

*Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.*

<b>RISK ASSESSMENT FOR:</b> Re-opening schools to all pupils from September 2021		
<b>Establishment:</b> Appleton Primary School	<b>Assessment by:</b> ML/OW	<b>Date:</b> September 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Minimise contact between individuals and maintain social distancing wherever possible.</b>	<p><b>Staff, pupils</b></p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> <li>Pupils organised into phases of 3 classes . Once groups are defined, pupils should remain in these groups to minimise contact and mixing</li> <li>Timetabled staggered breaks / outdoor play</li> <li>Increased proportion of lessons taught outside</li> <li>Revised arrangements in EYFS to reduce free-flow and to maintain pupil groupings / ratios</li> <li>Limited assemblies, performances, productions etc...</li> <li>Meals served in Covid Compliant dining hall in staggered lunchtimes to ensure phases remain separated as much as possible</li> <li>All staff and visitors advised to wear masks if they require in communal areas around school where social distancing cannot be maintained.</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Maintaining social distancing with staff</b>	<b>Staff, pupils</b>  Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources	<ul style="list-style-type: none"> <li>Virtual meetings rather than face to face held where possible, even if staff are on site. Where this is not possible, social distancing observed in meetings</li> <li>All office space / PPA rooms / staffrooms etc... are set up for social distancing</li> <li>Staggered use of PPA rooms / staffrooms etc...</li> <li>Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place</li> <li>No use of shared mugs, glasses, cutlery etc...</li> <li>All staff and visitors to wear masks in communal areas around school where social distancing cannot be maintained</li> </ul>	Staff can operate across different classes and year groups to facilitate the timetable but should try and keep their distance from pupils and other staff as much as possible (2 metres)  PPA timetable  Social distancing meetings to take place  All staff and visitors to wear masks in communal areas around school where social distancing cannot be maintained	ML/AD	17.7.20	
<b>Maintaining social distancing with parents / visitors</b>	<b>Staff, pupils, visitors, parents</b>  Exposure to virus through coughing, sneezing, physical contact  The risk of spreading the virus is greater if social distancing of	<ul style="list-style-type: none"> <li>Markings and signage on school drives / entrances to school buildings to encourage maintenance of social distancing</li> <li>Hand sanitizer available at school reception entrance for all visitors</li> <li>Visitors to school kept to a minimum</li> <li>Arrangements in place for telephone, email or virtual meetings with parents rather than face to face where possible</li> </ul>	Inform parents  Re-enforce through info sent to parents	ML – information sent out to parents with new arrangements  ML	15/7/21 15/7/2021  2/11/2020	



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	<p>virus due to lack of handwashing</p> <p>Risk of spreading virus through contamination of surfaces</p>	<p>regular times throughout the day</p> <ul style="list-style-type: none"> <li>Staggered number of pupils / staff using toilets / handwashing facilities to maintain social distancing</li> <li>Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc...</li> <li>Stocks of handwashing equipment monitored weekly to maintain appropriate levels</li> <li>Additional hand sanitizer available in all classrooms. Ensure supervision of hand sanitizer use to avoid ingestion.</li> </ul> <ul style="list-style-type: none"> <li>Alert premises staff of any risks that emerge during the day in toilets</li> <li>Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs</li> <li>Tissues readily available – pupils trained to 'catch it, bin it, kill it'. Bins emptied daily.</li> <li>'Deep clean' for rooms that have been used at end of each day.</li> <li>All rooms well ventilated with windows / doors opened (fire regulations permitting)</li> </ul>	<p>complex needs should continue to be helped to clean hands properly. Skin friendly cleaning wipes can be used as an alternative</p>	All staff	necessary	
<b>Lack of staff to teach / supervise pupils due to high</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>All staff inform line manager by 7am if they will be unable to attend work due to illness, self</li> </ul>	<ul style="list-style-type: none"> <li>Inform parents to keep pupils in the affected group at home</li> </ul>	ML/SLT	Ongoing	



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p><b>the child, young person or staff member tests positive they must self isolate for 10 days. Other members of their household (including siblings) should not self isolate nut should book a PCR test ASAP</b></p> <p>Additional training provided on the use of PPE</p>				
<b>Minimise contact with individuals who are unwell, have symptoms or live with someone with symptoms.</b>	<p><b>Pupils / Staff / Families</b></p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> <li>Staff, pupils or visitors must not come into school if they have symptoms of COVID-19 or have tested positive in the last 7 DAYS.</li> <li>Anyone displaying symptoms at home advised to access a PCR test . Staff to access testing to determine if they can return sooner.</li> <li>Parents advised to access testing for pupils.</li> <li>Anyone living with someone who displays symptoms should book PCR test.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<p>ML/SLT</p> <p>Advice from public health</p>	As need arises	
<b>Manage confirmed cases of COVID-19 in school community</b>	<p><b>Staff, pupils, families</b></p> <p>High risk of transmitting and spreading virus</p>	<ul style="list-style-type: none"> <li>Maintain records of staff and pupils in each phase</li> <li>Take swift action if made aware that someone in school community has tested positive for COVID-19</li> <li>Contact local health protection team if more than 5 in phase or 10% are positive</li> <li>Identify all members of school community who have been in close contact with the person who has tested positive (close contact = face to face within 1 metre / being coughed on, proximity contact 1-2 metres for more than 15 minutes / travelled in small vehicle eg: car. with</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<p>ML/SLT</p> <p>As above</p> <p>As above</p>	<p>As need arises</p> <p>As need arises</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>infected person and inform them to enable them to take PCR test</p> <ul style="list-style-type: none"> <li>Act on advice from local health protection team if 5 or more cases are confirmed within a phase and implement additional actions if advised.</li> <li></li> </ul>		<p>As above</p> <p>As above</p>	As need arises	
<b>Exposure to virus when managing intimate care needs / first aid of pupils</b>	<p><b>Staff</b></p> <p>Risk of infection due to exposure to bodily fluids or physical contact</p>	<ul style="list-style-type: none"> <li>Identified room(s) for managing intimate care / first aid</li> <li>PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn).</li> <li>Daily checks of room and equipment in place to maintain hygiene and supply of PPE</li> <li>Waste and used PPE is disposed of daily</li> <li>Additional training provided on the use of PPE</li> </ul>				
<b>Supporting pupils with SEND or behaviour issues (eg: spitting, restraining etc...)</b>	<p><b>Staff / pupils</b></p> <p>Risk of infection due to exposure to bodily fluids or physical contact</p>	<ul style="list-style-type: none"> <li>Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Provide specific information (eg: social stories) for pupils with SEND to support their understanding of new routines on their return to school.</li> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND can be used. Maintain a</li> </ul>	<p>CS</p> <p>CS</p>	<p>July 17<sup>th</sup></p> <p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
			<p>record of all visitors into school and ensure social distancing.</p> <ul style="list-style-type: none"> <li>Individual risk assessments in place for any pupils educated in more than one setting (eg: behaviour support) to minimise risks.</li> </ul>	CS	Ongoing	
High risk staff / pupils	<p><b>Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</b></p> <p><b>Clinically vulnerable staff / pupils</b></p> <p>Higher risk of complications from the virus</p>	<ul style="list-style-type: none"> <li>Identify staff / pupils who are clinically extremely vulnerable / clinically vulnerable</li> <li>Individual risk assessments completed for vulnerable staff to ensure strict compliant with social distancing and to minimise risk.</li> <li>Individual risk assessments completed for pupils who remain under the care of a specialist health professional in consultation with that professional</li> <li>Individual concerns discussed for those members of the school community who may feel additionally vulnerable to review measures that are in place (eg: those who were previously shielding or living with someone who is vulnerable, those from Black, Asian and Minority Ethnic backgrounds or those with certain conditions</li> <li>.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<p>ML</p> <p>ML/CS</p> <p>As above</p>	<p>1<sup>st</sup> August</p> <p>1<sup>st</sup> September</p> <p>September 21/Ongoing</p>	
		<ul style="list-style-type: none"> <li></li> </ul>	N/A			
Deliveries	<p><b>Staff</b></p> <p>Risk of exposure to virus through</p>	<ul style="list-style-type: none"> <li>All deliveries to specified location</li> </ul>				



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	deliveries					
<b>Transport to school</b>	<b>Pupils</b>  Risk of exposure for pupils travelling on mini buses / school buses / public transport	<ul style="list-style-type: none"> <li>- Parents / pupils encouraged to walk or cycle if possible</li> </ul> <b>Dedicated school transport:</b> <ul style="list-style-type: none"> <li>- Where possible, group pupils on transport to reflect the bubbles in school</li> <li>- Encourage hand sanitizer and distancing where possible.</li> <li>- Ensure social distancing arrangement for bus queues</li> <li>- Encourage face masks for over 11s if pupils are likely to come into contact with pupils from other bubbles</li> <li>- Transport plan written in consultation with LA and transport providers to minimise risks</li> </ul> <b>Wider public transport:</b> <ul style="list-style-type: none"> <li>- Transport plan written in consultation with LA and transport providers to minimise risks</li> <li>-</li> </ul>	N/A – children do not use school transport			
<b>Educational Visits</b>	<b>Staff / Pupils</b>  Wider risk of exposure to virus	<ul style="list-style-type: none"> <li>• Overnight and overseas educational visits will not take place</li> <li>• .</li> </ul>	Non overnight educational visits can go ahead but a full risk assessment is completed, including a consideration of COVID-19 protective measures during transport and at the destination. All risk assessments must be approved by Head of School before booking – <i>No plans for visits yet but this might change</i>			
<b>Sport, PE and extra-curricular</b>	<b>Staff / Pupils</b>  Wider risk of exposure	<ul style="list-style-type: none"> <li>• Maintain existing bubbles where possible. If not, small consistent groups are used.</li> </ul>	extra-curricular clubs after the first half term			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
provision	to virus	<ul style="list-style-type: none"> <li>Ensure equipment is thoroughly cleaned or stored for 48 hours between use by other groups.</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor sports and games are prioritised. Indoor activities ensure maximum space between pupils.</li> </ul>	ML/SB/Coach	1 <sup>st</sup> September/ Ongoing	
Mental health and wellbeing	<b>Staff / Pupils / Families</b> Impact on emotional health and wellbeing. Anxiety, depression. Absence.	<ul style="list-style-type: none"> <li>Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs</li> <li>Information sent to parents with sources of support for mental health and wellbeing</li> <li></li> </ul>	Ongoing support for staff from Educational Psychologist / counselling services	CS? LJ	September onwards	
Emergency evacuation	<b>Staff / Pupils</b> Increased risk of exposure during emergency evacuations	<ul style="list-style-type: none"> <li>Revised emergency evacuation plans in place for each setting, including assembly points with social distancing arrangements.</li> <li></li> </ul>		ML/OW	Half Termly	

**Risk assessment to be regularly reviewed throughout this during this situation**