


Risk Assessment	COVID-19 re-opening arrangements	
School	Kader Academy	
Activity Being Assessed:	COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	Alison Mitchinson	Date:	25/01/21
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Quality Assurance Check by Manager / Line Manager		Date:	
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Risk assessed within this control measure document	Government guidance
Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	<p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p><b>The advice for anyone in any setting is to follow these main guidelines.</b></p> <ol style="list-style-type: none"> <li>1. The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). If you have these symptoms, however mild, stay at home and do not leave your house and arrange to get a test.</li> <li>2. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</li> <li>3. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>4. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.</li> <li>5. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.</li> <li>6. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.</li> </ol> <p>At the current time and based on our understanding of what is known of COVID-19 and other similar respiratory viruses, it is likely that older people and those with chronic medical conditions may be vulnerable to severe disease. As more information emerges, recommendations may change. A second variant has emerged which was announced by the Government in December 2020. Following this announcement was a second national lockdown from 05.01.21 (00:01) A change in definition of a close contact within 2 metres has also been introduced (January 2021). This contact definition will now be managed as a one-off contact or a <b>cumulative contact (added up over one day)</b> of more than 15 minutes during the infectious period. This further strengthens the importance of staff maintaining social distance from each other to minimise the</p>

	<p>number of contacts which may result from a positive case in school.</p> <p>A contact can be:</p> <ul style="list-style-type: none"> <li>anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test during the infectious period: <ul style="list-style-type: none"> <li>face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>skin-to-skin physical contact for any length of time</li> <li>been within <b>one metre for one minute or longer</b> without face-to-face contact</li> <li>been within 2 metres of someone for more than <b>15 minutes (either as a one-off contact, or added up together over one day)</b></li> <li>travelled in the same vehicle or a plane</li> </ul> </li> </ul>
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<b>Safe Social Distancing</b>		<b>Any further control measures that the School will adopt?</b>	<b>Assign this control measure to a nominated person.</b>	<b>Give a deadline for this, before the School re-opens.</b>	<b>Record when this was completed.</b>
Entrances.	<p>Manned to monitor observance of safe social distancing and to remind of good hand and respiratory hygiene.</p> <p>COVID-secure guidance available <a href="#">here</a> .</p> <p>Conspicuous signage to illustrate safe social distancing.</p> <p>Floor markings and posters to illustrate one systems introduced, avoiding pinch points.</p> <p>One way systems introduced where practicable.</p>	<p>COVID-19 posters and hygiene reminders to be placed around the school.</p> <p>Playground dots painted to ensure social distancing.</p> <p>Footprints painted to guide pathway in and out of the building</p>	All staff	<b>FOR ALL BELOW - January 21 opening</b>	
Staircases	<p>Year 6 stair case to be used with arrow markings.</p>	<p>Stair cases will be used – children will be informed of how to manage own social distancing and the stairs will use a 1 way system – up and down.</p>			
Parents	<p>A text/letter to be sent to parents regarding adhering to social distancing and the wearing of a facial covering on</p>	<p>Letter sent on Jan 4<sup>th</sup> reiterating control measures and importance of distancing etc.Restricted opening to keyworkers and</p>	AM		

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	school premises.	vulnerable children as of 6.1.21			
		If parents ignore school advice they will be asked to leave immediately.	SLT		
		Ask for exemption certificates and arrangements to be made for child to be brought to them outside school grounds.			
Resources	Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Classroom resources managed within bubbles- frequent cleaning throughout day.	All staff		
		Rooms must be kept clean and tidy at all times allowing surfaces to be thoroughly cleaned.			
Classrooms	Bubbles have been regrouped (Nursery/Rec, Y1 and 2, Y3 and 4, Y5 and 6) 2-3 staff members to man their group with no more than 15 in each class.	Where bubbles exceed 15- two bubbles will be created, year group specific to mitigate infections.			
Child behaviour	For children old enough, they should also be supported to maintain distance and not touch staff where possible.	We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.			
Staff behaviour	Staff must maintain 2m distance from other staff wherever possible. They must make a judgement if 2m distance is in	Staff to maintain social distances whenever possible.			

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In school gatherings	<p>place and allow for more wherever possible.</p> <p>Staff will be mostly working in isolation from other staff.</p> <p>Staff room limited to 2 staff at a time. All touch points to be thoroughly cleaned before leaving.</p> <p>Staff working across the whole school will maintain distancing from children wherever possible and maintain strict hygiene on entering and existing the classrooms.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Staff meetings to be held online Via teams</p>	<p>Importance of social distancing stressed to staff, eating lunch within classrooms. Mask wearing in communal areas.</p> <p>Vigilant momitoring of registers</p> <p>Staff meeting via Teams (05.01.21) to reiterate guidance due to new variant.</p> <p>During CPD return to work Tuesday 2<sup>nd</sup> June and repeated Thursday 4<sup>th</sup> June all staff will be addressed on appropriate behaviour. Such as .</p> <ul style="list-style-type: none"> <li>• Maintaining 2m distance wherever possible</li> <li>• Avoid hand shakes</li> <li>• Avoid touching own nose, eyes and face</li> <li>• Clean clothes to be worn daily</li> <li>• Hygiene procedures.</li> </ul> <p>1 x staff member per bubble 1 x socially distanced staff member operating to alleviate staff member from bubble for toilet break. This staff member to maintain distance whilst this transition happens and not to enter the bubble room unless is absolutely necessary.</p> <p>All staff to read and sign government guidance:</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p>			

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Wraparound care and after school clubs	<p>School liasing with child minders regarding bubbles</p> <p>Rosedene not operating a wrap around service</p> <p>Afterschool clubs all cancelled</p>	Nursery places in Kader have been extended to full day is needed 8.30-3.15	SLT	FOR ALL BELOW - January 21 opening	
Outdoor learning space	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>KS2 playground split to create 2 designated areas for LKS2 UKS2</p>	If the outdoor area is to be used by more than one bubble, safe social distancing will be adhered to.	<p>All staff</p> <p>Included within CPD – SLT</p>	FOR ALL BELOW - January 21 opening	
Hygiene	<p>Sufficient hand washing facilities are to be made readily available with soap and ample supplies of paper towels.</p> <p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc and throughout the day.</p> <p>Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</p> <p>Persons encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See <a href="#">cleansing guidance</a>.</p> <p>*Following manufacturer’s instructions.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation.</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available <a href="#">here</a> .</p> <p>Frequent hand washing and drying – see guidance on <a href="#">hand cleaning</a>. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Catch it, bin it, kill it posters. Additional tissues available – children will be provided with their own pack of tissues Lidded bins for every bubble and double bagged liners in place.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available <a href="#">here</a>.</p> <p>Staff to be aware that boiler in the staffroom is a contact point ,sign put up for extra sanitising</p> <p>Cleaners will be made aware of areas of frequent use- Meeting to take place .</p> <p>Staff will continue to wipe down and clean</p>	<p>All staff and pupils.</p> <p>Middlesbrough council property services.</p> <p>Meeting with cleaners and SLT</p>	FOR ALL BELOW - January 21 opening	

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		regularly used surfaces frequently.  Hand sanitise on entry and exit from staffroom  Windows to be open within classrooms.			
Vulnerable People	<p>Staff will be provided with pre-attendance information reminding them to give consideration to the advice published for <a href="#">clinically extremely vulnerable groups</a> and <a href="#">clinically vulnerable groups</a> to ensure their presence does not place them in a position of elevated risk of exposure.</p> <p><a href="#">Clinically extremely vulnerable groups</a> have been told to shield and work from home until further notice.</p> <p>Staff from black, Asian and minority ethnic (BAME) staff: emerging evidence currently being reviewed by PHE shows that BAME communities are disproportionately affected by COVID-19. This evidence suggests that the impact may also be higher amongst men and those in the higher age brackets.</p>	<p>This will include a precis of Key Messages to inform those to whom attendance may prove detrimental to their health and ensure that members of the workforce are reminded of COVID-19 symptoms and the necessity of Self-isolating if these are experienced.</p> <p>Additional capacity has been built into staffing structure for Autumn 2020 – staff will be advised to seek an immediate test and isolate. If staff have symptoms they must stay at home, organise a test and inform school of results and follow subsequent guidance.</p> <p>A personal risk assessment to be completed with xx and xx amending and xx</p> <p>Following guidance xx to work from home January 21</p> <p>See – BAME schools and Covid-19 guidance for BLACK, Asian and minority ethnic (BAME) staff and their employers in school settings –</p> <p>At the moment we do not have any staff under this category. 2 staff now in school recognised as BAME</p>	AM informed CEVG prior to schools closing.	FOR ALL BELOW - January 21 opening	
First Aid	<p>The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times.</p> <p>Appropriate PPE to reduce the likelihood of cross contamination.</p> <p>Consider an increased likelihood of skin</p>	<p>List of first aiders within COVID 19 file</p> <p>First aiders to be available on rota at all times</p> <p>PPE purchased and within school.</p> <p>Children who require further first aid must be</p>	<p>CF</p> <p>CF</p>	FOR ALL BELOW - January 21 opening	

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	<p>irritations such as eczema and dermatitis, due to frequent handwashing.</p> <p>Meeting room to be utilised as first aid room due to the room having good ventilation ( windows ) and close proximity to exit– for those who are displaying COVID 19 symptoms</p>	<p>accompanied into school by an adult.</p> <p>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person. To be included within CPD commencing 1<sup>st</sup> June.</p> <p>Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>Advice from the St John Ambulance is available <a href="#">here</a>.</p> <p>Reminder cpr for first aiders no mouth to mouth just compressions</p> <p>Temp taken of children who say they have a temp so can reassure parents</p>	<p>SLT</p> <p>All staff read and sign</p>		
Pupils / Staff and public display symptoms	<p>People (or those of their household) showing symptoms should remain at home and self isolate and organise a test.</p> <p>If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice found <a href="#">here</a>.</p> <p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>The meeting room.</p> <p>If it not possible to isolate them, move the student to an area which is at least 2 meters away from other people.</p>	<p>More information on self isolation can be found <a href="#">here</a>.</p> <p>Letter to parents discussed this – 21/05/20</p> <p>Thinking about cleaning broadly and after a potential suspected COVID19 case it might be worth considering ensuring the following: Those carrying out routine environmental cleaning are equipped with and trained to use appropriate PPE (disposable gloves and apron). During the event a cleaner will need to be available (not necessarily on site) to respond to cleaning requirements should someone become ill with suspected COVID19. PPE requirements are disposable gloves and apron and if necessary eye, nose and mouth protection (depending upon the cleaning requirement).</p>	<p>AM , PL letter</p> <p>All staff to read and sign</p>	FOR ALL BELOW - January 21 opening	

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	<p>PPE should be worn by staff caring for the child whilst they await collection, if a distance of 2 mts cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students. – disabled toilet directly opposite</p> <p>The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p> <p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self -isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document).</p> <p>The symptomatic student's class should be monitored by staff to ensure no other possible cases arise. Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed. Where the staff member or student tests positive for COVID-19, the rest of their class should be sent home and advised to self-isolate for 14 days, more information on confirmed cases actions can be found <a href="#">here</a>.</p> <p>Staff to be vigilant of members of the public and pupils showing signs (fever or cough) of COVID 19 and advise next steps.</p>	<p><a href="#">COVID-19: Cleaning in health non-healthcare settings</a></p> <p>All staff to read and sign to say they have understood the guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Contact to be made to receive test results</p> <p>School to keep a log of any confirmed cases-track and trace. Staff responsible to reporting any absences, illness to CF or AM</p>	<p>Cleaner on duty</p> <p>All staff</p> <p>Staff member</p> <p>Office staff</p> <p>Staff member</p>	<p>FOR ALL BELOW - January 21 opening</p>	



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Personal Protective Equipment (PPE)	<p>PPE guidance can be found <a href="#">here</a>.</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</p> <p>PPE is advised only in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>A fluid resistant, hypoallergenic, anti-bacterial and anti viral face mask must be used if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.</p>	<p>All staff to wear mask/visor in communal area and when moving around the school.</p> <p>Staff are advised to wear masks when working with children but this is personal choice.</p> <p>All parents coming into the school building/grounds must wear face masks.</p> <p>Staff to read guidance and watch video regarding safe off PPE and sign to say they feel confident to use it safely.  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>  <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w&amp;feature=youtu.be">https://www.youtube.com/watch?v=-GncQ_ed-9w&amp;feature=youtu.be</a></p>	<p>All staff</p> <p>CPD- AM,JD,LY</p> <p>CF</p> <p>CF</p>		<p><b>Complete</b></p> <p><b>Complete</b></p>
Cleaning arrangements	The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles,	Further guidance on cleaning in non-healthcare settings available <a href="#">here</a> .		FOR ALL BELOW -	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>handrails, tables and such like.</p> <p>Hand hygiene facilities are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p> <p>PPE to be worn for general cleaning tasks – personal preference.</p> <p>PPE to be worn when cleaning area used by suspected COVID 19 person-necessary</p>	<p>Cleaners and all staff to read and sign appropriate guidance.</p> <p>Staff in bubbles need to check and manage cleaning equipment within their bubbles</p> <p>on completion of cleaning tasks remove PPE in this order:</p> <ol style="list-style-type: none"> <li>1. Remove gloves and sanitise hands.</li> <li>2. Remove apron &amp; eye protection and sanitise hands</li> <li>3. Remove mask and sanitise hands</li> </ol> <p>Additional cleaning throughout the day will take place from September. 2020</p> <p>Additional cleaner employed to clean toilets throughout school, LSH and Staff room-cleaners then deployed at end of day to high risk areas.</p> <p>Checklist displayed in reception for enhanced cleaning to be ticked and initialled daily</p> <p>Suspected covid tissues bagged for 72 hours</p> <p>Smaller number of children, but same level of cleaning</p>	<p>All staff</p> <p>Al staff</p>	<p>January 21 opening</p>	
<p>Premises management</p> <p>Water Hygiene</p>	<p>As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage.</p> <p>This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of</p>	<p>Schools should consult with their water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in accordance with the written scheme.</p> <p>This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the</p>	<p>CF</p>	<p>FOR ALL BELOW - January 21 opening</p>	

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	<p>plumbing metals.</p> <p>Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.</p>	<p>system.</p> <p>All classrooms that have not been used – staff to run taps thoroughly before using.</p> <p>RC to read  <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> <p>Leginaelle testing takes place Monthly – JH Mechanical – all cyclic health and safety checks have continued to take place throughout lock down.</p>			
Fire Management	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.</p> <p>Fire doors in corridors and classrooms that are in use, will be kept open with a wedge throughout the duration of the school day to minimise cross infection.</p>	<p>This would include: -</p> <ul style="list-style-type: none"> <li>• a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate.</li> <li>• a full discharge test of the emergency lighting system across the site</li> <li>• a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged</li> <li>• checking that fire escape routes are clear of any obstructions</li> <li>• checking that final fire escape doors are unlocked and operational</li> <li>• checking the operation of internal fire doors to ensure that they close properly</li> <li>• checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</li> </ul> <p>Fire drill- December 2020  AM will discuss with staff the amendments to the fire evacuation procedures during the CPD.  In the event of a fire all doors will be immediately closed whilst evacuating.</p>	<p>AM CF RC</p> <p>04/06/20</p> <p>AM – CPD</p> <p>All staff</p>	FOR ALL BELOW - January 21 opening	

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Review behaviour policy	The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.	Policy amended and ratified by governors in November 2020 Addendum included to CP policy (04.01.21)	AM and JD	FOR ALL BELOW - January 21 opening	Complete
Individual pupil risk assessments	Consider pupils who have not previously required a risk assessed but who may now present with a risk : <ul style="list-style-type: none"> <li>pupils who need specific care, which cannot be delivered whilst ensuring social distancing</li> <li>potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.</li> </ul>	Parents will be informed and child collected immediately  Individual risk assessment to be completed - guidance to be sought for pupils who may be at risk of positive handling.	SLT	FOR ALL BELOW - January 21 opening	

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Control of Contractors And outside agencies and professionals	<p>Where contractors are required to attend site for emergency, cyclical and routine maintenance then they the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.</p> <p>Access to contractors will be controlled on a day to day basis. All contractors will be briefed on hygiene arrangements upon arrival.</p> <p>Contractors will only work in areas not occupied by children and staff and areas will be cleaned afterwards.</p> <p>Control of contractors documentation should be updated and made available in preparation of the contractor attending site.</p> <p>For example, the asbestos surveys, asbestos summary sheets, updated comprehensible information, building plans (where available) could be left in an isolated and secure area.</p> <p>Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.</p>	Contractors will be briefed by CF or SLT on our COVID19 policies	CF SLT	FOR ALL BELOW - January 21 opening	
Toilets	Controlled use of toilets during the school day	<p>Signage for ' bubbles' on toilet doors</p> <p>Additional hygiene signage to be displayed.</p> <p>Additional cleaning to the toilets.</p>	All staff	FOR ALL BELOW - January 21 opening	
Office duties	<p>Staff should not handle cash.</p> <p>Glass screen should remain closed</p> <p>Telephones, keyboards and photocopier</p>	<p>Office staff to be individually briefed – CPD</p> <p>Antibacterial wipes to be used by office staff throughout the day clean telephones and keyboards,</p>	<p>Office staff</p> <p>SLT</p>	FOR ALL BELOW - January 21 opening	

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	routinely should be cleansed				
Lunch arrangements	<p>Nursery Reception Lunch 11.45 Year1/2 12.00 year 3/ 4 12.00 5/6 12.00 designated areas arranged in a socially distanced manner around the dining hall.</p> <p>Collection of free school meal packed lunches</p>	<p>Children called up in bubbles – no cross over.</p> <p>other staff to maintain social distancing throughout lunchtime.</p> <p>School entrance area fully emptied. This area to be set up on rainy days. Cook to place packed lunches on table – clearly labelled and spaced apart.</p> <p>Reduced lunch programme.</p> <p>Staff to monitor lunch time and clean between sittings, alongside lunch time supervisors on rota.</p> <p>Dining hall used for all bubbles, cordoned off to limit contact.</p>	<p>Lunch time supervisors</p> <p>Lunch time kitchen staff</p> <p>All staff</p>	FOR ALL BELOW - January 21 opening	
Use of staff room	<p>Staff may enter the staff room if the following measures are under taken. MAX 2</p> <p>Clean hands upon entering and exiting the staffroom. Contact points to be cleaned on use.</p>	<p>Staff to be responsible of own social distancing</p> <p>Staff to use own cup for hot/ cold drinks</p> <p>Staff responsible for putting cup in dishwasher – turned on at end of day</p> <p>Staff to notify AM if any staff member is observed purposefully ignoring social distancing and hygiene guidance – CPD</p> <p>One way system- sanitising on entry and exit</p> <p>Staff required to clean after use</p>	All staff	FOR ALL BELOW - January 21 opening	
Teaching arrangements	Key worker bubbles – numbers assessed weekly – as the need occurs.	<p>Key workers will be contacted weekly to book their place. Staff in this bubble will remain in this bubble and use owl room and the outdoor areas.</p> <p>Y6 bubbles to consist of max 15 children- If number rises split into 2 groups to teach.</p>	All staff	FOR ALL BELOW - January 21 opening	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Staff absence/ breaks</p> <p>Cleaning resources</p> <p>Ipads</p> <p>Full Nursery opening</p>	<p>Y3/4 to consist of max 15 children- If number rises split into 2 groups to teach. Y1/2 to consist of max 15 children- If number rises split into 2 groups to teach.</p> <p>EYFS consist of max 15 children- If number rises split into 2 groups to teach.</p> <p>2/3 staff members per bubble to manage own toilet breaks and rest breaks.</p> <p>Staff member should sanitise all resources at the end of each day using gloves and Milton fluid or antibacterial wipes. Resources to be placed back on desks.</p> <p>Ipads used to access online learning content throughout the day. Cleaning to take place at the end of each school day.</p> <p>Online learning via Seesaw. Live/ prerecorded sessions available by 9am each morning to allow for the sharing of devices in homes/ access at times suitable to them Children in school accessing same learning as children working from home.</p> <p>Following Government advice the Nursery has remained open. We have contacted all parents and made them aware of this. The majority of parents have chosen to keep their children at home, meaning the current bubble numbers are still viable.</p>	LY WH		
Mental health and wellbeing may be affected due to isolation; workload; lack of exercise;	Kader has a strong family ethos and staff wellbeing has been considered throughout the COVID 19 pandemic. Including being supportive and co-operative for staff childcare issues.	<p>Constant communication through Kader group- watsapp – to alleviate feelings of work isolation, letters and ZOOM.</p> <p>SLT clearly stating open door policy – all staff encouraged to talk to SLT about any concerns.</p>	<p>SLT</p> <p>All staff</p>	FOR ALL BELOW - January 21 opening	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
caring responsibilities etc.	<p>Management to promote mental health &amp; wellbeing awareness to staff during the COVID 19 pandemic and will offer whatever support they can to support staff and relevant others.</p> <ul style="list-style-type: none"> <li>Regular welfare checks by management and staff.</li> </ul> <p>Management of staff rota</p> <p>Home learning organisation</p>	<ul style="list-style-type: none"> <li>Staff wellbeing/ mental health links sent</li> <li>APP – headspace – recommended to staff</li> <li>Counselling and other services offered through schools insurance policy. Clearly communicated with staff.</li> </ul> <p>Staff communicated with by SLT during working hours.</p> <p>Reducing lunch time breaks for staff to assist with staggered lunch and its management. – staff workload managed – reduced staff meetings and expectations that staff will leave the building by 4.00pm wherever possible.</p> <p>Staff rotas to alleviate pressure of face to face contact with children and other adults.</p> <p>In most cases staff have a 5 or 7 day break between entry into school.</p> <p>Well being/ mindfulness theme day created on a Friday to allow families at home and staff to catch up on previous online learning/ marking and planning and to boost moral with a day of creativity, fun and active learning.</p>			
Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	<p>Head teacher in conjunction with board of governors must review the R number and regional transmission rate of COVID-19 prior to making any decision on reopening the school. <b>NOTE: the transmission rate will impact upon the overall risk rating of this assessment and must be reviewed on a daily basis. This risk assessment must be reviewed and additional control measures implemented as required If the transmission rate increases to a level which impacts upon the safety of staff and relevant others.</b></p>	<p>R rate continually reviewed.</p> <p>Number of positive cases within school monitored and if a concern arises bubbles will be closed.</p> <p>Further guidance received from Government re: lockdown (January 2021) School only open for key workers and vulnerable children.</p>	AM and governors	FOR ALL BELOW - January 21 opening	



Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Rapid testing VIA lateral flow test in primary schools and nurseries for COVID 19.	See additional risk assessment			FOR ALL BELOW - January 21 opening	

\*Bubble=pod

	Name	Date	Comments
1 <sup>st</sup> review by Alison Mitchinson – Principal	Alison Mitchinson	01/06/2020	Discussed and approved by SLT
Quality assurance check by Paul Leadbitter – Chair of Governors			

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Planning for the wider opening of primary schools in June](#)

Risk Assessment template prepared by:

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