



Rangeworthy C of E Primary School **Risk Assessment**

September 20 re-opening

January 21 – Sue Warnock - Acting Headteacher.

Following a national 'lockdown', only children of critical workers and vulnerable children will return to school. Children who are working from home will be learning remotely (see Remote Learning Plan on school website).

January 21 Additions made by Jane Meakin from Delegated Services (Health & Safety provider)

Background, Context & References: Restricting Attendance from 5 January 2021

From 5 January 2021 schools (with the exception of maintained nursery schools) are required to restrict the attendance of pupils and allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate).

Government guidance [Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) published on 7 January 2021 qualifies this arrangement by advising that 'limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. Instead limiting attendance is about supporting the reduction of the overall number of social contacts in our communities'. It adds that 'for vulnerable children and young people and the children of critical workers, who should still attend school or college, as they did in March to July, and their teachers, the system of protective measures means that any risks are well managed and controlled'.

The guidance continues to suggest that the DFE has "worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the

measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments.”

Part 1: Reopening schools from 1 September 2020 (Restricted attendance from 5 January 2021)

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It was predetermined on the principle that cases of coronavirus have reduced and that there is an effective ‘Track and Trace’ process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that “whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.”

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be “confident that they are managing risk effectively”.

Children will be taught in key stage bubbles. Each bubble will consist of two classes, with the intention of trying to ensure social distancing (1metre + rule) where possible but it must recognise that this is age appropriate. Each bubble will be taught in individual classes as much as possible. The bubbles will not mix throughout the day.

The curriculum delivered on return to school in September 2020 will be initially based around the principles of the ‘Recovery Curriculum (#southglosconnect)’ and the needs of each child. It will provide the children with opportunities to share their personal experiences of the Coronavirus lockdown, whilst participating in a whole school topic. The teacher/s for each class will assess when it is appropriate to introduce more of a structured curriculum.

Start dates for each class during the first week back (September 2020)

2nd September-Class 4 (Mrs Warnock) and 6 Reception children with KS1 staff.

3rd September-Class 3 (Mrs Tarplee and Mr Powell) and 6 Reception children with KS1 staff.

4th September-Classes 1 and 2 (Ms Streatfield, Mrs Welsby and Mrs Musty)

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Hazard and Associated Risks	Risk without controls	Controls	New Risk Level
Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response			
Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	High	Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days . Those affected must follow government stay at home guidance as follows: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Medium

		Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.	
If a child or staff member is displaying symptoms.	High	<p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display in the staff room notice board.</p> <p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible) if possible, to the gazebo where they can be isolated.</p> <p>If the isolated child needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use (Elliot toilet). When the parent/carer arrives to pick up their child, they will need to contact the office by phone and the child will be signed out.</p> <p>The child will be monitored by the Headteacher/office staff from at least 1m + away until a parent arrives. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See</p>	Medium

		https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	
Parents not monitoring temperature of child	High	Parents reminded in newsletters to check their child for symptoms and not to come to school if showing any symptoms or feeling unwell.	
Engagement with the NHS Track and Trace Process.			
Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	High	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere.</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at 	Medium

		<p>least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>	
Managing confirmed cases of coronavirus			
Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	High	<p>Visitors to school are kept to a minimum. Contractors after school hours only during lockdown period.</p> <p>School tours for prospective parents to be done virtually eg. Teams. Slide show on website in addition.</p> <p>Information board positioned by the school gate giving directions for suppliers and delivery people.</p> <p>Track and Trace system in place Jan 21</p> <p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.</p> <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will follow advice issued by our Local Authority and contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions</p>	Medium

		<p>they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 	
Cleaning and Hygiene			

Hand hygiene – poor hand hygiene increases the likelihood of infection from coronavirus.	High	<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times.</p> <p>Signage in place about how to wash hands properly and reinforced with pupils.</p>	
Respiratory hygiene - Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	High	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated lidded bin for disposal. Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands.</p> <p>Adult to stand behind child, not to get down to their level and use the stand side by side strategy.</p>	
Person contracts COVID 19 as a result of inadequate cleaning	High	<p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings (This is the responsibility of the cleaning company) There is a checklist for each classroom/room in the school.</p> <p>Jan 21 - SW in regular contact with cleaning company regarding levels of cleaning required.</p> <p>Jan 21 – limited areas of the school to be used so cleaning can be more thorough.</p>	Medium
Inappropriate exposure to cleaning product results in allergic reaction / poisoning etc.	High	<p>PPE provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available (file in cleaning cupboard).</p> <p>Only recommended cleaning products will be used.</p>	Medium

<p>Storage arrangements of cleaning products change which could result in unauthorized 'use' by pupils.</p>		<p>Cleaning products must be stored out of a child's reach or preferably locked away after use.</p>	
<p>Contamination of surfaces and touch points - risk of infection</p>	<p>High</p>	<p>Deep clean of all areas before school re opens (Sept 20) and then ongoing at start and end of day (INSET day assigned to this)</p> <p>Sept 20 - Staff to disinfect toilet, photocopier, paper cutter after each use. Staff to clean taps, kettle, fridge handle and wipe down food preparation areas and dining table after use. All cleaning products left available for use in staff areas and signage to remind.</p> <p>Cleaner to clean desks and chairs at end of day Cleaners to wipe down all touch points, surfaces and clean toilets at end of day. Continue to increase daily cleaning from 2 hours presently to 3 hours. Jan 21 – this has now decreased to 2 hours due to lockdown and small numbers of children. Fewer areas of school being used.</p> <p>Staffroom - cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use. After using the main telephone, it should be cleaned</p>	<p>Medium</p>
<p>Contamination of equipment - risk of infection from children using shared resources.</p>	<p>High</p>	<p>Remain in individual bubbles-the same teachers and the same children/space.</p> <p>Class 1 (Ash) have their own classroom but reduced furniture and equipment provided. Maximize the use of the outside space. Limited laptop use (cleaned with antibacterial wipes between users) and always sterilize after use, limited sharing of books or other equipment. Reading books to be issued but 96 hour quarantine to be applied in each bubble when the books are returned.</p>	<p>Medium</p>

		<p>Reduced marking or touching of books by teacher. Each class has their own P.E. equipment that remains in that class.</p> <p>Limit the amount of sharing of equipment within a bubble and pencils, rulers and rubbers will not be shared. If equipment is shared, equipment will need to be disinfected, regular cleaning of touch points- natural breaks of the day on a rota system Jan 21 – children to keep their own laptop (labelled where possible)</p>	
Children bringing items in from home which may increase the risk of transmission.	High	<p>The children will bring essential possessions into school. Plastic bags (Book bags only for class 1) to be brought into school, Children to carry water and place straight on desk (their own place) and sit down.</p> <p>Jan 21 – children now only need to bring in 1 water bottle from home, which can be re-filled. Jan 21 – children in school now need to bring a warm coat. Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Parents and carers can return books and learning materials to the 2 plastic boxes by the school gate. These items will be quarantined for at least 96 hours before being stored back in school for use.</p>	Medium
Some items are harder to clean.	High	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice. Where these remain, they will be subject to regular cleaning and disinfection.</p> <p>Surfaces should be kept as clear as possible to allow cleaning.</p>	Medium

<p>Too many parents and children to keep 1m + distance - risk of infection</p>		<p>Jan 21 – with greatly reduced numbers, school hours will be 9.00am until 3.15 for all children in school. Children can arrive between 8.50 and 9.15am and be collected between 3.00 and 3.15pm. Continue to remind parents to socially distance and wear face coverings.</p> <p>No parents to enter playground and they leave the children at the gates, staff to supervise entry and exit from the playground. Any communication by email to office only, TAs and senior staff to ensure one-way system and no mixing of bubbles.</p>	
<p>Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus</p>	<p>High</p>	<p>Assemblies, performances, visiting groups etc will not take place until further notice. Zoom/ Micro Soft Teams, etc are used as an assembly replacement.</p> <p>Jan 21 – Assemblies pre-recorded or delivered through Zoom/Teams.</p>	<p>Medium</p>
<p>Social distancing of pupils</p>	<p>High</p>	<p>We are following government guidance as follows: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. However, we will explain to older children about social distancing and encourage them to adhere to this as much as possible, especially in confined spaces.</p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group (bubble) and that that group stays away from other people and groups.</p> <p>Different bubbles will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Bubbles will use their same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks. Tables are organized in rows facing the front other than Class 1 (ASH).</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible. This guidance is reinforced on a regular basis particularly where staff work 'across' bubbles. We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p>	<p>Medium</p>

Children are transported to school without social distancing guidance adhered to	High	All children travel to school with their own family members or bubble members with the exception of any children that qualify for school transport.	Medium
The use of Personal Protective Equipment (A face covering is not PPE because they are not designed to protect the wearer from infection of coronavirus)			
Lack of PPE purchasing.	High	<p>(Where applicable) We have followed the advice of our employer issued on xxxxxxxx. This means that xxxxxxxxxxxx</p> <p>And/ or</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn” <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p>	Medium

		<p>We will ensure that staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE quick guide to donning doffing PPE standard health and social care settings.pdf</p> <p>Purchase PPE (face shields, gloves, 2 sets of scrubs, tissues, handwash, hand sanitiser, paper towels if possible) in advance even if it is not required in the future and may have a financial impact. Staff given choice on the level of PPE they want to wear dependent on how close they get to the children. Staff to wear face coverings when moving around the school and in communal areas. Parents given a choice on whether they want their child/ren to wear PPE in school. Ensure that staff have access to adequate PPE if have close contact with pupils i.e First aid, changing a child and in classrooms where children cannot maintain adequate social distances. Children will be encouraged to change themselves as much as possible. A Donning and Doffing poster is available to staff. Returning shielding members of staff are given option to wear PPE.</p>	
Children being frightened by staff wearing PPE.	Medium	Explain to the children that this PPE is necessary and take action to limit the fear of the children.	Low
<p>School workforce Wellbeing Remote working from 5 January 2021.</p>			
Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Very High	<p>We will support staff who are concerned about attending the workplace during the lockdown period.</p> <p>(NB: recognising that some could be experiencing bereavement, mental health issues, etc.)</p> <p>We have signposted to relevant counselling services. Including the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	Medium

<p>Increased risk for some staff members who have underlying health conditions.</p>		<p>HR advice is available if required.</p> <p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p> <p>NB: Retain for future reference with this risk assessment as an appendix.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	
<p>Staff training</p> <p>Staff are not aware or do not understand the requirements for working safely.</p>	<p>High</p>	<p>In preparation for a full return on 1 September 2020 training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff. These were reviewed and reissued on 31/08/20</p> <p>This includes:</p> <ul style="list-style-type: none"> Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work The importance of keeping teaching groups separate during the day Arrangements for breaktimes and lunchtimes 	<p>Low</p>

<p>Concerns from staff in identified work groups</p>	<p>Pregnant women</p>	<p>While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance themselves from other adults including older children and adolescents.</p> <p>We have taken note of government guidance (7/1/21) as follows:</p> <p>Any pregnant woman who is considered to be extremely clinically vulnerable will, in line with national shielding guidance, be supported to work at home for the duration of the lockdown period.</p> <p>If home working is not possible, Pregnant women are considered ‘clinically vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the <u>guidance for pregnant employees</u>.</p> <p>We will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on <u>workplace risk assessment for vulnerable people vulnerable people working in other industries</u>. Information contained in the <u>Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy</u> should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment.</p> <p>We note that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p>	
--	-----------------------	--	--

<p>Use of supply teachers and other peripatetic staff.</p> <p>Potential for the introduction of coronavirus into the school</p>	<p>Those living in a household with someone who is clinically extremely vulnerable.</p>	<p>All pregnant women will, as part of the risk assessment process be advised to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this risk assessment to minimise the risks of transmission.</p> <p>Pregnant women are not advised to be vaccinated against COVID-19.</p> <p>We will follow government guidance (7/1/21) that states that:</p> <p>People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>We note that it is permissible for supply staff, sports coaches and other temporary workers to move between schools. We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable. Where possible we will endeavour to engage staff on a consistent basis.</p> <p>Track and trace system in place.</p>	
<p>Use of volunteers in school.</p> <p>Potential for the introduction of coronavirus into the school</p>	<p>Medium</p>	<p>Until the rate of infection has reduced, we will not use volunteers in school. This will be under ongoing review.</p>	<p>Low</p>
<p>Lack of staff due to self-isolation after becoming infected.</p>	<p>Medium</p>	<p>No interventions and additional activities will take place so that this will release staff to cover front line teaching and keep within their designated bubble. Interventions for children with EHCP will continue as far as is reasonably possible.</p> <p>Phased return to the school for the first week back in September 20 (LA approved), to allow new systems to be tested and then embedded. Swift Sports working with both bubbles on a Tuesday and the KS1 bubble on a Friday afternoon.</p>	<p>Low</p>

		Safety precautions will be put in place in line with Swift Sports risk assessment and national P.E. delivery expectations. Jan 21 - Swift Sports Coaches working on Tuesday and Wednesday pm.	
Not enough staff at lunchtime	Medium	Increase the frequency of the SMSA's to ensure adequate cover and that SMSA are allocated to one bubble only.	Low
Staff are not aware or do not understand the requirements for working safely.	High	Headteacher to contact all members of staff prior to re-opening to share their role in the new school day, share the risk assessment and answers any questions or queries raised by the staff. Updated risk assessment to be shared. All staff given up to date guidance and information on school procedures	Medium
Governors not aware of the re-opening systems.	High	Headteacher to share the risk assessment with the governors and answer any questions raised. Regularly show updates to risk assessment.	Medium
Pupil Wellbeing			
Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	High	Our communication with parents and pupils prior to our return in September and ongoing will include information about: <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Communicating with the school staff • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform and PE kit. • What will happen if there is a case of coronavirus at the school. We are using this as an opportunity to ensure that pupils' emergency contact details are up to date. Government guidance for parents is available at: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term	Medium

<p>Individual pupil medical requirements - Children with underlying health conditions or have home members with health conditions - risk of infection and serious outcomes.</p> <p>Pupils living in a household with a person who is extremely clinically vulnerable.</p>	<p>High</p>	<p>All children still deemed clinically extremely vulnerable are advised not to attend school. Sept 20 - Need to take medical advice and work with the parents to put protective measures in place to encourage children to attend school</p> <p>We will follow government guidance (30/12/20) that states that: The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, they will have immediate access to remote education.</p> <p>These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.</p>	<p>Medium</p>
<p>Behavior policy is not updated</p>	<p>High</p>	<p>Behaviour policy displays new behaviour expectations to keep the children and staff safe. An 'Online Behaviour Agreement' has been issued to all parents / carers Jan 21</p>	<p>Low</p>
<p>Pupils feeling isolated and anxious due to lockdown.</p>	<p>High</p>	<p>Teachers to organise regular 'Zoom' calls to allow social interaction. Recorded assemblies address and explore feelings that children may be experiencing at this challenging time.</p>	<p>Medium</p>

Provision of first aid and the administration of medicine.			
<p>Provision of first aid.</p> <p>Inadequate first aid treatment exacerbates injury or pre-existing conditions.</p> <p>Administration of medication</p> <p>Illness or injury to those who are unable to access their medication</p>	<p>High</p>	<p>We have reviewed our provision for first aid and have ensured that suitably qualified staff are on site at all times.</p> <p>Qualified first aiders are available as required A paediatric trained first aider is present when EYFS pupils are on site. (From 26 November 2020 disapplications no longer apply). Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>School procedures for the administration of prescription and controlled medication will continue to apply. Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing. Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>We have reviewed arrangements in place for the administration of medication and have ensured that staff responsible for groups of children are suitably aware of individual medical requirements as required (see below).</p> <p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p>	<p>Medium</p>

		<p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch.</p>	
Premises - ventilation			
<p>Preparation of school building</p> <p>Failure to complete compliance checks renders the building unfit for use.</p> <p>Falls from height</p>	High	<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See:</p> <p>Guidance for full opening: schools</p> <p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p>	Medium

<p>(open windows)</p> <p>Use of air conditioning accelerates the spread of coronavirus</p> <p>Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)</p> <p>Additional doors and windows are left open compromising site security/fire safety.</p>		<p>Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>	
<p>Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is</p>	<p>High</p>	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) 	<p>Medium</p>

uncomfortable.		<ul style="list-style-type: none"> ● natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ● natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>We note the following advice from HSE:</p> <p>https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>NB Minimum workplace temperature is 16 degrees centigrade. Once the school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing. • rearranging furniture where possible to avoid direct drafts <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	
<p>Emergency Evacuation and lockdown.</p> <p>Failure to follow procedures leads</p>	High	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p>	Medium

to injury or loss of life.		Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.	
Premises - signage			
Insufficient signage	Medium	Signage up and clear. New signage in place to replace the ones that had deteriorated.	Low
Curriculum delivery: Music and PE			
Increased likelihood of infection from coronavirus from playing musical instruments and singing.	High	<p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • If indoors using a room with as much space as possible e.g.: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. • Pupils should be positioned back-to-back or side to side when playing or singing (rather than face to face) whenever possible. <p>When handling musical instruments:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. • Wind instruments should not be used at the present time. 	Medium
Physical Education: increased likelihood of infection from coronavirus	High	<p>Swift Sports coaches also follow their own risk assessment.</p> <p>Children wash hands before and after P.E sessions.</p> <p>P.E. sessions to take place outside as much as possible. Swift Sport teaches sports to an individual bubble and retains the equipment for several sessions.</p> <p>If weather is not permitting outside sessions, PE will take place inside. The activities will have minimal contact – e.g. keep fit, dance or health related exercise in the hall which should be well ventilated before, during and after use. P.E sessions organised such that the hall is used by 1 bubble per</p>	Medium

		<p>afternoon.</p> <p>Children can use their own class bubble equipment which can be sterilized after use or kept in quarantine before use by another bubble.</p> <p>Children will come to school in their P.E. kit on P.E days, to avoid changing clothes in school.</p> <p>Competition between different schools will not take place.</p> <p>We will refer to advice from organisations such as the Association for Physical Education, Sport England and Youth Sport Trust. Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p>	
School swimming sessions continue.	High	<p>Swimming sessions are ceased until the end of the Autumn term and then reviewed.</p> <p>Jan 21 – School swimming sessions cancelled for Spring term and will be reviewed for Summer term 21.</p>	Low

Social distancing in the wider school environment

<p>Increased risk of transmitting the virus during Lockdown – Jan 21</p>	<p>High</p>	<ul style="list-style-type: none"> ● Reducing transmission during Lockdown by keeping numbers of CYP of Critical Workers as minimal as possible. ● Critical Workers urged to access a school place for their child only if they have no alternative childcare and for the days that they work. SW to liaise with parents and draw up a timetable. Continue to provide support and in school learning for vulnerable children as a priority. ● Jan 21 – continue with KS1 and KS2 bubbles, although small numbers. Keep all staff in separate bubbles – no crossing of bubbles at all, including SMSAs. ● KS2 critical worker / vulnerable group bubble to be split further into 2 groups on Tuesday and Wednesday when numbers are high and more staff are required. 	<p>Medium</p>
<p>Circulation within and around the building - Exposure to infection from inadequate social distancing</p>	<p>High</p>	<p>There is a one-way circulation route in corridors. Oak class do not use cloakroom space which can become congested. They will take coat and belongings into the classroom. Signage around the school to remind children and staff to practise social distancing. Mobile phones/email are used for communication purposes with the school office or between staff members/ bubbles to avoid children running errands to the school office.</p>	<p>Medium</p>
<p>Lunchtimes: Exposure to infection from inadequate social distancing. Collection of food by pupils and eating arrangements</p>	<p>High</p>	<p>Children to make their hot meal choice at registration in the morning or before coming to school using the School Comms app. KS1 to eat in the hall, supervised by designated SMSAs. Food is brought directly to their place. Oak and Rowan classes will eat in their classrooms. Cleaning of desks is carried out before and after the consumption of food. Designated SMSAs bring over the food to the classrooms - transported in polystyrene cartons. SMSAs to have 2 x first aid kits and Accident books outside in playground to avoid the need to enter school building.</p>	<p>Medium</p>
<p>Toilet areas: Toilets too compact for mass hand washing and using toilet. Exposure to</p>	<p>High</p>	<p>Sept 20 - Toilet break and lunchtime rota to be agreed. Oak class - to use disabled toilet. Ash and Cherry class - to use boys and girls toilets. Two waiting spots will be placed outside the toilets. Rowan class - to use the child's toilet in the Elliot building.</p>	<p>Medium</p>

infection from inadequate social distancing.		<p>Soap and hand towels to be provided.</p> <p>Toilets to be entered one at a time, Teacher's to ensure that 1 child enters the toilet at a time at staggered break and lunchtimes.</p> <p>Jan 21 – KS2 children use the 'disabled toilet' and KS1 use the cubicles in the girls' toilets (one for boys and one for girls).</p>	
Breaktimes / Play times: Exposure to infection from inadequate social distancing.	High	<p>The outside areas is divided into 2 sections and the children will remain in their distinct bubbles in their particular area for a week. Different bubbles of pupils must not play sports or games together. Coats put on in classroom (Rowan Class in the locker area) and entry and exit doors are propped open when possible. One way system on to playground, One way system back into classroom</p> <p>Sept 20 – new playtime duty rota in place.</p> <p>Outdoor equipment can be used Tuesday – Friday. Children from different bubbles will not use it simultaneously. It is then left unused for 3 days. Bubbles swap over play spaces on a Monday.</p> <p>Snack can be brought in from home. Fruit eating will be supervised by an adult to ensure children only touch the piece they will be eating.</p>	Medium
Offices and shared staff areas. Exposure to infection from inadequate social distancing: visitors to school.	High	<p>Any visitors to the site are to be by appointment only. Signage at the gate to instruct visitors to call the school office. Parents have been advised that they should call the office rather than coming into school.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use. Track and trace systems in place.</p> <p>Payments to be online/ contactless where possible.</p> <p>Visitor / contractor signing in arrangements - sanitiser available to clean hands after use.</p> <p>Sign in book placed outside the school office in lobby area.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> <p>No entry to school office. Access to the school office is limited to SW and GS wherever possible.</p> <p>The telephone in the library can be used to make outgoing calls.</p> <p>Secretary to phone over to main building rather than enter the classrooms or will be working from home.</p> <p>Entry to the HT room will now be via the staff room so staff do not have to enter school office.</p>	Medium

		January 2021 - Staff to wear face coverings when moving around school and entering communal spaces eg. corridors, staff room, photocopying room.	
Exposure to infection from deliveries arriving at the school.	High	Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival. School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver. Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.	Medium
Exposure to infection from inadequate social distancing: shared work areas	High	Jan 21 - New reduced rota of staff from January to be in school for children of critical workers / vulnerable group. Limit numbers of staff on site. All staff to work from home where possible. We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils, etc. Staff meetings will be held remotely. Any staff discussions between members from different bubbles will be brief and 2m social distancing guidance will be followed. Preferably meeting outside or in well ventilated area. Staff to use staffroom to make hot drinks – at staggered times - max of 2 at a time ideally Staff to use and keep own cup, no food sharing e.g. biscuits, touch points and taps to be cleaned regularly. June 20 - Staff to keeping 1m + distance (Ideally using the area directly outside the Reception outside area for lunchtimes.) Jan 21 - Staff room to be ventilated when in use. Face coverings to be worn in staff room when not eating and drinking if other members of staff are present from another bubble. Furniture reconfigured and areas tidied in staff areas to allow 2m distancing. Staff toilets - Max of 1 person in the toilet at any one time, and a waiting area is designated outside, limited to 2 people. Toilets to be cleaned by member of staff between each use.	Medium
Exposure to infection from inadequate social distancing: Cross contamination from cleaner	High	Cleaner doesn't start work before 4pm (when site is clear of other people)	Medium

Breakfast Club			
<p>Arrangements for infection control, social distancing etc are not practised at Breakfast Club thus increasing the risk of infection within the school community.</p>	<p>High</p>	<p>Guidance for September 2020 may be found as follows: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Control measures re: hygiene, cleaning etc set out above will be followed. Children will remain in their Key Stage bubbles with a designated staff member. A record of attendance is kept. KS1 – Use library area KS2 – Use hall area. As with physical activity during the school day, contact sports should not take place. Jan 21 – Breakfast club is suspended until further notice</p>	<p>Medium</p>

Part 2: Maintaining educational provision in the event of a local outbreak

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected?	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?
Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/student is placed at risk.	All	Serious	Concerns may become apparent during interaction in the community, online communication (Zoom) etc All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the Headteacher. Staff must not make informal arrangements to contact students using their own phones/ devices etc.
	Injury or contamination of staff undertaking home visits.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.

	Vulnerable pupils/ students are 'missed' through lack of contact etc.			<p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).</p> <p>Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families we will speak to the child as well.</p>
--	--	--	--	---

PART 3: Arrangements for staff working from home during a local outbreak

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?
Use of display screen equipment e.g.: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p>

				<ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time.
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. School Data Protection Policies and Procedures apply. Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods. Access to Thrive app is provided by Integra. All staff have been provided with details of this for use at home.

Issued 27th August 2020

Updated September 2020

Updated January 2021 – Sue Warnock

Reviewed by Jane Meakin – Delegated Services Jan21