



**Risk Assessment  
Year 1  
March 2021**

<b>Location / Site</b>	
Boundary Primary School	
<b>Activity / Procedure</b>	
Year 1	
<b>Assessment date</b>	
July 2020 (updated September 2020, updated 25.9.20, updated 20.10.20, updated 04.10.20, updated 23.11.20, updated 4.1.21, updated 8.1.21, updated 26.1.21, updated 12.02.21, updated 26.02.21)	
<b>Assessment serial number</b>	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	YES
<b>Children</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>We have to accept that children of this age will not be able to adhere to social distancing.</b></p> <ol style="list-style-type: none"> <li>1. Create year group bubbles - children and staff</li> <li>2. Remove excess furniture to increase space and remove all resources that cannot be washed regularly</li> <li>3. Use outside learning opportunities whenever possible.</li> <li>4. Year 1 outside area to be split into 2 areas used by each class.</li> <li>5. Shared resources selected for use during the day and cleaned after session.</li> <li>6. Individual resources given to children to avoid sharing when appropriate</li> <li>7. New classroom rules set up for lining up, washing hands etc (modelled by teacher daily and linked to reward system)</li> <li>8. Year group toilets and sinks allocated and labelled</li> <li>9. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>10. Staff and child interactions to be at a distance where this is possible.</li> <li>11. Staff to remain at adult height where this is possible.</li> <li>12. Tape out a dedicated area for the teacher/staff around white board</li> <li>13. Taped area must be used by PPA teacher and cover teachers – 2m around whiteboards.</li> <li>14. Allocate sitting spots for carpet sitting</li> <li>15. PPE to be used at all times when carrying out any intimate care</li> <li>16. Children will not mix with other groups across school</li> <li>17. Each ‘year group bubble’ will remain in their designated classrooms and outdoor space. They will not mix with other groups or other members of staff.</li> <li>18. Designated lockers to be used for storing lunch, coats, PE kits etc</li> <li>19. Named water cup for each child</li> <li>20. Compulsory hand washing and hand sanitising on arrival and after certain activities including lunch and PE. Children with sensitive skin may provide their own hand sanitiser/soap/wipes from home or wear gloves.</li> <li>21. Usual fire procedures in place with social distancing to be adhered to, where possible. Hands to be sanitised and washed on return into school.</li> <li>22. Conversations to be had side by side and not face to face between staff and children.</li> <li>23. No or limited singing (providing children are back to back or outside)</li> <li>24. Hands, Space, Face taught to children – they will be expected to social distance.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	

HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of ventilation resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All doors and windows opened before the children arrive, during break/lunch when the children are outside and at the end of the day.</li> <li>2. A window(s) must be open during the day (may close if cold, but must be open for a short while each hour).</li> <li>3. Internal doors to be open.</li> <li>4. Children and staff may wear an extra layer if needed.</li> <li>5. When using the hall, the windows and doors to be open (main gate closed)</li> <li>6. When using the dance studio, both doors to be open and the staffroom room door.</li> <li>7. All staffrooms/offices to have windows open during the day.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and general hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Where possible, only one pupil allowed to go to the toilet at a time</li> <li>2. Year group toilets and sinks allocated and labelled</li> <li>3. All sinks used on entry and protect sprayed by staff after use.</li> <li>4. Paper towels to be used for hand drying.</li> <li>5. Sanitiser used before and after toilet use as well as washing hands</li> <li>6. Extra Signs in toilet re washing hands.</li> <li>7. Soap and sanitiser stocks monitored by site staff, to ensure we do not run out</li> <li>8. Toilets cleaned each evening.</li> <li>9. Children to wear regularly cleaned uniform.</li> </ol> <p style="text-align: center;"><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing entering and exiting classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Entry</p> <ol style="list-style-type: none"> <li>1. Gates opened 15mins early for steady entrance of children.</li> <li>2. Staff on playground to greet</li> <li>3. Children to sanitise hands on entry and wash hands when in the building.</li> <li>4. Children dropped at the gate and then stand in designated Year group bubble area on the KS1 Playground</li> <li>5. SLT to be on duty to supervise</li> </ol> <p>Exit</p> <ol style="list-style-type: none"> <li>6. Staggered exit times for KS2 and clear KS1 playground zones for Y1 and Y2</li> <li>7. Clear signage for parents and children displayed</li> <li>8. When picking up, parents must wait in the designated bubble zone on the playground.</li> <li>9. Teachers will send the children out one at a time.</li> <li>10. Parents to leave premises immediately once the children have been collected.</li> </ol> <p>See Plan for entry and exit arrangements for each year group bubble.</p> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing of parents and carers on the playground when dropping off and collecting children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Entry</p> <ol style="list-style-type: none"> <li>1. Gates opened 15mins early for steady entrance of children.</li> <li>2. Staff on playground to greet</li> <li>3. Children to sanitise hands on entry and wash hands when in the building.</li> <li>4. Children dropped at the gate and then stand in designated Year group bubble area on the KS1 Playground</li> <li>5. SLT to be on duty to supervise</li> <li>6. Letter to parents reminding of social distancing guidance – including tier 3/lockdown 2 guidelines</li> <li>7. FB reminders to parents re social distancing (weekly)</li> </ol> <p>Exit</p> <ol style="list-style-type: none"> <li>8. Staggered exit times for KS2</li> <li>9. Clear signage for parents and children displayed</li> <li>10. All parents/carers and staff to wear a mask at exit time (unless medically exempt and they will be asked to wait outside of the gate and a staff member will bring their child to them). When picking up, parents must wait in the designated bubble zone on the playground - – staff to ask parents/carers to stand 2m apart</li> <li>11. Only one parent/carer to enter the playground</li> <li>12. Teachers will send the children out one at a time.</li> <li>13. Parents to leave premises immediately once the children have been collected.</li> <li>14. Letter sent to parents reminding of social distancing – including Tier 3/lockdown 2 guidelines</li> </ol> <p>See Plan for entry and exit arrangements for each year group bubble.</p> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Limited movement around school.</li> <li>2. Children to access outside from classroom door. to office via radio or phone. Wipe down after use.</li> <li>3. Tape down the middle of all corridors to demarcate sides. One-way system implemented.</li> <li>4. If class have to move around school at any point – 1 metre between children encouraged – one adult at front and one at back insisting the distance is maintained.</li> <li>5. All doors, where possible, to be propped open to avoid touching of handles.</li> <li>6. Amended behaviour management procedures</li> <li>7. All staff to wear a face covering in communal areas.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>We have to accept that children of this age will share some resources. However, daily washing of these resources will take place.</b></p> <ol style="list-style-type: none"> <li>1. All soft toys and soft furnishings stay removed from classroom spaces until further notice</li> <li>2. All resources removed that cannot be washed easily</li> <li>3. Children allocated packs of stationary labelled with their name on</li> <li>4. When possible, tubs of resources for individuals if needed – maths cubes, etc.</li> <li>5. Resources used washed overnight if necessary in soapy water/Milton/protect e.g. stationary from creative area sprayed with Protect spray</li> <li>6. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>7. Reading books can be distributed and placed into quarantine on return to school. After 72 hours TA's to return books to the shelf</li> <li>8. Class library books to have a rota box system (quarantine in between)</li> <li>9. Tables, door handles and other surfaces cleaned each lunchtime and each evening</li> <li>10. Chromebook/iPad to be cleaned after use.</li> <li>11. Where possible, individual resources are to be placed on tables ready for lesson and not distributed within the lesson</li> <li>12. Children to wash hands / use hand sanitiser before lessons and after each lesson if necessary</li> <li>13. Children to be allocated own water cup labelled with name.</li> <li>14. PE kits not to be shared.</li> <li>15. A timetable for cleaning resources (indoor and outdoor) to be created, displayed and followed by all staff (tick sheet)</li> <li>16. Class reading area books can be used but quarantined after use – after 72 hours books can be returned to reading area</li> <li>17. Outdoor equipment timetabled. Picnic benches and small equipment taped off.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Children accessing inappropriate material whilst accessing online/remote learning</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Online learning guidelines sent to all children and work about online safety done in class</li> <li>2. Children practising use of online/remote learning platforms in class</li> <li>3. All learning links shared with children by class teacher or HLTA through secure email address</li> </ol> <p style="text-align: center;"><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing and hygiene when eating (breakfast/ lunch / snack) resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Packed lunch to be brought from home and only touched by individual child where possible</li> <li>2. Meals to be delivered to classroom by Welfare staff - lunches to be in packed lunch format.</li> <li>3. Designated plated lunch day in hall, to be on rota</li> <li>4. Children to sit in bubbles with plastic screen between</li> <li>5. If more than one bubble is in the hall at one time, they are seated 10ft+ away.</li> <li>6. Hands to be washed before eating lunch / snack</li> <li>7. Children to sit at desks to eat lunch / snack</li> <li>8. Staff to serve lunches to seated children</li> <li>9. One member of Welfare staff supervising lunch to be allocated to each bubble to collect waste.</li> <li>10. All waste binned and removed from classroom and desks wiped. (See waste removal plan)</li> <li>11. Tables cleaned before and after breakfast/lunch/snack</li> </ol> <p>See lunch rota</p> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b> for some	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children to have class teacher and TA</li> <li>2. Settling in activities to be planned first week to support children’s well-being and full recovery curriculum in place</li> <li>3. Mrs. Bradley to conduct individual sessions with identified children.</li> <li>4. Pastoral team to pick up any children who need extra support</li> <li>5. School counselling to continue (own RA in place)</li> <li>6. Teachers to plan social stories/pastoral activities throughout half term as necessary or when needed.</li> <li>7. Mrs. Jacques to run programme for children with behavioural needs</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Fully share risk assessments and ask for staff input</li> <li>2. Continually evaluate risk assessment – weekly briefing</li> <li>3. Regular social distanced or virtual meetings with SLT to discuss concerns and shared control measures</li> <li>4. Staff counselling and support helplines shared with all staff.</li> <li>5. Separate risk assessment for the office area and staffrooms</li> <li>6. Designated “staff areas” areas for staff to have their lunch – See plan</li> <li>7. PPE available for all staff (visors, face coverings etc.) for any intimate care or close contact work</li> <li>8. Extremely clinically vulnerable staff to take guidance from Doctor/Government.</li> <li>9. Compulsory hand sanitising, temperature checks and hand washing on arrival – sanitising on exit.</li> <li>10. Staff to wear newly washed clothes each day and jewellery is not recommended</li> <li>11. Amended code of conduct</li> <li>12. All staff to wear a face mask in communal areas – visors or shields should not be worn as an alternative.</li> <li>13. Well-being questionnaire distributed and responses considered - action taken if needed.</li> <li>14. Staff to take two rapid coronavirus (COVID-19) tests each week at home to identify positive cases more quickly and break the chains of transmission.</li> </ol> <p style="text-align: center;"><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Masks, visors, gloves and aprons available to all staff</li> <li>2. Each bubble has own ‘grab packs’ of PPE</li> <li>3. PPE to be used for any intimate care situation and where possible for any restraint.</li> </ol> <p style="text-align: center;"><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>This relies completely on ALL staff following ALL of these rules ALL of the time.</b></p> <ol style="list-style-type: none"> <li>1. Hand sanitiser in all classrooms and in staff areas</li> <li>2. Children and staff hand wash and sanitise on entry to school, after any cough or sneeze and after toilet use. Sanitiser used before children and staff leave school.</li> <li>3. Washing hands posters in all washing areas</li> <li>4. Reminders how to wash hands properly – videos and posters</li> <li>5. Procedure agreed for children to wash hands so thorough hand washing</li> <li>6. Catch it, bin it, kill it message shared with staff and pupils</li> <li>7. ‘cough/sneeze like batman’ encouraged</li> <li>8. Children and Staff encouraged to wear newly washed clothes every day</li> <li>9. Wiping of desks and resources and staff areas and equipment.</li> <li>10. Each class to have sink with soap</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and any shared equipment will be cleaned each day</li> <li>2. Enhanced cleaning taking place.</li> <li>3. Tables to wiped regularly.</li> <li>4. PPE available for all cleaning staff</li> <li>5. Quarantine - Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>6. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>7. Rooms, where possible, will be ventilated – windows and doors open where possible at all times.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1 Extremely clinically vulnerable staff to take guidance from Doctor.</li> <li>2 Extremely clinically vulnerable staff should check for any changes needed as a result of any new Government guidance.</li> <li>3 Extremely clinically vulnerable and pregnant staff 28+ to work from home.</li> </ol> <p style="text-align: center;"><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection for staff when using the office areas</b> resulting in direct or indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1 No staff apart from dedicated office staff to enter office area</li> <li>2 Staff to use radios and phones to communicate with office where possible</li> <li>3 If face to face needed, staff to enter reception area to speak to office staff through window</li> <li>4. Staff to sanitise before and after inventory use ‘sign-in system’</li> <li>5. All staff to wear a face covering in communal areas.</li> </ol> <p style="text-align: center;"><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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**Risk of infection for staff when using the photocopiers** resulting in direct or indirect transmission of the virus

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff to use sanitiser before and after use of any copier machines.</li> <li>2. All staff to monitor the level of paper and report to the office if re-ordering is required.</li> <li>3. All staff to clean the copier with protect spray after use. The spray must be applied to blue roll and not directly to the machine.</li> <li>4. All blue roll to be placed in the bin</li> <li>5. All paper to be stored correctly on shelves or in boxes and any waste to be placed in recycle bag or bin. See waste removal plan</li> <li>6. Only one member of staff at a time in any copier area, unless using PPA room and EYFS area and 2 is acceptable.</li> <li>7. All staff to wear a face covering in communal areas.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection when administering First Aid through direct and indirect transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. First aid kit to be allocated to each bubble</li> <li>2. Bubble staff to administer front line first aid – gloves to be worn</li> <li>3. If needed radios/telephones to be used to alert first aider</li> <li>4. First aiders from another bubble to attend wearing PPE (gloves and mask). First aiders in the same bubble may wish to wear PPE.</li> <li>5. Handwashing after any child contact.</li> <li>6. All health care needs of staff and children will be shared within each bubble.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection when using staff toilets</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Limited number of toilet cubicles available.</li> <li>2. Only 3 staff members in toilet at one time.</li> <li>3. Sign in system</li> <li>4. Sanitiser to be used on entrance and exit from toilets</li> <li>5. Handwashing after toilet use</li> <li>6. Toilets cleaned every night</li> <li>7. All staff to wear a face covering in communal areas.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection for staff when using staffroom</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>PLEASE CHECK PLAN TO ENSURE YOU KNOW WHICH STAFF BREAK ROOM/KITCHEN YOU HAVE BEEN ALLOCATED</b></p> <ol style="list-style-type: none"> <li>1 Hand sanitiser available in staff areas</li> <li>2 Staff allocated a specific room in school to eat lunch. (see plan)</li> <li>3 Staff allocated kitchen area (see plan)</li> <li>4 Staff to wipe down any equipment after usage</li> <li>5 Posters up to remind staff in all staff areas</li> <li>6 Staff to wear newly washed clothes every day.</li> <li>7 All staff to wear a face covering in communal areas.</li> <li>8 Windows to be open to allow for ventilation (if cold, open when staff are not eating lunch in there).</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing during break time and sporting activities</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. All sporting activities will be outside (weather permitting).</li> <li>2. Each ‘bubble’ to have a timetabled slot and will not mix with other children (see plan)</li> <li>3. Hand sanitiser to be used before and after the activity by children and staff.</li> <li>4. Activities will be planned using limited amount of equipment and will be non-contact.</li> <li>5. All equipment to be cleaned before and after use.</li> <li>6. Children to be reminded of the social distancing rules.</li> <li>7. Sharing of equipment is to be minimal and wiped during sessions if required.</li> <li>8. Timetabled use of outside equipment. Picnic benches and smaller equipment taped off</li> <li>9. Bubble bags of equipment allocated to each bubble for use at playtimes/lunch times</li> <li>10. Staff to initiate/teach games which reduce physical contact</li> <li>11. Sports coach to keep a distance from children when leading sessions.</li> <li>12. Children to be taken to sports session – sports coach is not to enter the classrooms.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact with unwell child or child displaying symptoms of COVID 19</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. FB messages and website to make clear children should not attend school if they display any covid-19 symptoms, or if a member of the family does.</li> <li>2. If a child or family member is displaying symptoms, the child cannot return until a negative test result has been confirmed and agreed return with school or current isolation guidelines followed.</li> <li>3. Only children who are symptom free or have completed the required isolation period attend the school</li> <li>4. Only one parent, who is symptom free (or have completed the required isolation periods) will be able to drop off or collect their child.</li> <li>5. If a child begins to display a continuous cough, a high temperature or loss of sense of smell or taste, they will be sent home to isolate per the guidelines and request a test.</li> <li>6. Staff to wear full PPE when dealing with a child displaying any covid symptoms.</li> <li>7. When waiting to be collected, the child is to be isolated in front office with the door open for ventilation or outside if weather permitting. This area is to be cleaned after the child has left.</li> <li>8. If they need to go to the toilet while waiting to be collected, they are to use the disabled toilet - this should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>9. If a member of staff has helped someone who displayed symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly.</li> <li>10. The person responsible for cleaning the area should wear appropriate PPE</li> <li>11. In the event of a staff member developing suspected coronavirus symptoms whilst working at school, they should return home immediately and isolate at home in line with the NHS guidance</li> <li>12. If a child or member of staff becomes ill, then they must be tested. Siblings must also go home. They will only be allowed back to school after a negative test result. Parents must show the test result to school</li> <li>13. The bubble classroom must be cleaned.</li> <li>14. If there is a positive test result, school will inform Public Health Blackpool and the DfE helpline and follow their instructions.</li> <li>15. Facebook reminders sent weekly to parents about not sending children in who are unwell or showing COVID 19 symptoms.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate		
Staff have been consulted in relation to this risk assessment			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Nicola Bunday	<i>N. Bunday</i>	7 <sup>th</sup> July 2020

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate
<ul style="list-style-type: none"> <li>- On opening until we see measures in practice we have to assume risk is High/Medium</li> <li>- Government advice suggests risks to education staff are low.</li> <li>- Risk assessments will be reviewed daily</li> </ul>	

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Suzanne Ashton	<i>S. Ashton</i>	7 <sup>th</sup> July 2020.

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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<b>Risk Assessment updated</b>	<b>Staff member</b>
July 2020	NB
7 <sup>th</sup> September 2020	NB
25 <sup>th</sup> September 2020	NB
20 <sup>th</sup> October 2020	NB/ SA
3 <sup>rd</sup> November 2020	HM
23 <sup>rd</sup> November 2020	SA
4 <sup>th</sup> January 2021	HM
8 <sup>th</sup> January 2021	HM
26 <sup>th</sup> January 2021	HM
12 <sup>th</sup> February 2021	HM
26 <sup>th</sup> February 2021	HM

