

Risk assessment – main school office

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Parents/carers not social distancing	Office staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Main office door to remain closed during the day Front door locked during the day Conversations with parents over the phone or through the window Forms to be posted through the letterbox No use of the Disabled visitor toilet Parents to use intercom to speak to staff	Jane B Jane S	From January 4th until further notice	
Staff not social distancing	Office staff All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Main office door to remain closed during the day (or out of bounds to other staff) Front door locked during the day Conversations with staff over the internal phones or through the hatch Paperwork to be passed between staff by using pigeon holes, document wallets on other office doors	Jane B Jane S All staff	From January 4th until further notice	
More than 1 person working in the main office	Jane B Jane S	Signs and posters on display everywhere Sending out dfe guidance regularly	Each Jane to have their own PC Jane B to work from home on a Friday – given paperwork to do and work on email End of day cleaning of phone, intercom, any shared stationery Where possible have separate stationery Phones to be switched to answerphone or divert during lunch Office to be well ventilated – window open, door ajar at all times Use of visors for both staff if any brief periods where more than 1 staff member NEEDS to be in the main office	Jane B Jane S All staff	From January 4th until further notice	

Risk assessment – Offices – SBM, DHT/SENDSCO, HT

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Staff not social distancing	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Only 1 person in each office each day Visitors to the offices either to use internal phones or to stand on threshold of office All equipment to be only used by 1 person, the same person Phone in DHT/SENDSCO office to be cleaned daily SENDSCO to work in PRoom until further notice	Nicola Anna Tammy Jessie All staff	From January 4th until further notice	
Parents/carers/visitors not social distancing	Nicola Anna Tammy Jessie All parents/carers/visitors	Signs and posters on display everywhere Sending out dfe guidance regularly	No visitors to school unless essential Examples may include Social Care, Police, School nurse, LA, Clergy, Governors Phone calls where possible to parents, carers, suppliers etc. Visitors to all wear masks/visors and gloves and to maintain a 2m distance from all staff and pupils at all times	Nicola Anna Tammy Jessie	From January 4th until further notice	
Confidential discussions overheard due to social distancing measures	All staff, parents, carers, visitors	Signs and posters on display everywhere Sending out dfe guidance regularly	Phone calls where possible If confidential discussions required by staff members, staff to speak outside on the middle of the KS2 field, school car park or after main school hours in a classroom at a distance of 2m	Nicola Anna Tammy Jessie All staff	From January 4th until further notice	

Risk assessment – Shared Staff areas e.g. toilets, staff room, photocopier

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Staff not social distancing around the photocopier	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	All staff to wash/sanitise hands after using the photocopier. Photocopier only to be cleaned using specialist wipes provided. Anyone waiting to use the photocopier must remain by the blue chairs or in their office – no more than 1 person at the bottom of the stairs at a time Deep cleaning to take place at the end of every day Staff to send multiple copies to the printer and NOT need to photocopy sheets where possible All staff to wear face masks when moving through the school (ie outside of a classroom or office)	All staff Cleaning staff	From January 4th until further notice	
Staff unable to maintain social distancing in the staff room	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Restrict access to the Staff room between 8am and 4pm Staff room only to be used for storing food in the fridge and making drinks and for checking pigeon holes Stagger break times No more than 4 staff in the room at any one time All staff to use their own (or a designated) thermos mug or ceramic mug. Thermos mugs for those with children, ceramic mugs for those in offices. Other areas for making hot drinks to be used – Nursery kitchen, Parish Kitchen Deep cleaning to take place at the end of every day	All staff Cleaning staff	From January 4th until further notice	

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Staff unable to maintain social distancing in kitchens	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Only 1 person to be in each of the kitchens at a time – Parish Kitchen, EYFS Kitchen, Main food Kitchen All surfaces to be wiped down after each person has used the room Deep cleaning to take place at the end of every day Windows/doors/hatch to be kept open in kitchens when any staff present MB and TA to use hall space for food preparation each lunchtime	All staff Cleaning staff	From January 4th until further notice	
Spread of germs/potential to spread the virus in staff toilets	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	All staff to wipe down surfaces after use Staff waiting to use the toilets to remain at a distance outside the door, at least 4 metres away	All staff	From January 4th until further notice	
Spreading of the virus via other surfaces	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	All staff to wash their hands on entering school each day All key pads to be regularly wiped down at least 3 times a day and especially after school hours	All staff Cleaning staff Martina/Jan es	From January 4th until further notice	
Staff unable to maintain social distancing	All staff	Signs and posters on display everywhere Sending out dfe guidance regularly	No staff to be wandering around the school during main school hours e.g. to collect photocopying or to ask another member of staff a question Staff to communicate via email from classrooms or use own mobile phones to call office or SLT as above	Teaching staff SLT Office staff	From January 4th until further notice	

Risk assessment – Classrooms

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Children not social distancing	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	No more than 15 pupils and 2 teachers in each classroom (except EYFS with 3 adults) Phase groups – EYFS, KS1, LKS2, UKS2 so children of the 2 classes in 1 room All furniture to be removed except teacher desk with computer and 15 children’s desks Furniture to be forward facing or side on, no children to be sat opposite each other Children to stick to same room all day Minimal movement around school One way system to be used where possible to room doors Windows and doors to remain open at all times during school hours All unnecessary items removed from classes Mark out area for class teacher at front of room All teaching to be ‘chalk and talk’ from IWB Activities are individual, independent activities where possible	All staff All children Cleaning staff	From January 4th until further notice	
Spread of germs	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Each class to set up specific instructions about where to store personal belongings Water bottles on own tables Visors to be worn by ALL staff when working within 2m of children	All staff All children	From January 4th until further notice	

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Spread of germs/virus	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	All children in Years 1 to 6 to have their own work station on their desks with their own (preferably) pencil cases, water bottles, workbooks etc. This to be either their own decorated shoe box or a tray provided Hand sanitizer in all rooms Rooms to be deep cleaned at the end of each day Additional cleaning to be done during the day, especially after lunch Bins to be emptied by staff during the day Staggered break times Staggered visits to the toilet, following one way directions Extra cleaning of KS2 and KS1 toilets by lunchtime staff or TAs each day Classroom equipment not to be shared between classes unless items have been in quarantine for 72 hours Communal classroom equipment to be cleaned at the end of each week or at the end of use	All staff All children Cleaning staff SMSAs	From January 4th until further notice	
Mix of phase bubbles	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Children to manage their own coats and bags within their classroom space wherever possible, including water bottles rather than using corridors	All staff	From January 4th until further notice	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Spread of germs at lunchtimes	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Children in KS2 to eat in their classrooms. Children in KS2 to bring own packed lunch or be provided with one from The Pantry Rubbish to be taken home again by the child in their lunchbox Pantry rubbish to be packaged up inside the brown bags and put in class rubbish bins Main Pantry bags must be sent home or shredded as personal information on labels Bins to be emptied daily after lunchtime and tables wiped down when class go outside EYFS and KS1 to eat in 2 separate sittings in the Hall Catering Assistants to wear visors to serve food Tables to be cleaned in between sittings Benches only on one side so no children facing each other No lunch bands – staff to read out list of names for each lunch option in turn. Children line up.	All staff All children SMSAs Catering Assistants	From January 4th until further notice	
Spread of germs at snacktime	Children All Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Children to bring their own snacks for break time Fruit to be washed before being eaten and children to wash hands before and after eating fruit Individual milk cartons for individual children – no sharing Children MUST have own, named water bottle In emergency provide child with bottled water and dojo parents	All families	From January 4th until further notice	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Children critically vulnerable or living with those who are critically vulnerable	Critically vulnerable children and their families	Signs and posters on display everywhere Sending out dfe guidance regularly	Individual risk assessments for relevant children Vulnerable families spreadsheet to be in operation again Off-site learning provided for all children not in school C code in register if choosing not to attend when should be in attendance	Relevant families	From January 4th until further notice	
Staff critically vulnerable or living with those who are critically vulnerable	Critically vulnerable staff and their families	Following DfE guidance Signs and posters on display everywhere	All CEV staff will receive shielding letters and will therefore be required to work from home CV staff to have risk assessments for minimising contact with others – face coverings, extra hand washing, work with children only outside	Relevant staff	From January 4th until further notice	
Spread of germs/virus	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Reduce amount of resources to be taken out of school belonging to school e.g. reading books Children to keep same reading books on their desk/designated space all week Staff to send books home at the weekend. Returned books to be stored securely for a week before being put back into main circulation	All staff	From January 4th until further notice	

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<p>Crossing of bubbles – spread of germs between bubbles</p>	<p>All children Staff Staff children</p>	<p>Signs and posters on display everywhere Sending out dfe guidance regularly</p>	<p>If staff children need to be 'looked after' before and/or after school, and therefore need to be in their parents' classrooms, then they must sit at their own designated table, with their own resources</p> <p>Specific area/table to be cleaned afterwards by parent/teacher</p> <p>Staff children to be out of their parent's classroom before the children from that class arrive</p> <p>Staff who are parents to ensure own child will be safe if left unattended in classroom – minimise time left unattended where possible</p> <p>Staff to make use of Breakfast Club/After School Club wherever possible</p>	<p>Staff who have own children in school and need support with childcare</p>	<p>From January 4th until further notice</p>	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Other hazards involving shared resources	Children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	<p>If needed, tubs of resources for individuals on desks</p> <p>Limit number of shared resources in classes</p> <p>Buckets and Sterilizing tablets to be used each night for shared resources to be washed – only those with hard surface – as needed</p> <p>Consider a rota for equipment used throughout the week to allow time for cleaning</p> <p>Tables, door handles, surfaces cleaned every night</p> <p>Children wash hands between activities</p> <p>Year 6 mobile phones to be switched off and kept in their bags all day.</p> <p>Water fountains to be switched off and cordoned off. Children can only use their own, labelled water bottles which they look after themselves at all times and take backwards and forwards to school each day.</p> <p>PE to take place outside only (or in own class if torrential rain)</p> <p>PE equipment to be cleaned in between each class' use</p> <p>Years 1 to 6 children to come to school in their PE kits on PE days</p>	<p>Class teachers Cleaning staff</p> <p>Get Active Staff</p>	From 1 st September until further notice	

Risk assessment – Corridors and other teaching areas

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Children not social distancing	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	<p>Children to come in to school through different entrances, adhering to 2m marks on the floor outside their rooms</p> <p>Staggered break times</p> <p>One way systems and arrows in corridors – reinforced with children and signs to remind them</p> <p>Develop toilet system with theoretical/virtual passes so that only 1 child from each bubble can go at any one time</p> <p>External toilet doors to be propped open</p> <p>Extra posters in toilets for hand washing</p> <p>Lunchtime staff/TAs to clean KS2 and KS1 toilets every lunchtime</p> <p>Sanitizer to be used when returning to class too</p> <p>No assemblies or shared activities</p> <p>SLT to patrol corridors if needed</p> <p>Scooters to be stored by the garage if needed</p> <p>Bikes for specific known families to be stored beside the garage until further notice</p>	<p>All staff</p> <p>All children</p> <p>Caretaker Cleaning staff</p>	From January 4th until further notice	

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Parents not social distancing	Staff parents	Signs and posters on display everywhere Sending out dfe guidance regularly	<p>Instructions to be given to parents before opening</p> <p>Only 1 parent allowed to accompany their child/ren to school</p> <p>Only EYFS parents allowed on site in the morning</p> <p>Child and parent to stand on 2m markings outside of their designated entrance</p> <p>Year 3 and 4 children to enter through the green gate beside Year 1 classroom</p> <p>Year 1 and 2, and 5 and 6 to go through the normal gate and queue on markings outside Y2 and Y6</p> <p>SLT to monitor main car park gate</p> <p>Guidance given about the alleyway and use of Nursery Waye to control flow of people</p> <p>Extra signage on gates and main car gates to be open at drop off and pick up times – no cars to be moving in or out of the car park at this time</p> <p>Drop off window of 30 minutes</p> <p>One way system for pick up – small EYFS one round the tree, large Y1-6 all the way round the outside of classes</p> <p>Staff strategically placed to encourage no lingering and social distancing between families</p> <p>Parents requested to wear face masks</p> <p>All children to remove face masks when entering school and dispose of them or put them in plastic bags, tied up until they leave site</p>	Parents Children SLT	From January 4th until further notice	

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Spread of germs/virus	Staff Children	Signs and posters on display everywhere Sending out dfe guidance regularly	<p>PE equipment to be allocated to each bubble and cleaned at the end of every week.</p> <p>Climbing frames all out of action until repaired</p> <p>No more than 2 classes on a playground at any one time (Phase bubbles)</p> <p>Children to enter classrooms from external doors rather than corridors</p> <p>No blown musical instruments to be used</p> <p>Cleaning and quarantining of other instruments between classes</p> <p>Cleaning and quarantining of Lenovo tablets between classes and laptops to be assigned to staff for use until further notice</p> <p>Library and Music room to be only used by staff at this time – 1 adult at a time</p> <p>Purple Room to be used by Tammy as SENDCo</p> <p>No children in there with TC and door must be open at all times when room in use</p> <p>Lavender room to be used as storage/quarantine for resources and a PPA space for EYFS staff</p> <p>Hall tables to be used if normal classroom space not suitable e.g. for 1:1 conversations between staff and children or hearing readers, phonics interventions etc. Windows open at all times, staff to wear a visor and 2m distance to be kept. Tables to be cleaned afterwards if used.</p>	All staff Children Cleaning staff	From January 4th until further notice	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
<p>Child becomes unwell with any symptoms (non-Covid) or needs first aid treatment</p>	<p>Staff Children</p>	<p>Medical information already in school Basic first aid training already in place First aid bags in all classes</p>	<p>Adult in charge of the class to deal with this if possible using first aid kit in classroom. Where possible, child to look after themselves.</p> <p>Use PHE approved masks (in Nurture room) for attending to all injuries face to face</p> <p>Gloves, apron, masks to be used if child requires close attention e.g. to attend to cuts</p> <p>Adult in charge of class to use either email system or own mobile phone to alert office to call home if needed</p> <p>Staff to utilise the First Aider within own phase if needed</p> <p>Contact to be minimized as much as possible. Calls to be made to parents for anything that cannot be handled safely in school.</p> <p>'Accident book' to be completed online (via our shared network) as soon as possible after dealing with the injury/incident by those with access to devices.</p> <p>Support staff/SMSAs who have no/limited access to devices are given a set of Accident Report Forms to complete as and when necessary which are then placed in JSa or DHo's pigeon holes where they can quarantine. Once or twice a week (Mon and Fri) forms are scanned onto the network and then the computer in the staffroom is used to move them from the scans folder into the Accident Folder on the network and saved with the child's first name, year group and the date.</p> <p>All Staff to monitor First Aid supplies in Red Bags for their 'bubbles' and email JSa or DHo with supplies needed. These will be placed in pigeon holes in staff room to be taken to classes by support staff.</p>	<p>All staff First aiders Office staff First Aid champions</p>	<p>From 1st September until further notice</p> <p>From 8th September until further notice</p>	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Child on medication for pre-existing condition or mild illness	Staff children	<p>Medicines policy in place already stating that school does not have to provide for/administer medicine</p> <p>Healthcare plans in place for children with Epi-pens</p>	<p>Children with Asthma must have inhalers with them and be able to take them independently, while being observed by an adult</p> <p>Only prescribed medicines will be allowed in school and only if absolutely essential. Individual cases will be assessed depending on where the medication needs to be stored and how frequently the dosage needs to be given</p> <p>If child having a seizure, risk of seizure outweighs risk from Covid-19 so appropriate procedures to be followed</p> <p>Children at risk to be taught in rooms where their Epi-pens and healthcare plans are kept and to be taught by staff who have been Epi-pen trained</p> <p>Medicine forms to be completed by parents and emailed to school. Online accident book reporting. Online administration of medication on spreadsheet in shared drive.</p> <p>Library to have fridge and supplies for Type 1 Diabetes and other KS2 medication as needed</p>	All staff First aiders	From 1 st September until further notice	

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Child/adult displaying any Covid-19 symptoms	Staff Children parents	Sending out DfE guidance regularly Posters on display around school about what to do if symptoms Additional flow charts sent out regularly to parents	Must be sent home as soon as possible Child to go to the nurture room and stay there – where possible, by themselves with an adult watching them behind the closed door, younger children a staff member must wear PPE while waiting with the child Window must be opened in the nurture room Adult to go home immediately If symptoms develop and test confirms Covid-19 then whole phase must be sent home and remain in isolation for 14 days and any other staff who have worked within that phase SLT to contact DfE helpline and follow advice School Covid-19 tests to be given to staff/families who cannot get a test online	All staff First aiders Office staff	From 1 st September until further notice	
Fire Alarm goes off	Staff Children	Children and staff already familiar with fire safety procedures. All fire exits and safety devices still in place.	Explain to the children any slight difference in practising a fire drill. Children line up with their groups, maintaining the 2m distance where possible on the KS2 playground. Children file out of their nearest fire exit door, maintaining a distance of 2m where possible. Red bags and class lists to be taken as normal. Ensure HT and SBM know which staff are on site each day. Ensure all staff working in different spaces know their quickest fire exit. Make sure all internal doors are closed before exiting.	All staff Children Head Teacher SBM	From 1 st September until further notice	

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Mixing of bubbles, spread of germs – Music Room	Staff Children	Signs on display DfE guidance	Instruments to be collected and returned before and after school only by SH only No children in here at all Only 1 staff member at any time Window to be opened at all times when room in use Door to be propped open when room in use Additional spray bottles and cloth in room Daily cleaning	All staff All children SH Cleaning Staff	From 1 st September until further notice	
Mixing of bubbles, spread of germs – Library	Staff Children	Signs on display DfE guidance	No children in here at all Only 1 staff member at any time External door or window to be open at all times when room in use Door to be propped open when room in use Additional spray bottles and cloth in room Daily cleaning	All staff All children Cleaning Staff	From 1 st September until further notice	

Risk assessment – Other factors affecting usual practice in school

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Staff not social distancing	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	No meetings to be held face to face Staff meetings and briefings to remain online via Zoom/MS Teams or held outside on KS2 playground Communication to be regularly by email – All staff MUST check daily Staff to maintain 2m distance when entering the building at the start of the day No staff gatherings – staff to go to their work room for duration of the day and keep personal belongings with them and to a minimum if possible No lingering or gathering in communal areas	All staff	From January 4th until further notice	

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Spread of germs	Staff Children	Signs and posters on display everywhere Sending out dfe guidance regularly	No use of the piano in the hall or Music Room Hall piano to be cleaned or left for 72 hours between use No hot-desking or sharing of equipment e.g. tablets, chargers, keys where possible When Teaching staff use main class computers, these must be cleaned thoroughly in between use Children's exercise books not to be removed from classes or taken home Limit amount of equipment being used inside classrooms and ensure that it is either cleaned between use by another class or not taken out of its main classroom Laptops allocated to staff members and kept in designated pace for each staff member or job share	Staff Children	From January 4th until further notice	
School Policies not able to be adhered to	Staff Children	This risk assessment Covid-19 contingency plans Safeguarding appendix	Modify behaviour plan Modify safeguarding plan again School uniform policy reinstated. Children expected to wear full uniform. Issues with this to be communicated via Class Dojo to parents Children in Years 1 to 6 to wear PE kits on their PE days	SLT All staff and children to follow	From January 4th until further notice	
Emotional impact on children	Children Staff	Preparing as much as possible School vision and values and our existing good relationships with children and families	Focus on PSHE activities and opportunities for children to talk about their feelings in the classrooms Plan for Pastoral Support Staff to be able to support those families off site, whilst also supporting those on site - TBC	Class teachers TAs Pastoral support staff	From January 4th until further notice	

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Emotional impact on staff	staff	Communicating as much as possible Regularly sending out DfE guidance Posters on display around school Summer holidays no one in school	Inclusion in risk assessment Online staff meetings SLT available to staff to talk to at a safe distance Timetable/Rota to ensure all staff have time out and the ability to work from home if needed Further work around those who can work from home and those who can't – SLT to support individual concerns but to balance these with the needs of the school and make things clear in this risk assessment Twice weekly Teams Briefings (online) Stocked up supplies of tea, coffee, milk, biscuits in all 3 refreshment areas	SLT All staff	From January 4th until further notice	
Inability to maintain social distancing with 1:1 pupil	Staff Children	Communicating with parents Employing a specific purpose TA	Individualised risk assessment All plans subject to change depending on success rate Seek additional support, advice and guidance from SEN team, EP Service and other schools Visors and/or masks to be worn at all times when working with 1:1	SENDCo Fah FLT	Before January 5th until further notice	
Risk of not meeting statutory obligations for EHCP children (not 1:1 child)	Those with an EHCP	Continuing with annual reviews over the phone Regular weekly contact with those families One Page Profile completed by child and parents	Individual risk assessments for these pupils Dedicated time table and resources available Regular communication (via Dojo or phone) with class teacher, TA and SENDCo Liaison with LBH professionals where needed	SENDCo Class Teachers TAs	From January 4th until further notice	

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Off-site learning and keeping in touch	Children Staff	Sending out letter to parents to explain the importance of the off-site learning	Rota to be in place to ensure staff can send out a daily Sway and then monitor Class Dojo portfolios to show responses from pupils Office staff to contact parents who do not engage via Dojo or email Pastoral support staff to call families who are not engaging at least weekly	SLT Pastoral Support Staff Office staff	From January 5th until further notice	
Spread of germs	Children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	No collective worship except in own classes Very limited events in the hall apart from lunch and breakfast club and small group interventions Socially distant singing sessions by prior arrangement with SLT in the Hall only No clubs or children mixing amongst different age groups (expect for Breakfast Club) Singing in small bubble groups if 2m distanced or outside No peripatetic instrumental teachers in school No extra adults e.g. reading helpers, volunteers Members of the GB and Clergy by strict appointment only and not to work with children No sports groups or inter-house activities No local competitions e.g. football, netball	SLT All Staff	From January 4th until further notice	

Risk assessment – Cleaning and contractors

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Spread of germs around school	All children staff	Signs and posters on display everywhere Sending out dfe guidance regularly	All cleaning staff to wear PPE and work in isolation Extra cleaning to take place throughout the day by all staff SMSAs/TAs to carry out routine cleaning at lunchtime Hand sanitiser and soap in all classrooms, topped up daily Children to wash hands on arrival to school and each time they come into the classroom, before and after eating All staff to wash hands on entering school and before leaving school Cleaning supplies in all rooms Buckets and sterilizer tablets to be in every room All door handles, surfaces, light switches etc. to be cleaned every night Cleaning schedules outside classrooms to be signed off every night	All staff	From January 4th until further notice	
Cross contamination of bubbles and/or resources	All children Staff	Signs and posters on display everywhere Sending out dfe guidance regularly	Extra risk assessments from external companies Additional rooms and resources used or provided to support smaller group sizes and less mixing Additional measures in place for providing food in place	All staff	From January 4th until further notice	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Ability to maintain social distancing with suppliers/contractors	Children Staff Visitors to site	Signs and posters on display everywhere Sending out dfe guidance regularly	<p>Ensure SBM, Head Teacher or Main office is notified of any contractors who need to come on site</p> <p>Risk assess each individual case based on health and safety priorities and which areas of the school will be affected.</p> <p>All service providers and contractors will need to provide their own written risk assessments/assurances of the protective measures they are taking before coming on site</p> <p>Where possible, all contractors to visit out of school hours e.g. before 8am or after 4pm</p> <p>All contractors to wear gloves and minimise contact with surfaces where possible</p> <p>Contractors on site during school hours to wear masks</p> <p>Cleaners to clean areas where contractors have been afterwards</p> <p>Continue to follow any changing guidance on contractors in school</p> <p>All deliveries to be left outside – signs already in place</p> <p>Staff to deal with deliveries after school hours if possible</p> <p>NHS Covid-19 Track and Trace app for visitors</p>	SBM Head Teacher Office Staff	<p>From now until further notice</p> <p>From 28th September until further notice</p>	
An area has potentially been used by someone with Covid-19 symptoms	All children All staff	Signs and posters on display everywhere Sending out DfE guidance regularly	<p>Follow guidance on additional cleaning measure at:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Cleaning staff All staff	From January 4th until further notice	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Transmission of virus between staff and pupils	Staff Pupils Family members	DfE guidance, posters on display, regular reminders	Link sent out to all staff to book Lateral Flow tests at the Civic centre at least once a week. https://www.hillingdon.gov.uk/community-testing	All staff	From January 11 th until further notice	