

Hazard/Activity Risk Assessments for the return to the school January 2021.

*These should be considered in addition to the usual risk management strategies and take precedence over them.*

*NB: All measures are subject to regular review based on the scientific evidence and with due consideration of Government guidance.*

	<b>Persons at Risk</b>	<b>How Harmed</b>	<b>Control measures</b>	<b>Residual risk rating</b>	<b>Comments Actions</b>
<b>Access/Egress</b> Pedestrian access to school	Pupils, staff, parents,	Close contact	<ul style="list-style-type: none"><li>➤ Staggered start and collection times to continue as notified to parents prior to the end of the summer term. Time windows must be adhered to</li><li>➤ Timings ensure that no more than one year group per area of the school should be moving at any one time</li><li>➤ Children to use designated entrances for their class and to be encouraged to be not too close or in physical contact with each other</li><li>➤ Social distancing to be maintained whilst waiting and entering the building as an adult will be accompanying the younger children to the gate. (Unaccompanied children within the same class are not required to socially distance whilst on school premises, with the proviso above of some distance and no physical contact)</li><li>➤ All adults coming on site are requested to wear a re-usable face covering</li><li>➤ Children come into the building immediately on arrival, wash their hands and then move directly to their classroom seat</li></ul>	Low	Clear communication to all children and parents regarding these arrangements. Emphasis on one adult only collecting, and no older siblings to accompany the adult, shared with parents at the start of the Spring term.  Almost all parents and children are familiar with these arrangements from the summer term.

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			<ul style="list-style-type: none"> <li>➤ Doors will be open for the arrival and departure times to avoid the children needing to touch the handles</li> <li>➤ Only one parent to drop off and pick up at the end of the day with social distancing maintained on the entrance way and playground between adults</li> <li>➤ A one-way system will be implemented with entry from Lammas Road and exit onto the High Street for safety and to minimise congestion</li> <li>➤ Any younger siblings who need to be present must stay with the adult at all times</li> <li>➤ Children will be individually dismissed at the end of the day to their adult, and should then immediately leave the school premises. Unless awaiting another child the parent should walk and meet to leave the premises promptly</li> <li>➤ No visitors or parents will be permitted into the school building without prior appointment</li> <li>➤ Visitors and peripatetic teachers who need to be on the premises must wear face covering in the corridors and public areas of the school (Face coverings are not recommended for the peripatetic teachers whilst teaching)</li> <li>➤ Any queries from parents during the school day should be emailed to the office, headed APPLE, unless it is an emergency when a phone call should be made</li> <li>➤ Crossing patrol will be in place for the extended times at the start and end of the school day</li> <li>➤ Older pupils who would usually walk home alone will be dismissed as usual and follow the one-way system</li> </ul>		

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<b>Play equipment, adventure and fitness equipment, bark area and forest school area</b>	Pupils, staff	Contact and transmission	<ul style="list-style-type: none"> <li>➤ All these areas will be out of bounds as they cannot be cleaned between classes using them</li> <li>➤ Due to cleaning difficulties, children will not have access to play equipment at any break time or during the shorter lunchtime</li> <li>➤ All breaks will be staggered so that only two or three year groups at a time are using the playground to enable at least two metres between each class</li> <li>➤ Class groups will have a designated outdoor area for their use</li> <li>➤ YR will have allocated outdoor learning resources for their exclusive use</li> </ul>	Low	Clear communication to all children regarding these arrangements.
<b>Catering</b>	Pupils	Contact and transmission	<ul style="list-style-type: none"> <li>➤ Children receiving school lunches will be provided with a packed lunch to eat in their classroom (at their allocated tables in the canteen once this reopens)</li> <li>➤ Any rubbish from school lunches will be placed into the bin by the children after they have eaten</li> <li>➤ Children who choose to bring their own lunch will take their lunchbox to the classroom and put it under their chair (place this carefully onto their allocated trolley, collect it at lunchtime, eat at their allocated tables in the canteen once this reopens) and take any rubbish home for disposal</li> </ul>	Low	<p>Clear communication to all children regarding these arrangements.</p> <p>It will be made clear to all children that they only handle their own lunchbox.</p>
<b>Classrooms</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Classrooms arranged so that the children sit at tables facing the front of the classroom, with gaps between each table of two</li> <li>➤ Children to have allocated seating.</li> <li>➤ Staff may wear face shields whilst in school if they wish to offer some protection in light of the new variants of the virus (Face masks are not</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.

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			<p>appropriate as they impede communication with young children)</p> <ul style="list-style-type: none"> <li>➤ Children to bring and use their own stationery equipment as well as a water bottle (stationery should be in a wipeable case and should remain in school if at all possible)</li> <li>➤ Children to usually remain seated unless moving to a break activity outdoors in an allocated area</li> <li>➤ Carpet time should only be used when absolutely essential to the learning, and children should not be sat too close to each other or the staff. Within the constraints of the size of the room, as much social distance as possible to be maintained</li> <li>➤ Children will remain with their class and an adult for the whole day – there must be no intermingling</li> <li>➤ Two metres distance to be maintained between classes should they be in a shared space, including outdoors</li> <li>➤ Chairs and desks to be cleaned daily</li> <li>➤ Spillages cleaned up promptly</li> <li>➤ YR and Y1 outdoor classrooms may be used by the class group exclusively</li> <li>➤ A limited amount of selected activity equipment may be used by classes, with all equipment cleaned daily</li> <li>➤ All classrooms to be kept well-ventilated with windows open or on open-lock all day depending on the weather. Even in very cold weather one window must be open beyond open-lock</li> <li>➤ Classroom doors to be kept open to avoid touching handles and to aid ventilation</li> </ul>		

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<b>Cloakrooms and lockers</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Children to hang their coat on the back of their chair</li> <li>➤ Cloakroom areas and lockers not to be used except for the storage of outdoor PE kit once PE lessons resume, to minimise close contact</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.
<b>Corridors</b>	Pupils, staff, and all adults on site	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Children to move in single file on the left-hand side of a corridor with appropriate spacing between children in the line</li> <li>➤ Linger in the corridors will not be permitted</li> <li>➤ Staggered start, finish and break times ensure that no more than one year group per area of the school may be in a corridor area at any one time</li> <li>➤ All adults will wear re-usable face coverings in all communal areas of the school (unless eating or drinking)</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.
<b>Curriculum</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ The first priority will continue to be the emotional and mental well-being of the children and their understanding of the different way of operating in school</li> <li>➤ Use of the communal learning spaces will not be permitted for a period of time in the early part of the Spring term</li> <li>➤ The IT suite will be used before and after school for certain children who will have allocated seating. The computers will be wiped by the supervising TA at the end of any session in the suite, in addition to cleaning at the end of each day</li> <li>➤ The older pupils will have access to on-line facilities but laptops cannot be shared and must be cleaned between use by different classes</li> <li>➤ Due to staggered start and finish times the learning sessions may be shorter or longer than usual but</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.

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			<p>per day the children still have the same learning time as previously</p> <ul style="list-style-type: none"> <li>➤ Learning at home activities will be offered to those children who are advised at any time to remain at home for self-isolation reasons under Covid-19 restrictions</li> <li>➤ Work completed in school will be marked on-site where possible, with staff observing appropriate hygiene measures before, during and after handling books</li> <li>➤ Homework will be set according to the school policy, with homework books provided for its completion</li> <li>➤ Only class assemblies will be the norm until the advice changes</li> <li>➤ Peripatetic teachers will use radio contact to call children to their lessons and maintain social distance where possible</li> </ul>		
<b>Fire</b>	Pupils, staff	Injury treatment Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Should the fire alarm sound, then class will exit the building using their correct exit from their learning space, and line up on the playground with two metres between lines</li> <li>➤ Two classes may be in the corridor space simultaneously in the event of the need to evacuate the building</li> <li>➤ Usual safety procedures will be followed regarding registration of all children and staff</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.
<b>First aid kits</b>	Pupils, staff	Injury treatment Close contact and transmission	<ul style="list-style-type: none"> <li>➤ All staff have completed a first aid refresher course</li> <li>➤ There are sufficient first aid kits for each class to have access to one with a class specific record book</li> <li>➤ The kits are to be regularly checked to ensure they remain adequately stocked.</li> </ul>	Low	Please note: an ambulance takes at least 30 minutes from SMH.

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			<ul style="list-style-type: none"> <li>➤ There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.</li> <li>➤ Medical bags for each class will be available to store any inhalers and essential medical provision for the children in that group</li> <li>➤ Children with severe reactions/specific needs are displayed in the first aid room, and are known to staff</li> <li>➤ PPE available in the event of a child or adult displaying symptoms of the virus – actions as advised on the PHE flowchart for schools will be followed</li> <li>➤ Any child requiring medication under prescription instruction necessary during the time in school will require specific parental permission for this to be administered by the class adults</li> </ul>		
<b>Hygiene</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Hand washing with soap and water/sanitiser to be done on entry and at frequent times during the day</li> <li>➤ Tissues will be binned on use, by the children, into a lidded bin</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements
<b>Maintenance and cleaning</b>	Staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Cleaning staff to be provided with appropriate PPE</li> <li>➤ Thorough cleaning daily of learning areas</li> <li>➤ Door handles of the hygiene facilities to be wiped mid-day in addition to the end of the day cleaning procedures</li> <li>➤ Banisters to be cleaned mid-day in addition to the end of the day as they are a potential high touch point</li> </ul>	Low	Clear communication to all staff regarding these arrangements
<b>Staffing</b>	Staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ The emotional and mental well-being of the staff is paramount – all practices are therefore kept under constant review</li> <li>➤ Staff to work with the children in their class group only, maintaining distance where possible</li> </ul>	Low	Clear communication to all staff regarding these arrangements

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			<ul style="list-style-type: none"> <li>➤ Support staff to work under the direction of the teacher and with their allocated class group</li> <li>➤ Photocopying must continue to be kept to a minimum. Plan ahead where possible, and use wipes to clean the touch screens following printing</li> <li>➤ Staff for whom it is not essential to be on-site, are advised to work from home whenever possible</li> <li>➤ Staff meetings and training will be online at the start of the term, then in the school hall with individual tables and at social distance later on. (The hall will not be used by the children due to time taken for the floor to dry)</li> <li>➤ TA and Teacher briefing meetings will be standing meetings in the hall and kept to a minimum time frame</li> </ul>		
<b>Staff area</b>	Staff	Close contact and transmission Slips, trips, falls, scalds, hygiene	<ul style="list-style-type: none"> <li>➤ Staff to use the hall as the staffroom until further notice</li> <li>➤ Attention to be paid to good housekeeping in the staff area, with tables wiped after use</li> <li>➤ Break times and lunch times will be staggered to minimise mingling and reduce numbers in the staff area at any one time</li> <li>➤ Staff to bring their own travel mug</li> <li>➤ Staff should maintain social distancing where possible when collecting any printing from the staff room</li> <li>➤ Staff room may be used for PPA and by the Caretaker (possibly also for some confidential meetings) only</li> </ul>	Low	Clear communication to all staff regarding these arrangements
<b>Toilets</b>	Pupils, staff	Close contact and transmission Hygiene, slips,	<ul style="list-style-type: none"> <li>➤ Each year group up to and including Y3 will use a hygiene facility allocated to their class – no more than 32 children. This will be by year group not gender. Y4, Y5 and Y6 will use shared facilities by</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements

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		trips, falls, trapped persons	<p>gender, with classes being allocated a female cubicle per class to minimise risk of cross-class contamination. Y5 and Y6 classes will share a male cubicle as there are very few boys in Y6, Y4 boys will use a separate cubicle</p> <ul style="list-style-type: none"> <li>➤ Toilet areas to be maintained in a good and hygienic condition with thorough cleaning daily</li> <li>➤ Entry doors to be kept open to minimise contact touching</li> <li>➤ Spillages on floors to be mopped up as soon as possible</li> <li>➤ Cleaning materials available should a need arise during the day</li> <li>➤ Children to be specifically reminded to use the soap and drying systems/towels available and to observe social distance</li> </ul>		