



Risk Assessment



Key to Residual Risk Assessment




	The residual risk is unacceptable. Further action must be taken to mitigate the risk
	The residual risk is acceptable
	There is no residual risk


School Name: Gayhurst Community School
 Updated: 11.01.21

1. START OF THE DAY AND END OF THE DAY


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
1A Parents/ carers	Parent contact with pupils and staff	<ul style="list-style-type: none"> All communication via email, phone or app to parents All children enter through the main office gate Parents continue to be reminded not to gather at school gate and 2m distances will be marked around the perimeter of school site Conitnue to encourage families to walk or cycle to school The bike and scooter shed will used by staff only. Site manager to use gloves when/ if handling bikes. Antibacterial spray to be stationed at bike shed and premises team to check it is there and full. All staff are responsible in alerting the premises team if it is not. Bike shed is well ventilated at all times Parents and carers are not permitted on the school site Meetings with parents and carers will be conducted by telephone or virtually on Teams/ Zoom Visitors/parents who have an appointment, or in cases of an emergency, will be allowed on site 	SLT Newsletter Letters to parents by class	<p>Please assess the residual risk.</p> <div style="text-align: center;"> </div>




		<ul style="list-style-type: none"> Parents collecting children early/unwell children are not permitted on site and must wait outside the main Reception gate – children will be escorted to the main gate 		
1B Staff arrival/leaving	Staff contact with each other on arrival to school	<ul style="list-style-type: none"> Markers on floor at entrances to show 2m metre distance from entrance Main entrance door open at all times to ensure good ventilation Hand sanitiser at all entrances into the building Main office window (glass pane) at desk closed at Reception conversations take place through glass Hand washing of all staff once in the building with warm water and soap for a minimum of 20 seconds Non-contact digital thermometers will be kept in the office for staff to use, if necessary Face masks must be worn by all staff in all areas of the school, unless the member of staff is working in a room on their own. Staff may remove their masks to eat and drink during break times 	SLT	<p>Please assess the residual risk.</p> 
1C Drop off	Social distancing on drop off	<ul style="list-style-type: none"> Drop off for vulnerable and Critical Worker children is 09:00am. Children must arrive on time 2m markings at school entrances Staff presence at drop off entrance – SLT and SENCO – register children as they arrive Parents reminded that children must arrive on time – usual punctuality and attendance checks to resume Children wearing face masks should remove these before entering the building Children are not allowed to bring in personal items to school e.g mobile phones, bookbags, toys etc. If mobile phones are essential for children who are travelling home alone and have a long commute 	SLT will monitor this on a daily basis	<p>Please assess the residual risk.</p> 

		(Year 5 and 6) they need to be labelled and collected in a box at the gate and stored in the main office.		
1D Pick up	Social distancing on collection	<ul style="list-style-type: none"> Key Stage Two children collected from Appleby Road gate at 3pm. Key Stage One children collected from main office gate at 3pm. EYFS children collected from Gayhurst Road Side Gate 2 (next to RH) at 3pm 2m markings at school entrance Pod staff dismiss children and make note of who collects the children Children who are late to be collected will need to return to classroom with the adult in that room, member of staff to then ring parent/carer to collect 	Who will monitor this on a daily basis? SLT	Please assess the residual risk. High level of concern that older children will leave without parent and gather outside 'pods' after school. 
1E Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class	<ul style="list-style-type: none"> Children will stay in phase bubble as much as possible (EYFS, KS1, Year 3 and 4, Year 5 and 6) Allocated playground spaces are used: Reception playground: EYFS Key Stage 1 playground: Year 1 and 2 Garden/ ship playground : Year 3 and 4 Key Stage 2 playground: Year 5 and 6 Briefings to staff weekly on Friday at 3:10pm Briefings to children daily in bubbles Messaging to parents through weekly newsletter Increased staff presence during the period of transitions. Two + members to staff, where possible, to accompany children, one at the beginning of the line and one at the end of the line 	Who will monitor this on a daily basis? SLT	Please assess the residual risk. 
1F Kitchen staff: changing room	Confined space Personal items coming into contact with staff uniforms	<ul style="list-style-type: none"> One kitchen staff member changing at a time Stagger start/finish times to avoid need for more than one person to change at a time Ventilate by keeping windows open at all times Changing room to be sanitised after use ready for the next person to use, particularly chair and door handle 	Kitchen Team	Please assess the residual risk. 


		<ul style="list-style-type: none"> No personal items should be brought into the kitchen Keep changing room door closed 		
1G Kitchen staff: uniform	Uniforms being cleaned at home and transported to school	<ul style="list-style-type: none"> Wash uniforms daily in school, if not possible, put uniforms into a separate bag to be taken home to wash Wash uniforms at highest temperature possible 	Kitchen Team	<p>Please assess the residual risk.</p> 




2. IN CLASS/LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
2A Classroom	Observing social distancing	<ul style="list-style-type: none"> Signage across the school as visual reminder Positioning of tables in rows for KS2 (Years 3 – 6). Reception, Nursery and Year 1 and Year 2 to position tables as normal Positioning of staff (2m apart, where possible) In Key Stage 1, where keeping 2m away from children is more challenging, staff are advised to keep close interactions to a minimum and to follow all other measures A 2m distance line marked in all Key Stage 2 classrooms as a visual reminder to staff to keep their distance from children. When not behind this line, it is recommended that this is only for short periods of times (less than 15 mins) Capped bubble size of 20 maximum for each phase bubble Training the children on distancing and the rules in the classroom - flipchart used as a reminder where necessary Signage up in classrooms promoting the 'Catch it, bin 	SLT Individual class teachers Support staff with group	<p>Please assess the residual risk.</p> 

		<p>it, kill it'</p> <ul style="list-style-type: none"> All children remain on the school site at all times 		
2B Classroom	Children requiring additional support	<ul style="list-style-type: none"> Specific staff assignment - familiar adult for child with EHC plan Individual RA for children with EHCP Staff use PPE if appropriate (intimate care) Staff briefing for individual adults working as 1:1 Cleaning staff will be responsible for cleaning resources on a daily and weekly basis Where possible, cover for 1:1 adults will be within a pod. If this is not possible, due to staff shortage, staff may need to move across pods. If they do, 2m distance must be observed at all times 	SLT Support staff with group	<p>Please assess the residual risk.</p> 
2C Classroom	Children leaving the classroom	<ul style="list-style-type: none"> On call system to SLT member of site to respond to children leaving class without authorisation (behaviour issues) Use of staff mobile phones to highlight any issues that arise unexpectedly Children to either wash hands or use hand sanitiser when leaving/returning to the classroom 	SLT Support staff with group	<p>Please assess the residual risk.</p> 
2D Classroom	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> The building is well ventilated at all times. Windows must be open at all times, where safe and classroom doors must be kept open. This will be checked twice a day. It is the responsibility of staff in the room to ensure this happens. Windows must be closed before leaving at the end of the day – premises managers check this each evening Hand sanitisation stations at all entry points to the school building Antibacterial gel and soap available in all classrooms Regular breaks for handwashing 	Premises manager SLT individual class teachers Support staff with group SENCO Cleaners	<p>Please assess the residual risk.</p> 





		<ul style="list-style-type: none"> • Warm water available in classrooms for handwashing • Each class to teach pupils correct handwashing processes including washing hands for at least 20 seconds. Hand washing will be supervised at all times in the classroom in order to monitor this • Supervision of handwashing/support for pupils unable to complete appropriately • Monitoring of frequency of handwashing by pupils and staff • Signage with instructions and key messages including 'catch it, kill it, bin it' • Lidded bins will be located in each classrooms, playground, hall and toilet. Bins will be double bagged for disposal • Premises Team to ensure that antibacterial sprays, hand gel, and blue roll is full at all times. This needs to be checked throughout the day. This also requires a collective responsibility approach and if any member of staff notices that a spray is missing/ running low, they must alert the premises team • Children to use individual cups (allocated with their names on daily) and kept on shelf • Water taps in classrooms to be turned back on and children can refill their cups throughout the day.. Fountains outside to remain switched off • Good supply of disposable tissues in each classroom and enough to top up regularly - class staff responsible for checking stock is up to date • Each classroom provided with gloves and disinfectant spray to clean equipment/table in case a pupil coughs or sneezes without appropriate covering • All classroom spaces will have a window which must 		
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		<p>be open to allow for good ventilation, even in colder weather – the heating is on full and children and adults have been advised to wear layers in colder weather</p> <ul style="list-style-type: none"> • A system of checking will be used to ensure that windows are open at all times • Doors will be kept open, where possible, to allow for good ventilation in line with Fire Risk Assessment with Premises Manager • Separate Risk Assessments will be carried out for individual children who may need additional support to stay in their classroom if the door is open • Classrooms will be cleaned daily, with a focus on surfaces that are touched by multiple people and will be cleaned additionally throughout the day in shared spaces by the premises • Outdoor equipment will be more frequently cleaned (plastic handles/slide etc at the end of each day) • Resources shared between bubbles (art, science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) 		
2E Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> • Bubbles to use classroom resources as much as possible • Adults working in class to clean larger shared resources - instruments/clocks/shapes after use • Cleaning of equipment daily (more frequently if needed) 	<p>Premises manager SLT Rotas – Phase Leads Support staff with group Resources team</p>	<p>Please assess the residual risk.</p> 
2F Toilets	General hygiene	<ul style="list-style-type: none"> • Adults to remind children of handwashing after use of toilets • Nursery, Reception and KS1 children to use the 	<p>SLT Individual class teachers Support staff with group</p>	<p>Please assess the residual risk.</p>

		<p>bottom hall toilets</p> <ul style="list-style-type: none"> • Years 3, 4, 5 and 6 to use the middle floor toilets • Toilets and toilet door handles wiped down regularly • Children to sanitise their hands when coming back into the classroom as they may have touched 'heavy traffic points' 		
2G Toilets	Intimate care	<ul style="list-style-type: none"> • Trained staff available • PPE available and used • Handwashing 	SLT SENCO	<p>Please assess the residual risk.</p> 
2H Corridors	Movement around the school	<ul style="list-style-type: none"> • Allocated adults to use the lift leaning of the lift buttons after each use • Children are reminded how to behave on stairs/corridors • All systems will be monitored by adults with the class and SLT • Children walk through all corridors in single file. No resources will be kept in corridors • Staff will maintain, where possible, 2m meters distance • Signage inside and outside of the school building will be used to remind staff and children of systems • No assemblies will take place 	SLT Staff in classes	<p>Please assess the residual risk.</p> 



3. LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
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<p>3A Lunch service</p>	<p>Lunch Service</p>	<ul style="list-style-type: none"> Phase bubbles will be staggered across the lunch time Each phase bubble will sit together in the lunch hall Food, cutlery and cups all on tables. Tables and chairs to be wiped down thoroughly in between sittings One MMS per bubble assigned to be with children outside. Staff in the bubble eat with their children. Senior MMS supervises lunch hall Lunchtime staff to SD, while also helping to clear and wipe down tables when the children have left Allocated MMS will supervise bubble in classroom during wet play All play outdoors except in the most extreme weather – families to be advised of this and to send children in wearing weather appropriate clothing Once in the playground, same practice as break time is adhered to (designated playground spaces for each phase bubble) All staff involved in lunch service wear a mask 	<p>SLT Individual class teachers Support staff with group</p>	<p>Please assess the residual risk.</p> 
<p>3B Lunch Hall - surfaces</p>	<p>Tables must be cleaned thoroughly before and after people eat at them</p>	<ul style="list-style-type: none"> Sanitise all surfaces and allow full contact time for sanitiser to act Dry with disposable towel (blue roll) 	<p>SLT MMS Kitchen Team Resources Team</p>	<p>Please assess the residual risk.</p> 
<p>3C Lunch Halls – cutlery</p>	<p>Cutlery served in pots</p>	<ul style="list-style-type: none"> Each bubble has cutlery in a pot Cutlery is placed on tables in pots. Cutlery pots to be changed between phase pods 	<p>SLT MMS Kitchen Team Resources Team</p>	<p>Please assess the residual risk.</p> 
<p>3D Lunch Halls – use of cutlery</p>	<p>Hand-held food items present a transmission pathway</p>	<ul style="list-style-type: none"> Kitchen to limit amount of hand-held food items served Staff to remind children to use cutlery to eat instead of their hands Hand held food is given per bubble 	<p>SLT MMS Kitchen Team Resources Team</p>	<p>Please assess the residual risk.</p> 


3E Lunch Halls – staff uniform	Uniform	<ul style="list-style-type: none"> Kitchen staff should change their PPE (aprons, gloves, masks) when switching between food production and service of ready-to-eat foods 	SLT MMS Kitchen Team Resources Team	Please assess the residual risk. 
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4. BREAKTIMES


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
4A Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> Use of equipment will be allowed Cleaning of equipment daily – this will happen at the end of the day Children in each phase bubble to have set area of the playground for playtimes and lunchtimes Different bubbles will not mix in areas of the playground 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 
4B Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> Lunchtime for all children will be 12- 1pm Bubbles will be allocated certain areas of the playground to play in (see guidance document) The playground may be divided. The divides used will not be a trip hazard. Site manager will check this daily Children do not need to strictly SD within bubbles when outside playing 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 

5. FIRST AID PROVISION




AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
5A First aid provision	Risk of transmission whilst treating a child either to or	<ul style="list-style-type: none"> PPE identified as required * in place in first aid room (Meeting room) 	SLT Trained first aid member	Please assess the residual risk.




	from the child	<ul style="list-style-type: none"> • PPE used whilst treating an injury/ illness • First Aid for minor injuries treated outside as much as possible • Cleaning of table after each use – First Aid worker would wipe down surfaces • Trained staff available within each bubble with up to date training • Suspected Covid - 19 room (pottery shed) is separate to First Aid Room sufficient ventilation – windows open 	of staff on duty	
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6. GENERAL WELFARE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
6A Child develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> • Parents are informed that any child displaying symptoms must not come to school and school to be informed and child tested. Child to be kept at home for 10 days or until negative test result. Household members to self- isolate for 10 days or until negative 	SLT	Please assess the residual risk. 


		<p>test result</p> <ul style="list-style-type: none"> • Protocol in place for identification, isolation and return home of any symptomatic child – shared with all staff and parents/carers • Child to be isolated immediately in designated room (Pottery Shed –timetabled activities suspended) and temperature taken. Toilet next to Lorraine and Lisa’s room to be used for suspected Covid case • Child with symptoms to be sent home, cleaning of the room and toilet they were in • PPE to be worn by staff if a child becomes symptomatic • Child’s family instructed to get a test for the child for Covid-19, (a limited supply of tests will be available in school) and kept at home for 10 days • School to follow up via phone call to check that test has been taken and to get results of test • Log of all tests and isolated staff member and children kept • The First aider to attend the symptomatic individual should not have to isolate as they were wearing PPE - and should have been protected • Description of symptoms communicated in Staff Guidance document • Household members must also get tested and self-isolate for 10 days • If test negative, child and household members can return to school • If a child’s household member develops symptoms, the child must self- isolate until the result of a test is received. If the result is negative, as long as they themselves to not have symptoms, they can return to 		
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		school. If the test is positive, they must self- isolate for 10 days		
6B Staff member develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> All staff briefed on procedures if they become unwell with symptoms of COVID 19 If any staff member is unwell with symptoms, they must not attend work and absence reporting procedures in place are used If any staff members have symptoms, they must be tested for COVID 19 If a staff member develops symptoms in school compatible with coronavirus, they should be sent home and get tested Staff member with symptoms must self- isolate for 10 days and family members for 10 days If test negative, staff member and close contacts can return to school If a member of staff's household member develops symptoms, the member of staff must self- isolate until the result of a test is received. If the result is negative, as long as they themselves to not have symptoms, they can return to work. If the test is positive, they must self- isolate for 10 days 	SLT	<p>Please assess the residual risk.</p> 
6C A confirmed case of Covid-19 in the setting	Risk of transmission to others	<ul style="list-style-type: none"> Hackney Health Protection Team contacted and advice followed All children and staff from class (close contacts) must self- isolate for 10 days - if positive test is confirmed Staff and children must reduce contact with anyone from outside of their bubble at 2m 	SLT	<p>Please assess the residual risk.</p> 
6D General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> All staff/ team reminded on cleaning and hygiene measures School cleaning team will be in each morning and evening 	Premises manager SLT Staff with bubbles of children	<p>Please assess the residual risk.</p> 


		<ul style="list-style-type: none"> All spaces that have been in use will be cleaned daily in addition to premises team and resources team surface cleaning Hourly wipe down of high traffic touch points with cleaning substance by premises staff Doors left open where possible, in line with Fire Risk Assessment and Premises Manager Classroom staff to check soap provision and sanitiser provision in classrooms alerting SLT if refilling is needed (someone going in and out risks transmission) Soap provision and sanitiser provision checked by premises manager 		
6E If staff have concerns about the environment		<ul style="list-style-type: none"> Staff and children are tested weekly before coming into work There should always be these members of staff on duty: SLT DSL SENCO/ Inclusion Manager Premises staff 	SLT	<p>Please assess the residual risk.</p> 
6F Risk to children's family members after sending their children to school	Children catching the virus at school and spreading it at home.	<ul style="list-style-type: none"> Staff and children are tested weekly before coming to school Remind parents of measures in place and communicate any update and changes in the guidance Advise parents of importance of procedure in place should a child or family member develop COVID 19 symptoms at home 	SLT	<p>Please assess the residual risk.</p> 
6G New staff starting work at school	All staff needing to know new procedures	<ul style="list-style-type: none"> All staff briefed on any changes to the guidance and procedures 	SLT NQT and SD mentors	<p>Please assess the residual risk.</p> 

<p>6H The virus impact disproportionately on some key groups</p>	<p>Office for National Statistics shows a greater impact of Covid – 19 on BAME people</p>	<ul style="list-style-type: none"> • Research is being used to further protect BAME staff and reduce risk • Staff are identified from this group • Individual risk assessments will be reviewed with all BAME staff in September. • All vulnerable staff complete HE individual risk assessment and send to line manager. Any concerns (amber) will be individually discussed 	<p>SLT All staff to share any research</p>	<p>Please assess the residual risk.</p> 
<p>6I Visitors/Contractors</p>	<p>Risk of transmission to office staff/school community</p>	<ul style="list-style-type: none"> • Visitors by appointment only at the discretion of the Associate Headteacher • All visitors/contractors to be made aware of safety procedures on arrival • Details of all visitors/contractors kept for contact purposes 	<p>SLT</p>	<p>Please assess the residual risk.</p> 


7. STAFF WELLBEING



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
<p>7A Staff travel</p>	<p>Staff travelling on public transport at higher risk</p>	<ul style="list-style-type: none"> • Staff encouraged to travel by bike or walk where possible • Loans of school bike will be given if needed • Staff travelling on public transport should try to avoid peak hours • Parking permits will be requested from Hackney Council for staff at amber on the individual risk assessment 	<p>SLT</p>	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> All staff meetings are remotely Shorter school day ending at 3pm to avoid peak travel times TfL reports that peak time is between 4:00- 5:15pm on an evening 		
7B Health	Staff who are extremely clinically vulnerable (ECV) vulnerable or clinically vulnerable	<ul style="list-style-type: none"> From 04 January (start of Spring Term), under New National Restrictions – Tier 5, those who are extremely clinically vulnerable (ECV) are advised to work from home and not go into work Individuals from this group will have been identified through a letter from the NHS or their GP and may have been asked to shield in the past. All other staff should continue to attend work, including those who live with someone who is clinically extremely vulnerable 	SLT	<p>Please assess the residual risk.</p> 
7C Staff mental health	Staff will need support returning to school setting	<ul style="list-style-type: none"> All staff to continue to have a point of contact with a member of SLT (line managers) School to offer support for members of staff who have experienced bereavement as a result of Covid-19 provided by HE Staff to communicate any individual concerns with their line manager 	SLT	<p>Please assess the residual risk.</p> 
7D Well-being/safety	Staff will need support with new systems and management of classrooms	<ul style="list-style-type: none"> Risk Assessment updates shared and feedback from all staff members is encouraged Whole school Teams updates will be provided when new guidance is issued In school SLT member on call throughout the school day Use mobile phones to get in touch with SLT on call Opportunities for staff to review systems that are in place Staff are entitled to a break of twenty minutes every 	SLT	<p>Please assess the residual risk.</p> 


		<p>5 hours. School will try and ensure that this amount is exceeded and in line with usual practice</p> <ul style="list-style-type: none"> That will be the plan but in emergencies staff may be asked to assist in managing day 		
7E Staff mixing with each other	Staff need to ensure that they are not spending time with each other to lower the risk of transmission	<ul style="list-style-type: none"> Staff to stay in class bubbles as much as possible – class teams must not mix with other staff teams Staff who work across the school due to their role (e.g. SLT, learning mentors, teaching and learning associates) must be assigned to bubbles as much as possible. Where this is not possible, for example, in the case of staff absence, social distancing of 2m must be observed at all times and other measures, such as windows being open is a priority Shared staff spaces have a number limit displayed. Maximum occupancy must be observed at all times Computers for staff use must be 2m apart Whole Staff Meetings will take place virtually, using Teams Smaller group meetings (SLT) may take place, but should be in a large space and staff must be spread to 2m 		<p>Please assess the residual risk.</p> 




8. SAFEGUARDING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
8A Vulnerable Pupils CIN, CP, LAC	Risks associated with individual plan e.g. family disengagement from safety	<ul style="list-style-type: none"> CIN/CP/LAC meetings carried out virtually Consultation with social workers & families 	SLT DSL	<p>Please assess the residual risk.</p> 
8B Children with	Risk of transmission to adults working with child	<ul style="list-style-type: none"> Needs can be met safely or more safely at school 	SLT SENCO	Please assess the residual risk.

EHCPs		<ul style="list-style-type: none"> Review current government guidance (e.g changes to ECH plans) To support child with EHC plan - Each child will be risk assessed on individual basis 		
8C Children with medical needs	Children's medical needs	<ul style="list-style-type: none"> Individual risk assessments PPE equipment available for adults working closely with children with medical needs/providing intimate care. 	SLT SENCO	Please assess the residual risk. 





9. LEARNING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
9A Curriculum provision	Home learning differs from usual school curriculum	<ul style="list-style-type: none"> Home learning curriculum carefully planned to create opportunities to access a broad curriculum Training delivered on Teams for all staff Guidance issued to staff and parents and carers on remote learning Curriculum adapted to be delivered remotely during Spring 1 Children submit work daily to provide assessment opportunities Individual risk assessment for children with EHC 	SLT Curriculum leaders	Please assess the residual risk. 

		<p>plans and those that are vulnerable. Differenaited work provided</p> <ul style="list-style-type: none"> Daily physical activity is planned for remotely. Live PE lessons take place each week 		
9B New content of learning in school	Children will not be familiar with procedures/health and safety expectations in school	<ul style="list-style-type: none"> Health/ well- being support offered to children throughout the day. Individual children causing concern whould be discussed with Inclusion Leads Social stories shared to explain procedures Regular timetabled points to wash hands/ reminders of health and safety expectations 	SLT Teachers/support staff	<p>Please assess the residual risk.</p> 
9C Capacity to continue with remote learning	Remote learning and learning in school will need to be managed	<ul style="list-style-type: none"> Remote learning through Teams will be in place for all children not attending school due to school closure Guidance issued to parents and available on school website Children have been supported with technology to access home learning materials 	SLT Teachers	<p>Please assess the residual risk.</p> 
9D Communication with parents about learning	Changes to home-learning and in school learning needs to be communicated effectively	<ul style="list-style-type: none"> Guidance on home learning issued to all parents Class Teams set up and usernames and passwords shared with all families Daily checks in place to ensure all children are engaging with online learning 	SLT	<p>Please assess the residual risk.</p> 

10. PREMISES





AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
10A Hot and cold water systems working appropriately	Due to increase in hand washing, water systems need to be in good working order	<ul style="list-style-type: none"> Water systems have been in use on the bottom floor throughout the closure A statutory water system check has been carried out Premises manager will conduct a run through after the water system check but before opening 	Premises Manager SLT	Please assess the residual risk.
10B Gas safety	If the gas system has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use the supply?	<ul style="list-style-type: none"> Gas system been in use during closure Standard gas service certificate appropriate 	Premises Manager SLT	Please assess the residual risk.
10C Fire safety	Are there any differences in the usual fire safety procedures and if so, have they been updated?	<ul style="list-style-type: none"> Every member of staff to familiarise themselves with fire procedures and practice them with their bubble In order to provide adequate ventilation throughout the school, doors to halls may be open. SLT will be responsible for closing the doors on way out Staff are responsible for closing the door to their classroom on the way out Fire drills will still continue, without notice 	All Staff SLT Fire Marshalls	Please assess the residual risk.
10D Kitchen Equipment	If the kitchen equipment has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> Kitchen equipment has been in use during closure and since re-opening Standard kitchen service certificates appropriate 	Premises Manager SLT	Please assess the residual risk.
10E Specialist equipment used by pupils (access/mobility/cha	If the specialist equipment has been dormant (schools that have been entirely closed) have adequate checks been made	<ul style="list-style-type: none"> Check on working order of specialist equipment to be run before opening. Site Manager to liaise with SENCO and DHT for Inclusion re. Specialist equipment (hoist, 	Premises Manager SENCO SLT	Please assess the residual risk.






nging)	when starting to use?	<p>emergency EVAC chair)</p> <ul style="list-style-type: none"> Lift used only for child who requires with 1:1 adult 		
10F Security/intruder alarms/access control	If any alarm/entrance systems have been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> Alarms and entrance systems have been in use during closure and since re-opening 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
10G Rooms used	<p>Possible inadequate ventilation in some rooms.</p> <p>Room size impact on social distancing and numbers.</p>	<ul style="list-style-type: none"> Only rooms with adequate ventilation to be used. Doors to be kept open. *Please see fire safety. ADDITIONAL RISK ASSESSMENTS TO TAKE PACE IN ROOMS WHERE LEAVING A DOOR OPEN WILL EXPOSE CHILDREN TO ADDITIONAL RISKS (e.g. RUNNERS) Site to be measured to ascertain maximum capacity. 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
10H Premises cleaning	Will all areas of the premises be thoroughly cleaned daily with particular focus on surfaces that are touched by multiple people?	<p>Daily (at least) cleaning of:</p> <ul style="list-style-type: none"> photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps IT equipment wiped down by each individual user 	Premises Manager SLT Resources Team	<p>Please assess the residual risk.</p> 
10I Staff levels	What will happen if staffing levels fall short of safety requirements?	<ul style="list-style-type: none"> There will always be members of SLT on site when open to children There will always be a DSL on site when open to children The SENCO will be on site/ available on the 	SLT	<p>Please assess the residual risk.</p> 


		phone when open to children <ul style="list-style-type: none"> All staff could be asked to work in class where necessary (see Staff Guidance document) 		
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11. KITCHEN ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Kitchen	Observing social distancing	<ul style="list-style-type: none"> Keep workstations 2m apart Recommend staff work side by side or with backs to each other Wear face masks as a 2m distance is not always possible Use floor tape to mark out specific areas in the kitchen for certain members of staff Implement a one-way movement system where possible Prevent non-kitchen staff from entering the kitchen - signage and floor tape 	Kitchen Team SLT	Please assess the residual risk.
Kitchen	Hygiene requirements to prevent transmission of COVID-19	<ul style="list-style-type: none"> Keep windows open to allow for good ventilation Hand-washing Two-stage cleaning Signage 	Kitchen Team SLT	Please assess the residual risk.
Kitchen	Hand contact points	<ul style="list-style-type: none"> Identify hand contact points and implement a regime of frequent cleaning Eliminate hand contact points as far as possible, e.g. use blue roll from dispensers only or always remove centrefeed from blue roll to reduce amount it is handled [fridge + freezer doors, oven control buttons +	Kitchen Team SLT	Please assess the residual risk.

		knobs, taps, drawer handles, trolleys, plugs, plug switches, scales, spice containers, oils, salt]		
PPE	Needs to be used appropriately Hands need to be washed before applying gloves Gloves cannot be used as a substitute for hand washing	<ul style="list-style-type: none"> • Staff are to be trained in appropriate use of gloves 	Kitchen Team SLT	Please assess the residual risk. 
Dishwasher	Relied upon to clean high-risk items: drinking cups, cutlery, plates	<ul style="list-style-type: none"> • Check operating temperature of dishwasher daily • Update trail used for HACCP recording to have a daily dishwasher temperature log 	Kitchen Team SLT	Please assess the residual risk. 
Drying Procedure	Re-usable towels are a source of cross contamination	<ul style="list-style-type: none"> • Use clean disposable cloths instead • Dry cutlery in hot cupboard • Dry cups in hot cupboard • Check temperature of hot cupboard • How long do cups and cutlery need to be in there overnight • If a towel must be used, only touch towel with clean hands • Wash towels at 90°C • Allow towels to dry fully before using • Change towels frequently • Do not mix towels between tasks: one towel for cups, a different towel for plates • Air-dry where possible 	Kitchen Team SLT	Please assess the residual risk. 
Deliveries	Contact between suppliers and kitchen staff	<ul style="list-style-type: none"> • Delivery drivers should use a hand sanitiser before handing delivery documents to kitchen staff • Do not allow suppliers to enter the kitchen • Tell suppliers not to enter the school if they are displaying any symptoms of COVID-19 • Dispose of all packaging 	Kitchen Team SLT	Please assess the residual risk. 

		<ul style="list-style-type: none"> Prevent all delivered goods from coming into contact with food preparation surfaces Keep door between kitchen and outside door closed 		
Kitchen	Food prepared in school becoming contaminated with COVID-19 by kitchen staff	<ul style="list-style-type: none"> Hand washing Regular cleaning of hand contact points Eliminate interaction of kitchen team with other staff and all children in school 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen – staff	Worker infected with COVID-19 transmits virus onto food and / or surfaces through coughing, sneezing or hand contact	<ul style="list-style-type: none"> Any food handler who is unwell should not be at work Check staff temperature daily on arrival Practice respiratory hygiene Cover the food as much as possible e.g. when it is being transported to lunch halls 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen – staff	Asymptomatic + presymptomatic transmission	<ul style="list-style-type: none"> Practice personal hygiene Appropriately use PPE, including face masks Introduce a high level of security and staff management 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Kitchen produces ready-to-eat and cooked foods	<ul style="list-style-type: none"> The use of PPE, including face masks + gloves, worn by food handlers, should be routine Kitchen uniforms washed on site Frequent hand washing Regular cleaning of hand contact points Stringent cleaning of food preparation equipment Sterilise chopping boards weekly using Milton solution in addition to disinfecting them after use in the dishwasher 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Food preparation equipment - Some items too bulky to fit inside dishwasher	<ul style="list-style-type: none"> Clean items in hot soapy water Rinse items in very hot, clean water Metal tins that will be used to hold ready to eat foods are to be sanitised by placing them inside a 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> hot oven • Check temperature of hot water supply daily • Keep sinks clear and clean them regularly • Regularly disinfect plugs • Update trail used for HACCP recording to have a daily dishwasher temperature log 		
Kitchen	New procedures regarding sanitation and hygiene implemented	<ul style="list-style-type: none"> • Continue to provide staff with written instructions and training on new procedures • Agree additional cleaning requirements with kitchen staff • Signage to remind staff about requirements, e.g. social distancing, frequent handwashing 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 

KEY DECISIONS

Following your risk assessment, if you have made the decision that it is not safe to reopen your school, please summarise your reasons here:

Following your risk assessment, if you have made decisions which do not directly follow the current Government advice (e.g not opening an identified year group), please summarise your actions and reasons here:

Please note, the assessment above will be shared with the Governors COVID Committee in their oversight role. Please provide sufficient detail.

