p> <p>Hand gel provided to be used after using utensils</p> <p>Staff to use their own mug and crockery, containers etc if at all possible and take home and wash to reduce contact</p> <p>Table and chairs thoroughly cleaned at end of the day .</p> <p>Lunch Supervisors allocated to classes and year groups</p> <p>Children to eat lunch in their classrooms at desks – tables wiped down with anti-virus spray before and after use.</p>			
Lack of social distancing when eating lunch resulting in direct transmission of the virus	Any members of school community via transmission of the virus	<p>Children eat in their classrooms</p> <p>Children sit at their desk to eat their lunch</p> <p>Lunch Supervisors to be allocated to one specific class only</p>	<p>Children keep packed lunches under tables to prevent cross contamination.</p> <p>Lunchtime Supervisor for each class to collect hot dinner children and take them to hall to collect lunch and return to class. When finished,</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	

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			<p>children to return as a group bubble with Lunchtime Supervisor to return plates etc.</p> <p>Where an LSA is assigned to a class and they also have a Lunchtime role they will stay with the same class or within the same year group bubble where possible.</p> <p>A list of children with food allergens will be displayed in each classroom.</p> <p>Parents will be reminded of not sending in foods containing nuts, when appropriate, through messages and on website.</p> <p>Lunchtime control measures to be the same as playtime.</p> <p>Hands to be washed/sanitised both before and after lunch</p>	Lunchtime Staff		
Lack of social distancing in the corridors resulting in direct transmission of the virus	Any members of school community via transmission of the virus	Children staying in their classroom and accessing outside from classroom door entrance/ exit at all times	<p>Restricted toilet times – rota to be distributed by DHT</p> <p>One way system around the school using walkway and outside – safety concerns</p> <p>Messages to office to be written where possible to limit personal contact</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>		

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			<p>Walkie talkies to be positioned at fire marshal points. Plan of locations provided to all staff.</p> <p>Agree instructions with children concerning going and returning to toilet and regularly remind them.</p> <p>When moving class around the school – at least 1 metre between children, preferably 2 metres – one adult at back insisting the distance is maintained – regularly practise this and regularly remind.</p> <p>Insist on children always travelling on the left and next to wall to ensure social distancing</p> <p>Pupils will not be requested to take registers or other items to the school office</p> <p>Corridor areas cleared and used for passing areas</p> <p>Year 3 Cloakrooms to be limited to two classes only – Rowling Class to have separate designated area for coats and bags to prevent excess storage which could cause cross contamination. This is to be placed in the Hall.</p>			
<u>SHARED RESOURCES</u>						
Contact of shared resources resulting in indirect	Any members of school community	Shared resources to be cleaned and, where appropriate, washed in Milton, each night and left to dry if not same person using them the next day	Packs of stationery labelled with child's name in each room. Plastic packets (zippy) bags used for individual resources	Site Manager SLT	Ongoing	

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transmission of the virus	via transmission of the virus		<p>Tubs of resources for pairs if needed – maths cubes etc</p> <p>Resources on tables ready for lesson and not distributed within the lesson</p> <p>Tables, door handles and other surfaces and touch points cleaned with Disinfectant/ Sanitiser every night</p> <p>Children encouraged to wash hands / use hand gel before lessons and after each lesson and regularly throughout the day.</p> <p>Lessons planned so resources are paired and not group</p> <p>Learning books for each child placed on tables for that child so they are not in pile to prevent cross contamination.</p> <p>Teachers to ensure that everyone washes their hands regularly through the day – including when they arrive in school, when they return from breaks, when they change rooms and before and after eating</p> <p>Ipads and keyboards to be cleaned after use and at the end of each day.</p> <p>Outdoor playground equipment allocated to class bubble and cleaned each day at the end of the day</p>	Teaching and Support Staff		

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			<p>Staff will not be required to meet with parents on a one-to-one basis unless by prior appointment and with all health and safety measures in place.</p> <p>Parents will not be allowed in to the school at this time without a prior appointment. Office staff will use text messaging or email services to communicate messages with parents where ever possible.</p> <p>Specific procedures should anyone need to leave the school part way through the day and then return (eg over lunchtime)</p> <p>Water bottles to be taken home each night, washed and brought back the next day. Any that are left in school must be washed in hot soapy water overnight.</p> <p>Resources left on front tables for cleaning – if shared within the day</p> <p>All surfaces left clear at end of the day</p> <p>Staff have their own resources when working with children and do not share – zippy bag or pencil case each with name on.</p> <p>Staff do not use the children’s resources – each child will have their own resources.</p>			

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			<p>Hand gel available in all classrooms. Staff to wash hands or use hand gel regularly throughout day -at least once per hour.</p> <p>Soap available in all classrooms and running water</p> <p>Hand gel to be used before and after using laptop if shared with other staff and interactive white board. Pointer to be used if possible for interactive whiteboard and photocopier.</p> <p>Office staff to use own equipment, including keyboards and mice. Area cleaned after use and phone wiped with alcoholic wipes before day starts and in between users.</p> <p>If using a shared resource like the cutter, laminator – use hand gel before and after use and wipe down with anti bacterial wipes.</p> <p>Regular cleaning of touchpoints – sign in sheet kept in office for main touch points.</p> <p>When the Hall is used for PE, all resources are cleaned down after each use</p>			
<u>EMOTIONAL WELL BEING</u>						
Emotional distress of the children	Any members of school community		Staff within classroom to ensure time spent within the day to address the concerns of any of the children within school.	Site Manager SLT	Ongoing	

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	via transmission of the virus		<p>Weekly phone calls home to remote learners to ensure any anxieties are discussed with parents and where appropriate with children themselves.</p> <p>Log for each class created to ensure regular touching base with children.</p> <p>Regualr newslettersfrom HT to make sure paretns are reminded to contact school if any specific concerns</p> <p>Individual risk assessments for children with special educational and behavioural needs</p> <p>SENCO to have specific contact in addition to class teacher where SEND chdilren are learning from home.</p> <p>Teams meetings between staff and within year groups to ensure concerns are shared about specific children</p> <p>2 metre social distancing ELSA and/ or FSW provision available for children within school where appropriate</p> <p>Teaching staff will be allowed adequate time to make pastoral phone calls and report on Class Dojo for home learners</p>	Teaching and Support Staff		

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			Teaching staff will be supported, where required and needed, with skills and resources to understand emotional needs in order to respond to pupil's problems with re-adjusting to school life.			
Emotional distress of the staff – including anxiety	Any members of school community via transmission of the virus	Inclusion in risk assessment process – input into hazard identification and control measures	<p>Staff meetings open to all staff Ongoing reminders to all staff of the need to share concerns where they arise</p> <p>Sharing of support helplines – HCC and others - posters displayed in the staff room</p> <p>At least one SLT member of staff on site every day for staff to share concerns with</p> <p>A nominated member of staff is available to staff on a daily basis to be contacted to discuss staff concerns (usually HT or DHT)</p> <p>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible according to need and updated guidance</p> <p>Separate risk assessment for the Office area</p> <p>Designated “staff areas” for different groups of staff –rota for same area if needed. Reminders regularly to staff re social distancing.</p>	Site Manager SLT Teaching and Support Staff	Ongoing	

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			<p>PPE masks offered to staff working with first aid and guidance and procedures clearly outlined.</p> <p>Clarification for staff from HT re requirements for in school and remote learning during restricted attendance periods.</p> <p>Signage will be displayed on staff toilet facilities (open/closed) so that numbers are limited to ensure social distancing</p> <p>NQTs to have additional allocated time as per legal obligations</p> <p>Specific and stable PPA staff where possible and available reduces risk of cross contamination from other settings.</p> <p>Subject responsibilities clarified for all staff</p> <p>Staff encouraged to limit time spent on site outside of school hours.</p> <p>All staff meetings to be held via Teams</p>			
<u>SPECIFIC NEEDS</u>						
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting	Any members of school community via transmission of the virus	Seek expert guidance from special schools and PBS re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments	Behaviour policy to be followed Any risk of spitting or other behaviour difficulties for children within school that require close contact with the child will need an individual risk assessment to be written (or health care plan).	Site Manager SLT	Ongoing	

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			<p>Office staff to monitor levels of PPE and order more if needed.</p> <p>All children not complying with new class charters over time will have individual behaviour plan and alternative recognition system created and agreed time for SLT involvement.</p> <p>If staff need assistance re aggressive behaviour that may result in restraint – SLT to be informed immediately and PPE worn if appropriate</p> <p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way which puts staff and other children at risk.</p> <p>During National lockdown, Fleming Class to be taught remotely – see Remote Education Policy (Teacher clinically extremely vulnerable) which also incorporates safeguarding procedures</p> <p>Member of staff who works in a different school in the afternoons – school risk assessment shared to ensure continuity of safety approaches</p>			
<u>SPECIFIC HYGIENE/CLEANING PROCEDURES</u>						
Risk of spreading virus due to poor hygiene resulting in indirect	Any members of school community via transmission of the virus	<p>Hand gel dispenser in all classrooms</p> <p>Hand gel order in large quantities</p> <p>Handwashing PSHE lessons</p>	<p>Washing hands posters replaced in all washing areas</p> <p>Reminders how to wash hands properly – videos and posters</p>	<p>Site Manager</p> <p>SLT</p>	Ongoing	

Site Name: St Michaels CE Controlled Junior School **Date 08.01.21**

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
transmission of the virus		<p>Extra soap dispensers and re-fills in each classroom</p> <p>Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</p>	<p>Staff to promote the “catch it, bin it kill it” message at all times – posters positioned around school as reminders</p> <p>Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line.</p> <p>Timetables created to enable all children to wash hands before and after lunch, after break. If not possible hand gel used.</p> <p>If microwave used for heating lunch, the person using it must clean it directly after.</p> <p>Tissues in all classrooms – checked by cleaners and LSAs every day to ensure there are tissues in every room every day.</p> <p>Cleaning of touchpoints carried out by Site Manager and office staff regularly throughout day.</p> <p>Tables in staff bubbles to be separated to ensure extra distancing</p>	Teaching and Support Staff		
Risk of infection due to lack of cleaning resulting in indirect	Any members of school community via transmission of the virus	<p>All surfaces, handles, toilets and shared equipment will be cleaned each day using disinfectant/ sanitising spray</p> <p>PPE will be worn by all cleaning staff</p>	Some resources will be rotated and left to decontaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission	Site Manager SLT	Ongoing	

Site Name: St Michaels CE Controlled Junior School **Date 08.01.21**

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
transmission of the virus		<p>Soft furnishings and soft / cloth equipment will be removed from use in classrooms</p> <p>General Gym equipment will not be used during the outbreak.</p> <p>Classrooms will be subject to deep cleans at the end of each week</p> <p>Toilets cleaned throughout the day</p>	<p>Shared resources needing specific cleaning left on front desks to ensure these resources are cleaned at the end of the day</p> <p>Reduction of school rooms (other than classrooms) used</p> <p>School will be deep cleaned following any known contamination outbreak.</p> <p>If child vomits in classroom, Site Manager must be contacted immediately (or, in his absence, Finance Manager) to clear – with full PPE to be worn. Class to be evacuated to safe space (see below)</p> <p>If the classroom cannot be used due to vomit, the bubble will be moved to the Hall</p> <p>Anti-bac spray in each classroom to be used before and after lunch and throughout day where necessary</p> <p>Displays to be designed to engage children but not encourage touching</p> <p>Staff rest areas and toilets cleaned everyday and soap dispensers checked daily.</p> <p>Office desks cleaned every day.</p> <p>Hand gel, anti-virus spray, tissue and soap levels will be checked by cleaning staff and site manager every day</p>	Teaching and Support Staff		

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<u>ILLNESS/FIRST AID</u>						
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	Any members of school community via transmission of the virus	<p>Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to complete individual staff risk assessment – adding individual hazards and control measures to this risk assessment.</p> <p>These staff to keep strict social distancing from other adults and as much social distancing from children as possible.</p>	<p>Those who are clinically vulnerable or clinically extremely vulnerable to adhere to strict 2 metre social distancing from colleagues and children (where possible re children).</p> <p>If staff choose to wear PPE , this is allowed but must be professional in nature and be in accordance with Government guidance</p> <p>Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute separate risk assessment for staff who are clinically vulnerable</p> <p>During National lockdown, member of staff who is clinically extremely vulnerable to work from home, providing remote teaching – technology to be used for live teaching – nb adult to be within class at all times when remote teaching in this class is happening to ensure safety and safeguarding of all concerned.</p>	Site Manager SLT Teaching and Support Staff	Ongoing	

Site Name: St Michaels CE Controlled Junior School **Date 08.01.21**

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
			On return, the clinically extremely vulnerable member of staff will need to minimise the number of social interactions and ensure social distancing at all times. A reminder will be sent to all staff.			
Risk of illness of child or staff member exhibiting symptoms by direct transmission of the virus	Any members of school community via transmission of the virus	Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable to have discussion with HT and individual risk assessment completed if necessary.	<p>The Snug to be set up for children needing serious first aid, or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to The Snug. Staff escorting child with COVID symptoms to wear PPE and if possible keep 2 metres apart and instruct others to keep their distance.</p> <p>If temperature is taken – non-touch thermometer used</p> <p>Office staff call parents if temperature is high (above 37.8 degrees) or continuous cough and ask for child to be collected. Siblings also to return home.</p> <p>Parent instructed and given information concerning getting child tested for COVID and to share result immediately with school.</p> <p>Members of staff supporting child with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff).</p>	Site Manager SLT Teaching and Support Staff		

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
			<p>If The Snug is used for suspected COVID – not used again and closed sign used to indicate. Cleaned as soon as possible by site manager (if during school day) or cleaners.</p> <p>If positive case – School contact PHE and follow advice.</p> <p>If child has temperature or new and continuous cough – child taken to The Snug (staff to keep 2 metre distance when escorting them or wear PPE). Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to obtain test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE and disposes according to instructions, washes hands and uses hand gel. (Staff can return to work after this situation).</p> <p>PPE used for intimate care and close contact with children</p> <p>All staff emailed guidance re putting on and taking off PPE</p> <p>Office staff to monitor levels of PPE and order more if needed.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
			<p>Disposable ice packs used across the school. If child needs to go home or be assessed by first aider and safe to do so they can be brought to the office and office staff will attend.</p> <p>Staff to be reminded to stay within own staff bubbles and not to mix across bubbles unless specifically necessary and instructed to do so as part of their role profile</p> <p>Staff reminded of the need to minimise contact with others during break times – including leaving the school premises if necessary. Stringent handwashing and hygiene procedures to be followed on return.</p> <p>Any cases reported of children who are accessing in school provision to be dealt with in accordance with PHE guidance and communication with affected parties to be clear and immediate.</p>			
Risk of transmission of virus following issuing medication to children – e.g. conjunctivitis ointment. Child falls ill/has an accident and lack	Any members of school community via transmission of the virus	<p>Ensure there is a medical room available for treatment of sick or injured pupils – have a sink and access to a toilet available that is segregated from general use.</p> <p>All staff to refer to First Aid procedure document re administering First Aid.</p>	<p>Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and have a clear understanding of disposing of discarded materials (such as blood soaked tissues).</p> <p>Procedure for putting on and removing face masks to be clearly detailed and displayed around school and most specifically in first aid areas.</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
of first aiders in school.		<p>Ensure asthma inhalers are in the classrooms where pupils are rather than stored in first aid room.</p> <p>Epipens clearly labelled in Office.</p>	Hand wash and hand sanitizer will be available in the medical room.			
<u>VISITORS/CONTRACTORS</u>						
Increased risk of exposure to contamination from visitors – including contractors and external agencies (speech therapists, sports teachers, consultants etc).	Any members of school community via transmission of the virus	<p>Procedures clear for contractors entering premises</p> <p>Visitors restricted to ESSENTIAL visitors only during National lockdown</p> <p>All visitors must sign in and leave contact details in accordance with the test and trace system</p> <p>External, essential visitors will only be permitted into the school by prior appointment.</p> <p>Maintenance contractors (essential services to monitor safety functions such as Legionella, gas and fire detection systems) will only be permitted into school where specific procedures relating to hygiene can be followed. They must provide a risk assessment to the school prior to attending.</p> <p>Only essential maintenance jobs and statutory inspections will be carried out.</p>	<p>.</p> <p>If any members of the bubble show symptoms of Coronavirus, the school will follow PHE advice and consider isolation of 10days minimum for specified members of school</p> <p>Where feasible, contractors and professionals will carry out virtual meetings to avoid direct contact with school staff and pupils.</p> <p>Medical appointments to be made out of school hours</p> <p>Risk assessments for individual visitors to be presented to Headteacher in advance of visit and filed alongside this risk assessment e.g Social Workers.</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	

Site Name: St Michaels CE Controlled Junior School **Date 08.01.21**

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Risk of spreading virus due to parent contact at entrance to school	Any members of school community via transmission of the virus	Only named entrance into the school to be used at start and end of day.	<p>Headteacher will provide authorised parents with a time to drop off and collect their children – stagger the time over a 20 minute period. Issue drop off/collection time slot to parents via messaging service.</p> <p>Face masks to be worn by all adults entering site – with posters around the site to remind all visitors.</p> <p>During National Lockdown, staff not to be outside in the mornings and after school when more visitors on site – in order to minimise contact</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	
Staff shortages due to unavailability of current staff	Any members of school community via transmission of the virus	Staff ratios will be determined for each class.	<p>The Headteacher and SLT will review the list of available staff on a daily basis if teachers and LSAs call in sick.</p> <p>Only contracted staff to cover supply</p> <p>Where restricted staffing prevents safety of a bubble, the bubble will be closed.</p> <p>If staff present with symptoms they must be tested as a matter of urgency and not return to school until the test result is received. If testing positive the bubble will be closed and all PHE guidance followed.</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<u>WRAPAROUND CARE</u>						
Risk of transmission of the virus if child attends Breakfast Club at the Infant School	Staff and children at Breakfast Club and those bubbles where attendees then go to	Breakfast Club not running throughout National lockdown (Infant School decision)		Infant School Staff	Ongoing	
Risk of transmission of the virus if child attends After School Club at the Infant School (run by Koosa Kids)	Staff and children at After School Club and those bubbles where attendees then go to	After School Club not running throughout National lockdown (Infant School decision)		Koosa Kids staff	Ongoing	
<u>ATTENDANCE AND HOME LEARNING</u>						
Non attendance	Children who demonstrate irregular patterns of attendance causing difficulty with mental and emotional well being as well as academic achievement	Procedures applicable during National lockdown to be followed – specific attendance procedures for those who should be in school - vulnerable children and those with an EHCP HT to provide LA with vulnerable children return once per week.	Family Support Worker to follow up specific concerns HT to follow up where necessary and appropriate	FSW Office Staff	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Lockdown – partial or entire school	Children if they have to self isolate and parent if they have to deliver home learning	Home Learning provided for all children as devised by DHT and Year Leaders	<p>Procedure for dealing with partial or full lockdown with regard to home learning to be shared with all staff</p> <p>Clarity in expectations shared with all staff by HT and DHT</p>	<p>DHT</p> <p>Year Leaders</p> <p>Class Teachers</p> <p>FSW</p>	Ongoing	
Loss of education	Children	Remote education policy and procedures in place	Class updates to spreadsheet ensure all children are catered for regardless of whether they are in school or isolating.	<p>DHT</p> <p>Teaching Staff</p> <p>Office Staff</p>		
EVACUATION PROCEDURES						
Evacuation of staff and pupils affected during a fire alarm due to one way systems and closed exits/entrances	Any members of school community via transmission of the virus	<p>Site Manager and Finance Officer will work with the Headteacher to ensure that staff will be informed of any changes to the fire evacuation route. If some exit doors are not in use, all staff and pupils will be briefed.</p> <p>Updated fire plans provided to all staff.</p>	<p>Fire Marshal training for all staff to be held prior to opening to ensure all staff aware of fire evacuation procedures</p> <p>Pupils in school will practise the fire alarm drill during the national lockdown period taking into account social distancing rules whilst lining up in classrooms and also lining up at the assembly point.</p> <p>Nominated persons will be briefed on sweeping the building and isolating the fire control panel.</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Staff and pupils not used to Lockdown procedures when located in different classrooms – intrusion risk increased due to separation of families and anxiety of parents/immediate family during current pandemic	Any members of school community via transmission of the virus	Staff will be briefed on any changes to the lockdown procedure during the school day.	<p>If the entrance gate can be locked (entrance buzzer is located here), office staff will be vigilant before permitting access by anyone who rings the buzzer. Only people who have existing appointments will be permitted entrance.</p> <p>Office staff will be briefed on a daily basis to confirm who is expected to arrive during the school day. This will also appear on Google calendar. New signing in system will alert members of staff of any visitors.</p> <p>If the front entrance can be locked (buzzer outside door), only people who have existing appointments will be permitted entrance.</p> <p>If any members of staff are aware of groups of people loitering outside the school premises, a lockdown will be implemented until the groups dissipate. In the event that intruders do not leave, the police will be called.</p>	<p>Site Manager</p> <p>SLT</p> <p>Teaching and Support Staff</p>	Ongoing	

General Information
<p>The following group of people are at high risk:</p> <ul style="list-style-type: none"> • have had an organ transplant • are having certain types of cancer treatment • have blood or bone marrow cancer, such as leukaemia

- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

GENERAL ADDITIONAL CONTROL MEASURES TO COVER ALL EVENTS LINKED TO THE ABOVE MEASURES:

Regular letters will be sent to parents to advise them of the local control measures.

Prompt communication to be sent if there are confirmed cases within school – to both staff and parents

Staff informed of days when access to school allowed and not allowed over any holiday period – strict adherence to the rules

Home Learning to be immediate and provided daily where needed for partial or full lockdown – DHT and Year leaders responsible for organisation

No full school assemblies will be carried out. If children need to be addressed by the Headteacher or an SLT member, this will be done in each classroom, or the hall with social distancing being observed or in a suitably sized classroom that can accommodate social distancing rules. For home learners this will be done via video on Class Dojo

Parent meetings will be carried out via virtual meetings wherever possible, including third party consultants/advisors if necessary.

Staff meetings will be held via virtual software or in rooms where social distancing is possible.

Staff will not congregate in the staff room or in the designated staff areas at the beginning or end of the day, or at any time during the day where possible. They will go into school, directly to the designated teaching area.

Photocopying machines will be allocated to each member of staff and only these machines should be used to avoid any queuing by the photocopiers. Staff must plan ahead to get these ready for classroom use.

Social distancing to be observed in all designated staff areas. Staff will be advised to bring in packed lunches wherever possible so that microwaves are not used to reheat meals.

The fridge handles in staff room will be washed on daily basis.

Staff will be asked to wash their own crockery and cups after every use so that use of dishwasher is avoided. Where possible, staff will be asked to bring in their own water bottles rather than to use school drink making facilities (to avoid overuse of kettle – spreading of germs on kettle handle).

Hot water, soap, paper towels and hand sanitizer will be available in the staff room.

The staff room areas will be deep cleaned on weekly basis.

All staff to ensure CP and behavioural issues are logged on cpoms.

Weekly phone calls and communication with home learners to be logged on cpoms. This is essential particularly for those children who are remote learning to provide a clear safeguarding record

Ventilation checks increased and carried out regularly by Site Manager, most particularly for Year 4

Named staff on RAS: NAMES REDACTED

Named pupils in school on healthcare plan: NAMES REDACTED

Named pupils in school with PEEPS: NAMES REDACTED