



**Acorn**  
Education Trust

# **COVID-19 Risk Assessments**

## **January 2020**

## Rationale

The purpose of a risk assessment in any Acorn School is to ensure that the workplace is safe to work in and all individuals involved are appropriately protected from areas of concern. The process of a risk assessment involves firstly identifying areas of concern within a work place, and then subsequently implementing control measures, which minimises the level of risk. By doing so, we have created a safer and healthier workplace.

## Contents



1. Safeguarding	Page 3
2. Attendance	Page 8
3. Social distancing	Page 13
4. First Aid	Page 20
5. Human Resources	Page 26
6. Estates and Site Cleaning	Page 32
7. Catering	Page 39
8. Curriculum	Page 44
9. Physical Education	Page 49

# 1. Safeguarding Risk Assessment

<b>GENERAL RISK ASSESSMENT FORM</b>  <b>FOR SCHOOLS</b>	<b>RA1</b>
---	------------

## 1.1 What is being assessed (task/activity)?

Safeguarding

## 1.2 What sort of harm can you foresee from this situation/activity?

Pupils may be at risk of physical, sexual, emotional harm or neglect

## 1.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee		Individual pupil	✓	Contractors	
Employees generally		Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

## 1.4 Is there any heightened risk to:

New or expectant mothers (employees)		Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	--	---------------------	---	--	---

<b>1.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Control measures</b>
No clear procedures for safeguarding.	Child Protection Policy is up to date, in place and has been made available to all staff and volunteers and is on the school website. CP Policy reflects the changes in KCSIE20.
Safeguarding during Covid-19	There is an appendix attached to the Child Protection Policy which outlines the most up to date safeguarding information and outlines processes during the time of covid-19. <b>We are ensuring regular contact with vulnerable pupils not in school.</b>
No Designated Safeguarding Lead	Designated Safeguarding Lead or Deputy is in school at any time whilst pupils are. All staff know who this is at any time. If no DSL/DDSL is available in school hours, then staff know how to contact either the school DSL or the Trust's DSL to report concerns. DSL continue to manage allegations and make referrals where needed. Deputy has completed DDSL training and LAC training Sept 2020
Staff Training	In September 2020, all staff have had basic training and reminded of policies and procedures. Staff who joined after this point / work within the school but who are not directly employed have been provided with online training and have been talked through the CP policy.
Pupils who are known to be vulnerable (CP, CiN, LAC, general concerns)	Schools have listed pupils considered vulnerable. Their attendance to school and concerns monitored and raised in the normal school procedures  For any vulnerable pupil who should be attending school but is not, daily contact with the social worker should be sought and with parents/carers.  Daily registers relating to vulnerable pupils report to Acorn, Wiltshire Council and the DFE
Local authority/Multi Agency working	Irrespective of Covid-19, work with other agencies continues, including core group meetings etc. attended by school representative.
Alterations to how pupils/parents enter site	Pupil, staff and site safety is always given the highest priority. The school has multiple entrances and exits, which we are using at the start and end of the day to stagger parent traffic on the school site. Each year group has a given a set time of arrival and collection to stagger parents on site.
Pupils not expected to attend school and remain home schooled.	Ensure all pupils and families have access to National helplines. Wansdyke have had no requests for this to happen. This information is reported to the LA each week.

Staff Recruitment	<p>All existing processes of KCSIE 2020 continue to be applied and followed.</p> <p>Volunteers must not be left unsupervised and all the usual checks must be completed prior to a volunteer entering the school.</p> <p>Volunteers discouraged from the school until further notice</p> <p>Peripatetic lesson suspended until after Christmas</p> <p>DBS still processed</p> <p>The Single Central Record is updated to reflect all staff/volunteers working in the school.</p> <p>Any new member of staff/volunteer undergo relevant safeguarding induction.</p>
Online Safety	<p>Staff are familiar with the code of conduct and Staff Behaviour Policy</p> <p>School's digital safeguarding policy updated to promote online safety for parents</p> <p>School has conducted data collection for all parents and updated school's MIS</p> <p>School complete DPIA for any new software/hardware where information about an individual will be processed.</p> <p>Awaiting DPIA for Quizlet!</p>
Children Moving Schools/Transition	<p>All relevant information is passed to the new school.</p> <p>Transition documents sent to secondary school</p> <p>Securely transfer relevant CP ,PEP, CiN, EHCP, social worker details and records.</p> <p>Where new children have started, their records have been shared with us from previous settings</p>
First Aid	<p>KG, RW, SH, all recently trained in Paediatric first aid.</p>

<b>1.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>1.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on the above procedures prior to school commencing back		✓ 02/09/20
Identified DSL/DDSL/Trust DSL and PFA on Duty and shared with staff		✓ 02/09/20
RAG rate all pupils to identify vulnerable pupils.		✓ 02/09/20
Full First Aid Courses organised for key members of staff		✓

### 1.7 Risk/ Priority Indicator

<b>Severity</b>
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

<b>Likelihood</b>
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent



LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Likelihood X Severity = Risk rating

3 x 4 = 12

1.8 Risk Assessment Statement – Please tick ONE box only	
This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 1.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 1.6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
S Heard		02/09/20

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
12/11/20			
15.1.21			

## 2. Attendance Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

**RA2**

**2.1 What is being assessed (task/activity)?**

Attendance

**2.2 What sort of harm can you foresee from this situation/activity?**

Pupil at risk of significant harm

**2.3 Which individual or group(s) of employees or non-employees may be harmed?**

Individual employee		Individual pupil	✓	Contractors	
Employees generally		Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

**2.4 Is there any heightened risk to:**

New or expectant mothers (employees)		Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	--	---------------------	---	--	---



<b>2.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Area of Concern</b>	<b>Control measures</b>
Registration arrangements	Teachers take registers for their own classes. HK to complete daily DFE and weekly LA returns for whole school and EHCP attendance Office make initial contact for absentees if no message received and marked as absent in the register. SH tracking attendance and liaising with the EWO SAM held and letter distributed if attendance below 90%
Vulnerable Pupils	Continue to follow flow chart procedures for child with CiN or CP Plan.  Daily contact with social worker and parent/carer for any pupil not in school who should be.  All pupils are expected to attend school. CAFs converting to ESAs Attendance raised in CAF meetings EWO involvement
Part time timetables and staggered starts.	Registration procedures take into consideration different arrival and departure times. <b>Positions staggered for bubbles</b>
Recording Attendance	For pupils not in school who are expected to attend and parents have confirmed illness use 'I'.  'X' code used to highlight children off for Covid related reasons. These do not then show as absence within Schoolpod
Parental advice	Ensure parents have been informed of absence notification procedures for the school.  Shared guidance on attendance during second lockdown and Covid related scenarios Shared information from Wiltshire Council and Acorn on school attendance
CME	For any pupil who is classed as 'Missing' (10 consecutive days of school missed with no contact from parent/carer) should be referred to the EWO as a CME in the usual way.
LA Transport/Parental transport	LA running School transport provision as usual
Known poor attenders prior to Covid-19	Tracking all attendance as usual now it is statutory to attend for pupils

Late arrivals and early departures	Late pupils enter the school via the front office and make their way to class Lateness is recorded in minutes on the register, based on their cohort start time. Early leavers are brought to the office and depart from the front of the school. Signing in and out takes place using the iPad
Non-attenders	School continues to address any concerns the parents or pupils have linked with attendance during lockdown.

	DFE advice is that unless a pupil is CEV, they should attend school
Positive case of Covid-19	Ensure plans are shared and understood with all staff and parents regarding a possible positive diagnosis of Covid-19 amongst a member of attending school population or member of staff who has been attending school. Follow protocol send via JR regarding dealing with positive Covid19 tests. Acorn Covid19 bulletin shared with staff on a weekly basis.

<b>2.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>2.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Ensure roles and responsibilities have been clearly agreed in terms of registering.		✓ 02/09/20
Ensure all staff are aware of timings of school day and statutory registration times.		✓ 02/09/20
Information is shared with parents for those pupils expected to attend regarding drop off arrangements and collection.		✓ 02/09/20
Information is shared with parents regarding how they notify the school of non-attendance.		✓ 02/09/20
Contact County regarding transport provision.		✓ 02/09/20

### 2.7 Risk/ Priority Indicator

<b>Severity</b>
1. Negligible (delay only)

2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				


Likelihood X Severity = Risk rating



3 x 4 = 12

**2.8 Risk Assessment Statement – Please tick ONE box only**

This activity/event/situation can go ahead with no additional action(s)	
---	--

This activity/event/situation can go ahead, but the additional action(s) identified in 2.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 2.6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
Sam Heard		02/09/20

Review Date:	Signature:	Review Date:	Signature:
12/11/20			
15/11/20			

### 3. Social Distancing Risk Assessment

<b>GENERAL RISK ASSESSMENT FORM FOR SCHOOLS</b>	<b>RA3</b>
---	------------

#### 3.1 What is being assessed (task/activity)?

Social distancing/ School day

#### 3.2 What sort of harm can you foresee from this situation/activity?

Spreading of the coronavirus to pupils and staff

#### 3.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

#### 3.4 Is there any heightened risk to:

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	---	---------------------	---	--	---

#### 3.5 What other factors may contribute to the likelihood of any harm occurring?

**Staff forget to apply System of Controls**

**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**

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 must be sent home.  
Parents receive regular advice on being vigilant regarding Covid19 symptoms  
  
New Email address setup so parents can contact the school in the evening or at weekends with updates regarding testing or results.



<p><b>Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>Cleaners have a clear routine of key areas within the classroom and the school, paying particular attention to high touch areas. Plan for the daily removal and safe disposal of rubbish Frequent cleaning of resources (e.g. books, toys) shared within groups Isolation or cleaning of resources (e.g. books, toys) shared between groups Purchase additional standard cleaning equipment and monitor their levels</p> <p>Procedure in place for shared spaces PPA to be taken at home where possible. Teachers not to take PPA together. Movement between classrooms has been minimised for staff We have staggered starts or day, break, lunch and finish times No large gatherings including assemblies Staff meetings are held in the largest classroom (year 2 /3 ) and teachers wear face coverings when appropriate Reduced extra-curricular offer to minimise mixing between groups Staggered break and lunchtimes minimise contact around school between groups Divide playground to minimise mixing between groups MDSAs to monitor split lunchtime spaces Plan arrangements for drop off/collection and communicate these to parents Plan measures for lunchtimes, including:</p> <ul style="list-style-type: none"> <li>- Managing lunch queues</li> <li>- Reconfiguring dining spaces</li> <li>- Communicating new arrangements to catering suppliers and lunchtime supervisors</li> </ul>
<p><b>Area of Concern</b></p>	<p><b>Control measures</b></p>
<ul style="list-style-type: none"> <li>• Screens for Main Reception</li> </ul>	<p>Business and teaching staff to remain behind the screen whilst in reception area. Only one parent allowed in the foyer at a time Bins in reception. Where possible other staff should not enter the office. Staff should be wearing a face mask when speaking to office staff No staff should be in close contact with another member of staff (with the exception of Rainbow)</p>
<ul style="list-style-type: none"> <li>• Zone and mark drop off and pick up areas and distribute maps to parents</li> </ul>	<p>Designated drop off and pick up area outside the school. Member of staff to direct pupils into the school where they will line up maintaining social distancing. Instructions for parents/carers on distancing rules on site. Staggered start/finish times for different groups. Use of different entrances/exits for different groups in and out of the building throughout lunchtime. Only one parent/carer to accompany child – social distancing encouraged. Signage deployed. EYFS to dismiss away from the playground to avoid bottleneck</p>

<ul style="list-style-type: none"> <li>• Parent drop off and collection</li> <li>•</li> </ul>	<p>All exits and entrances opened to allow social distancing of parents and avoid any unnecessary congestion. This should be regularly shared with parents. School transport clear where to drop off and pick up/drop off point</p>
<ul style="list-style-type: none"> <li>• Pupil numbers and room sizes impede the means to reduce contact</li> </ul>	<p>Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. Pupils will reduce contact between classes by being grouped together in pods. Removed excess furniture to increase space and reduce the surfaces requiring cleaning. Desks to be spaced out as far as possible but do not impede fire escape routes and exits. All desks to face forward with pupils sat side by side. Teachers should recognise a 2m area around teaching positions and stay within this as often as they can. Children to remain at their desks wherever possible when in the room in KS2. EYFS and KS1 should observe other mitigating measures – regular hand washing, making use of outdoor spaces. Children to use the same desk each day. Lessons adapted for more individual work as opposed to close group work in KS2. Distancing and reducing contact to be explained to children with regular reminders. Signage/Posters in each classroom. Consider the use of school grounds / local environment to extend the range of teaching spaces available Staff to supervise and enforce measures. The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. Please see separate ventilation risk assessment</p> <p>2 -3 bubbles for Critical worker pupils in Year 1 and Year 3 classroom (Rainbow lass split into 2 smaller bubbles) Staff members not working with pupil groups greater than 15. The school will not breach the ratio of 15 pupils to one student in KS2 and 1:10 in EYFS / KS1 Using adjacent rooms to redistribute year groups to complete their online learning. Staff who have requested will only be observing pupils from different year groups. Pupils in bubble have directed toilets and playground areas Pupil eating in their classrooms</p>
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<p>Minimise movements of whole groups and individuals outside of the classroom. Classes should check that routes are clear before being led through the school. Pupils should avoid touching rails, door handles etc. Doors wedged open during the school day</p> <p>Areas not in use to be closed off (not escape routes).</p>



	School assemblies to be completed via Teams
<ul style="list-style-type: none"> <li>Insufficient handwashing and hygiene facilities increase the risk of transmission.</li> </ul>	<p>Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.</p> <p>Ensure supplies of suitable soap. (Skin friendly cleaning wipes can be used as an alternative)</p> <p>Extra signage to encourage thorough hand washing.</p> <p>Ensure help is available for children who cannot clean their hands independently.</p> <p>Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</p> <p>Supplies of tissues and lidded bins in each teaching space and classroom.</p> <p>Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</p> <p>Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</p>
<ul style="list-style-type: none"> <li>Shared equipment, fittings and resources increase the risk of transmission.</li> </ul>	<p>Handwashing before and after each lesson.</p> <p>Remove unnecessary items from the classrooms and store elsewhere.</p> <p>Cleaning regime for door handles, press to exit buttons, communal surfaces.</p> <p>Children have allocated, named, packs of stationery per child.</p> <p>Resources and surfaces to be cleaned each night.</p> <p>Lessons planned so sharing of resources is minimised.</p> <p>Bins in every classroom</p> <p>Wipes to be provided for iPads before use in different class.</p>
<ul style="list-style-type: none"> <li>Shared play equipment increases the risk of transmission.</li> </ul>	<p>Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group.</p> <p>Shared external play equipment not in use</p>
<ul style="list-style-type: none"> <li>Office space and staff room overcrowding</li> </ul>	<p>Offices to be restricted to one member of staff at any time in the space.</p> <p>Removal of furniture to create more space.</p> <p>Removal of communal equipment (mugs etc)</p> <p>Staggered break times for staff.</p> <p>Repurpose unused spaces for additional staff rooms.</p> <p>Staff toilets to enforce 2m distancing.</p> <p>Bins in every office</p> <p>Staff regularly reminded of procedures in communal spaces</p>
<ul style="list-style-type: none"> <li>Canteen/hall/dining room overcrowding</li> </ul>	<p>Classes seated 2m distance to be agreed and adhered to by pupils and staff.</p> <p>Pupils do not cross when entering or leaving the hall</p> <p>Chairs and tables wiped down between sittings</p> <p>All windows opened in the hall</p> <p>Wherever practicable, MDSAs remain with allocated class throughout lunchtime</p> <p>Designated member of staff on first aid cover</p>
<ul style="list-style-type: none"> <li>Contaminated waste from lunches</li> </ul>	<p>Bins in the hall.</p> <p>Pupils encouraged to take waste home in their lunchboxes</p>
<ul style="list-style-type: none"> <li>Corridor supervision</li> </ul>	<p>Limited need for pupils to use the corridors</p>

	<p>Staff should not be congregating in corridors</p> <p>Face masks should be worn in any communal space by members of staff</p>
<ul style="list-style-type: none"> <li>• Toilet arrangements and supervision</li> </ul>	<p>Apply a maximum number of pupils in toilet to maintain distancing and reduce contact.</p> <p>Different groups are allocated their own toilet facilities.</p> <p>Toilets to be cleaned more regularly.</p> <p>Pupils must clean hands with soap and warm water for minimum of 20 secs after going to the toilet</p> <p>Posters</p> <p>Bins in every toilet area</p>
<ul style="list-style-type: none"> <li>• Medical room facilities</li> </ul>	<p>Where possible, minor first aid to be administered outside.</p> <p>Separate room to be used for medical care.</p> <p>Any chair/ table to be wiped down after each pupil has left with Selgiene liquid and disposable cloth</p>
<ul style="list-style-type: none"> <li>• Intimate care</li> </ul>	<p>First aider to wear PPE to include; Face visor, face mask, protective suit/ apron, gloves.</p> <p>Same for anyone administering intimate toilet care</p> <p>Pupil to wear face visor and face mask. Visor to be cleaned after use all other equipment to be disposed of.</p>
<ul style="list-style-type: none"> <li>• Lunchtimes and breaktimes</li> </ul>	<p>Staggered break and lunch times.</p> <p>Allocated play areas/ zones for each group.</p> <p>Children to bring packed lunch and eat lunch in classroom or in the hall</p> <p>Staff supervision to maintain standards.</p> <p>Hot meals for Year 5 and 6 delivered to classrooms</p> <p>Any crockery/cutlery used must be cleaned thoroughly and removed from the classroom by MDSA team before the afternoon sessions.</p> <p>Bins in every break area</p>
<ul style="list-style-type: none"> <li>• Visitors/contractors/suppliers on site increase the risk of transmission.</li> </ul>	<p>Site visits only by pre-arrangement.</p> <p>Records of visitors via e-reception login</p> <p>2m exclusion zones/markings in Reception areas.</p> <p>Information/signage for visitors informing them of the infection control procedures.</p> <p>Deliveries and visits outside of school opening hours where possible.</p> <p>Provision of hand sanitiser at main school entrance.</p> <p>Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</p>
<ul style="list-style-type: none"> <li>• Changes affect normal emergency procedures.</li> </ul>	<p>Review of fire assembly points to accommodate reduced contact and distancing where practicable.</p> <p>Fire drill practice to train pupils and staff in new arrangements.</p> <p>Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.</p>
<ul style="list-style-type: none"> <li>• Site security is compromised by new arrangements.</li> </ul>	<p>Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</p> <p>Pupils who are late should make their way to the office</p> <p>SLT / site manager to walk the site at the start and end of the day</p>

	Additional ventilation via open doors and windows should not occur in unoccupied parts of the site (see ventilation policy).
--	--

<b>3.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>3.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on the above procedures prior to school commencing back		02/09/20
Adequate number of staff to supervise break/ lunch times		02/09/20
Sufficient supply of PPE and cleaning materials		02/09/20
Regular cleaning of all areas used by staff and pupils		02/09/20

**3.7 Risk/ Priority Indicator**

<b>Severity</b>
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

<b>Likelihood</b>
1. Improbable/very unlikely
2. Unlikely

- 3. Even chance/may happen
- 4. Likely
- 5. Almost certain/imminent


LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				


Likelihood X Severity = Risk rating

3 x 4 = 12

**3.8 Risk Assessment Statement – Please tick ONE box only**

This activity/event/situation can go ahead with no additional action(s)	<input type="checkbox"/>
This activity/event/situation can go ahead, but the additional action(s) identified in 3.6b) above must be undertaken within the timescales given.	<input checked="" type="checkbox"/>
This activity/event/situation is not to go ahead unless the additional action identified in 3.6b) above is in place.	<input type="checkbox"/>

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
S Heard		02/09/20

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
16.11.20			

15.1.21			
---------	---	--	--

## 4. First Aid Risk Assessment

<b>GENERAL RISK ASSESSMENT FORM FOR SCHOOLS</b>	<b>RA4</b>
---	------------

### 4.1 What is being assessed (task/activity)?

First Aid

### 4.2 What sort of harm can you foresee from this situation/activity?

Spreading of the coronavirus to pupils and staff

### 4.3 Which individual or group(s) of employees or non-employees may be harmed?

Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

### 4.4 Is there any heightened risk to:

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	---	---------------------	---	--	---

<b>4.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b><u>Staff forget to apply System of Controls</u></b>	<b>Please refer to Social distancing Risk Assessment</b>
<b>Area of Concern</b>	<b>Control measures</b>
Uncertain who First Aiders are and how to contact (certificate extended for 3 months)	First Aiders are Office Staff, SH, JM, Signage displayed around the school (office and staffroom) List also in first aid book
Enough PPE equipment	Check daily Office responsible for checking stock levels Staff encouraged to report and low stock
Staff don't know PPE where equipment is	On training PPT for all staff Regular reminders shared Re-covered during September training day Covid room located next to the staffroom
All staff who need to wear PPE are unsure	On line training provided – <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a> This was watched in June when school returned. Link to be shared termly with staff
Resource Base Not enough PPE for all staff	Check PPE equipment daily by the office  First aider to wear PPE to include; Face visor, face mask, protective suit/ apron, gloves. Pupil to wear face visor and face mask. Visor to be cleaned after use all other equipment to be disposed of.  Order new equipment weekly Training on how to wear equipment completed <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>
Medical room to be used for non Covid symptoms	Cleaned daily Minor first aid delivered outside where possible
Separate Covid 19 medical room identified	Cleaned daily Cleaned after suspected case KS2 Music Room used for Covid19 cases
Child/student has Covid 19 symptoms	All staff and children know procedure if they feel unwell whilst at school.  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 risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn  If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a

	<p>window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should 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>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>In an emergency call 999</p> <p>Temperature should be taken on 2 separate devices and in front of parent who collects</p>
Minor first aid incident	Follow school procedures for first aid Mask on child and First Aider if in close contact with child. Further PPE equipment to be used as needed.
Major first aid incident	Call 999
Testing for Covid	The guidance has been explained to all staff during induction training Support is available via Acorn HR post test results
Monitoring of Covid cases	Any positive case must be reported to Acorn HR Support available to parents and staff on how to take a test Staff and parents are aware of what to do if they or a member of the household display symptoms Any updates are communicated to all Designated email address to report tests and results outside of business hours.

<b>4.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>4.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>



Training for all staff on the above procedures prior to school commencing back		02/09/20
Sufficient supply of PPE and cleaning materials		02/09/20

**4.7 Risk/ Priority Indicator**

<b>Severity</b>
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

<b>Likelihood</b>
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

<b>LIKELIHOOD</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				


Likelihood X Severity = Risk rating



4 x 4 = 16

**4.8 Risk Assessment Statement – Please tick ONE box only**

This activity/event/situation can go ahead with no additional action(s)	
---	--

This activity/event/situation can go ahead, but the additional action(s) identified in 4.6b) above must be undertaken within the timescales given.	
This activity/event/situation is not to go ahead unless the additional action identified in 4.6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
S Heard		02/09/20

Review Date:	Signature:	Review Date:	Signature:
16.11.20			
15.1.21			

# 5. Human Resources Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

**RA5**

**1. What is being assessed (task/activity)?**

The deployment of staff across a school or nursery as settings return in full.

**2. What sort of harm can you foresee from this situation/activity?**

Spreading of the coronavirus to pupils and staff

**3. Which individual or group(s) of employees or non-employees may be harmed?**

Individual employee	✓	Individual pupil	✓	Contractors	✓
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

**4. Is there any heightened risk to:**


New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	---	---------------------	---	--	---



5. What other factors may contribute to the likelihood of any harm occurring?	Action
Area of Concern	Control measures
The availability of teaching staff is lower than required to adequately teach children / students in a setting.	<ul style="list-style-type: none"> <li>• The health status of staff is reviewed regularly and updated and records kept. Staff required to phone if a ill</li> <li>• Staff must inform SLT of changes to their health situation</li> <li>• Staff who Clinically Vulnerable should be working from home during national lockdown</li> <li>• Staff classed as clinically vulnerable have separate individual risk assessments. Some will continue to work from home if a positive case occurs within the school</li> <li>• Teaching assistants to be used to help with classes under the supervision of teachers.</li> <li>• Staff need to be tested should they display symptoms</li> <li>• Schools has plans for situations where schools cannot be adequately staffed within the Business Continuity Plans.</li> <li>• HLTA staff have been warned about the potential for covering classes</li> <li>• Implement BCP</li> <li>• Staff testing in place to identify positive cases within the staff</li> </ul>
There are staff with underlying health issues	<ul style="list-style-type: none"> <li>• Current government guidelines are being applied.</li> <li>• Individual risk assessments have been produced for staff where roles/ hours / conditions have been modified.</li> <li>• Conversations with medical practitioners have been encouraged.</li> <li>• Staff can wear PPE if they wish to</li> <li>• Staff should be wearing face coverings in communal areas within the school</li> <li>• All staff have been asked to tell Heads if they are pregnant and will work from home from 24 weeks.</li> <li>• Any cases / rises in R rates locally may lead to vulnerable staff must stay at home</li> </ul>
Staff with symptoms who need to obtain a test.	<ul style="list-style-type: none"> <li>• All staff have been made aware of how to obtain a test and the experiences of those who have can be shared to reduce anxiety.</li> <li>• Staff struggling to access a computer to have support from school admin and SLT.</li> <li>• Staff have had clear communication on self isolation with symptoms</li> <li>• Staffing to be reviewed in light of absence due to isolation.</li> <li>• Acorn bulletin being distributed weekly</li> </ul>
Staff wellbeing and mental health.	
Area of Concern	Control measures
Staff mental health and wellbeing have been affected by the working experience.	<ul style="list-style-type: none"> <li>• Staff have been encouraged to focus on their wellbeing</li> <li>• Line managers are being encouraged to monitor staff wellbeing and workload</li> </ul>

	<ul style="list-style-type: none"> <li>• PPA taken at home where possible</li> <li>• Roles can be amended in light of any home working agreements</li> <li>• Staff have been signposted to useful websites and resources and have been encouraged to communicate if they are concerned about their mental health issues.</li> </ul>
Staff suffer bereavement as a result of COVID-19	<ul style="list-style-type: none"> <li>• There is Trust support for bereavement</li> <li>• The Trust can use outside organisations if required.</li> </ul>
<b>Practical issues for staff on site</b>	
<b>Area of Concern</b>	<b>Control measures</b>
The sharing of food and drink is an additional risk	<ul style="list-style-type: none"> <li>• There is no provision for the sharing of food unless items are individually wrapped or contained</li> <li>• All staff to bring their own plate and food. Use their own mug and not to make drinks for others</li> </ul>
The not wearing of clean clothes could increase the risk of infection	<ul style="list-style-type: none"> <li>• Staff dress code still applies</li> <li>• Staff should ensure clothes are washed at the end of each day.</li> </ul>
Staff rooms will be used as social gatherings and thus increasing the risk of infection	<ul style="list-style-type: none"> <li>• Staff rooms should not to be used for socialising and may be reconfigured as potential workspaces with social distancing in place</li> <li>• Staff can't socialise in groups and must adhere to social distancing.</li> <li>• Staff have been informed of this</li> <li>• SLT to monitor use of staffroom</li> <li>• Alternative staff rooms will be provided.</li> </ul>
Untidy classrooms do not allow for sufficient cleaning.	<ul style="list-style-type: none"> <li>• Staff to maintain a clean and tidy classroom environment, including desks and floors to allow for cleaning.</li> </ul>
Staff administering first aid and intimate care	<ul style="list-style-type: none"> <li>• Please see first aid risk assessment</li> </ul>

<b>6a). Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>6b). If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on cleaning and fire drill procedures prior to school commencing back		02/09/20
Full communication on the planned reopening will be shared with all staff		02/09/20

This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
		03/07/20

Review Date:	Signature:	Review Date:	Signature:
16.11.20			
15.1.21			

## 6. Estates & Site Cleaning Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

**RA6**

**6.1 What is being assessed (task/activity)?**

Cleaning/ estates /site for Covid 19

**6.2 What sort of harm can you foresee from this situation/activity?**

Spreading of the coronavirus to pupils and staff

**6.3 Which individual or group(s) of employees or non-employees may be harmed?**

Individual employee	✓	Individual pupil	✓	Contractors	✓
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

**6.4 Is there any heightened risk to:**

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	---	---------------------	---	--	---

<b>6.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Staff forget to apply System of Controls</b>	Please refer to Social Distancing Risk Assessment
<b>Area of Concern</b>	<b>Control Measures</b>
Arrange (deep) clean of premises	All areas to have been deep cleaned since September 2020. Additional 'fogging' booked in for Term 2
Ensure all outside (play) areas are clear of debris	Outdoor areas to have been cleaned and removal of any debris such as tree branches. Site manager to continue to monitor this
Check classroom for damage	All classrooms to be risk assessed for any deterioration to structure and fittings. Teachers conducted classroom risk assessments Staff encouraged to raise concerns regarding health and safety issues
Legionella checks (eg All water outlets thoroughly flushed/All water outlet temperatures are within limits and TMVs working correctly etc)	All checks undertaken and any readings outside the limits outlets are cleaned and reinstated. Part of Andy's weekly tasks
Fire alarm check	Weekly checks to be reinstated where building has not been in use. Recording of checks on the fire alarm form. SH and Andy to complete this on a Tuesday pm <b>New Fire Alarm test for Covid bubbles</b>
Check gas/boilers/heating systems etc	All boilers and heating systems are checked regularly. Ensure water and heating running to temperature.
Adjust evacuation procedures to reflect social distancing rules	Review evacuation procedures and use 2m rule to check class numbers upon evacuation. Consider using the field if classes are too close to the school building (as found in last term's fire practice)
Consider additional nearest exit areas	Evacuation routes to reflect areas of the school being used. Ensure new procedures are communicated to staff. Lunchtime evacuation plans need updating SH
Consider additional fire marshall training	SH and HK trained as fire marshalls. Conducted fire practice
Plan additional fire drills to take place to ensure all pupils and all staff are updated on new arrangements	To undertake a fire drill termly and evaluate any changes related to Covid19
Check council/provider refuse collection timetables and collection type	Rubbish is collected weekly
Arrange new daily cleaning schedule in line with government guidance. Increase levels of cleaning staff both during the school day and end of day	Wansdyke employs cleaners throughout the day to clean surfaces such as tables, chairs, toilets, doors and door handles using Selgiene cleaner and disposable cloths. End or start of the day cleaning to include the above as well as deep clean of toilet areas. Cleaners to apply social distancing rules when working alongside other colleagues. PPE to be used by cleaning staff includes aprons, gloves and face mask is optional. If cleaning staff are required to clean body fluids such as sick then full suit must be worn with face mask and face visor. Aprons, gloves, face masks and cloths must be disposed of at the end of each cleaning session. They are to be double backed and put into bins.



Insufficient handwashing and hygiene facilities increase the risk of transmission.	<p>Hand gel dispenser outside of all classrooms. Re-fills kept safely in each classroom.</p> <p>Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet.</p> <p>Extra signage for washing hands.</p> <p>Supplies of tissues and lidded bins in each teaching space and classroom.</p> <p>Ensure help is available for children who cannot clean their hands independently.</p> <p>Parts of school uniform which cannot be machine washed should not be worn.</p> <p>Ensure supplies of suitable soap.</p>
Insufficient cleaners	<p>Cleaning staffing levels sufficient.</p> <p>Agreed the new cleaning requirements and additional hours for this.</p> <p>PPE to be worn by cleaning staff as dictated by risk assessment.</p> <p>Deep clean of areas planned</p> <p>Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</p> <p>Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</p> <p>Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</p>
Exposure to new hazardous substances (products)	<p>COSHH assessment to be carried out for any new cleaning/sanitising products in use.</p> <p>Additional cleaning staff to be made aware of the COSHH risk assessments.</p> <p>Appropriate storage of hazardous substances in locked cleaning cupboard.</p> <p>Material data sheets to be made available for new and existing products.</p>
Use of bins in classrooms	<p>In addition to normal bin pedal bin to be provided for disposal of used tissues.</p> <p>Where insufficient pedal bins can be sourced tissues to be put into small disposable bags and disposed of in classroom bin.</p> <p>Classroom bins are emptied daily.</p>
Identify equipment/play equipment that will require increased levels of daily cleaning	<p>Indoor play equipment to be reduced to a minimum to avoid risk of contact by multiple pupils. Pupils to have their own stationery equipment where possible.</p> <p>Any shared equipment to be cleaned between use by different pupils.</p>
Check all internal and external play equipment is safe, any remedial identified from recent inspections are complete or item removed/made safe	<p>Fixed play equipment not in use.</p> <p>Soft toys and difficult to clean play equipment to be removed.</p> <p>Individual items of play equipment to be cleaned between each use.</p>
Consider the ease of laundering school uniforms for pupils/business clothes for staff so that newly washed clothes can be worn each day	<p>School asks pupils to come dressed in P.E kit which has reduced the need for school uniform.</p>
Ensure that there are sufficient supplies of toiletries and handwashing soap, loo roll etc	<p>Acorn Education Trust to provide PPE and cleaning equipment for teaching or business staff. External contractors to provide equipment for end of the day cleaning</p>
Ensure staff kitchen areas are clear and clean	<p>Part of deep clean</p>

including fridges	
Visitors/contractors/suppliers on site increase the risk of transmission.	<p>Site visits only by pre-arrangement.</p> <p>Visitor records recorded on E-reception</p> <p>Covid forms completed by all visitors</p> <p>2m exclusion zones/markings in Reception areas.1 visitor in the foyer only</p> <p>Signage for visitors informing them of the infection control procedures.</p> <p>Deliveries and visits outside of school opening hours where possible.</p> <p>Provision of hand sanitiser at main school entrance.</p> <p>Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</p>
Changes affect normal emergency procedures.	<p>Review of fire assembly points to accommodate reduced contact and distancing where practicable.</p> <p>Fire drill practice to train new arrangements.</p> <p>Other contingency emergency plans have been reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.</p>
Site security is compromised by new arrangements.	<p>Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</p> <p>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site (please see separate Ventilation Risk Assessment).</p>
Building checks not taken place	<p>Building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. This is part of Andy's weekly jobs</p>
Standard risk assessments do not take account of additional covid-19 risks	<p>Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&amp;S requirements.</p> <p>Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk</p> <p>Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced</p> <p>One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment.</p> <p>Lettings of facilities will be subject to separate risk assessment.</p> <p>School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</p> <p>Behaviour policy has been amended to reflect covid-19 protocols.</p>

<b>6.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>6.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>

Training for all staff on cleaning and fire drill procedures prior to school commencing back		02/09/20
Communication with parents regarding non-school uniform and regular (daily) washing of it.		02/09/20
Sufficient supply of PPE and cleaning materials from Acorn Education Trust		02/09/20
Regular cleaning of all areas used by staff and pupils		02/09/20

**6.7 Risk/ Priority Indicator**

<b>Severity</b>
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

<b>Likelihood</b>
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent


	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
<b>LIKELIHOOD</b>		1	2	3	4	5
		<b>SEVERITY (CONSEQUENCE)</b>				



Likelihood X Severity = Risk rating

3 x 4 = 12

**6.8 Risk Assessment Statement – Please tick ONE box only**

This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 6.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 6.6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
S.Heard		02/09/20

Review Date:	Signature:	Review Date:	Signature:
16.11.20			
15.1.21			

## 7. Catering Risk Assessment

**GENERAL RISK ASSESSMENT FORM  
FOR SCHOOLS**

**RA7**

**7.1 What is being assessed (task/activity)?**

Catering

**7.2 What sort of harm can you foresee from this situation/activity?**

Spreading of the coronavirus to pupils and staff

**7.3 Which individual or group(s) of employees or non-employees may be harmed?**

Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

**7.4 Is there any heightened risk to:**

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	---	---------------------	---	--	---

<b>7.5 What other factors may contribute to the likelihood of any harm occurring?</b>	
<b>Staff forget to apply System of Controls</b>	<b>Please refer to Social Distancing Risk Assessment</b>
<b>Area of Concern</b>	<b>Control measures</b>
Communication to catering providers of expected provision as numbers grow in school	Business Operations Manager to liaise with Lataca, Admin and Headteacher
Plan for on-site food provision.	Lunches served in 3 sittings: Hot Dinners served in the hall for CNRB, EYFS, Year1 and Year 2. Year 3 and Year 4 <b>School Packed Lunch provided</b>
FSM for those not in school during the phased return	FSM meals provided on-site <b>Vouchers provided to those not in school</b>
Social distancing in the kitchen	2 members of staff in the kitchen kitchen has limited access to as few people as possible. Minimise interaction between kitchen staff and other workers, including when on breaks. Spacing workstations 2m apart as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Where difficult to work 2m apart use back-to-back or side-to-side working (rather than face-to-face) whenever possible. Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time. Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers.
Cleaning whilst kitchen is in use	Wedging doors open, where appropriate, to reduce touchpoints. Stringent cleaning in kitchen areas at all times and additional cleaning and disinfection at end of shift. Bins for collection of used towels and staff overalls. Bins disposed of regularly (min daily) Kitchen staff to wash hands before handling food, plates, cutlery and packed lunch bags. High frequency of hand washing throughout the day
Distribution of food (delivery)	Minimising contact between kitchen workers and delivery driver. Delivery drivers can leave packaged food items in the foyer for Lou to collect Food boxes/ containers to be wiped down before and after transporting food Delivery staff to wash hands before distributing food.
Distribution of food (schools)	Minimising contact between school staff and delivery driver. Food boxes/ containers to be wiped down after use by the school School staff to wash hands before distributing food to pupils. Deliveries must not be at same time as drop-off and pick up
Pupils queueing for food	Children served food at their table <b>Food in classes</b>
Serving of food to pupils	Minimise contact between MDSAs and pupils. MDSAs wherever possible support one class Using central trolley to deliver cutlery, puddings etc

<b>7.6 a) Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>7.6 b) If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on the above procedures prior to school commencing back		02/09/20
Adequate number of staff to work in the kitchen		02/09/20
Sufficient supply of PPE and cleaning materials		02/09/20

### 7.7 Risk/ Priority Indicator

<b>Severity</b>
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

<b>Likelihood</b>
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely

5. Almost certain/imminent


LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						



Likelihood X Severity = Risk rating

$3 \times 4 = 12$

**7.8 Risk Assessment Statement – Please tick ONE box only**

This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 7.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 7.6b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
Mr S Heard		02/09/20

<b>Review Date:</b>	<b>Signature:</b>	<b>Review Date:</b>	<b>Signature:</b>
16.11.20			
15.1.21			



## 8. Curriculum Risk Assessment

<b>GENERAL RISK ASSESSMENT FORM</b>  <b>FOR SCHOOLS</b>	<b>RA8</b>
---	------------

<b>8.1. What is being assessed (task/activity)?</b>
Curriculum

<b>8.2. What sort of harm can you foresee from this situation/activity?</b>
Spreading of the coronavirus to pupils and staff

<b>8.3. Which individual or group(s) of employees or non-employees may be harmed?</b>					
Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

<b>8.4. Is there any heightened risk to:</b>					
New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓

8.5. Key Factors to consider for each subject	Action
<b>Remote Learning Plan Implemented</b>	
<b>Art:</b> Layout of classroom  Shared brushes/Water pots/pallets  Tables shared by year groups Art books kept in classrooms Art work kept in classrooms	Equipment only used/touched by one student each lesson, wiped down after each lesson Every table cleaned after each lesson
<b>Computer/IT:</b> Layout of computers Shared desks Shared key boards Shared screens	ICT suite part of daily cleaning cycle Room and monitors, mouse and keyboards cleaned after every lesson Social distancing measures in place
<b>Music:</b> Layout of classroom Singing Sharing of instruments  Shared classroom Group work	All students facing the front Singing inside is not allowed Instruments thoroughly cleaned after use / quarantined. Tables cleaned after every lesson. Students always work in same small group bubble, names recorded by teacher.
<b>Performing Arts – Dance/Drama:</b> Social distancing is difficult to maintain   Changing rooms  Use of props	Students always work in same small group bubble, names recorded by teacher Teaching concentrates on individual technique, not group work, students remain 1m plus apart.  Students come to school in relevant clothing. Changing rooms are NOT used. Wiped down are after every use
<b>PE:</b> Social distancing is difficult to maintain   Changing rooms   Use of equipment	Guidelines from each Sporting Governing Body is followed Training in same bubble, recorded by teacher. No Swimming. Avoid all contact sports Students wear PE kit to school  Wiped down after every class use Acorn P.E specialist to  Follow PE Association guidelines and Acorn Trust Primary PE programme
<b>Science:</b> Lay out of lab	All students facing the front teacher remains at front

Shared use of equipment	Cleaned after every lesson/equipment organised in year groups and only used by that year group. Resources quarantined for 72 hours
Safety	No whole class experiments
<b>English, MFL, History, Geography, RE, Maths:</b>	
Layout of classroom	All students facing the front, teacher remains at the front
Books/Exercise books	Resources only used by years group Shared resources quarantined for 72 hours

<b>8.6a). Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>8.6b). If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on the above procedures prior to school commencing back		
Sufficient supply of PPE and cleaning materials and cleaners		
Effective timetable		

**8.7. Risk/ Priority Indicator**

<b>Severity</b>
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)


<b>Likelihood</b>
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent



	5	5	10	15	20	25
<b>LIKELIHOOD</b>	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>SEVERITY (CONSEQUENCE)</b>					

**Likelihood X Severity = Risk rating**  
  
 4 x 4 = 16

**8.8. Risk Assessment Statement – Please tick ONE box only**

This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 7b) above must be undertaken within the timescales given.	
This activity/event/situation is not to go ahead unless the additional action identified in 7b) above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
S. Heard		06/05/20

Review Date:	Signature:	Review Date:	Signature:
16.11.20			
15.1.21			

# 9. Physical Education Risk Assessment

<b>GENERAL RISK ASSESSMENT FORM FOR SCHOOLS</b>	<b>RA9</b>
---	------------

**9.1. What is being assessed (task/activity)?**

Physical Education

**9.2. What sort of harm can you foresee from this situation/activity?**

Spreading of the coronavirus to pupils and staff

**9.3. Which individual or group(s) of employees or non-employees may be harmed?**

Individual employee	✓	Individual pupil	✓	Contractors	
Employees generally	✓	Pupils generally	✓	Members of public	
Unpaid helpers/volunteers				Visitors	

**9.4. Is there any heightened risk to:**

New or expectant mothers (employees)	✓	Unsupervised pupils	✓	Anyone with a specific disability or medical condition	✓
--------------------------------------	---	---------------------	---	--	---

<b>9.5. Key Factors to consider for each subject</b>	<b>Action</b>
<i>Some staff will forget to apply System of Controls</i>	<b>Please refer to social distancing risk assessment</b>
<b>Area of Concern</b>	<b>Control measures</b>
Changing	On days where PE is delivered in school's pupils to wear PE kit for that day. Avoid changing in classrooms.
Large groups	Class sizes should adhere to government guidance. Employ social distancing measures and teach outside as often as possible. Pupils to work in their own zones. Pupils to not work in groups greater than 6.
Type of activity	Only teach lessons that follow updated curriculum maps. Term 1 Athletics (4 weeks) and Football (3weeks). Indoor activities to be dance, wake and shake, aerobics, circuits with no equipment. If unsure, please check with line manager. Games involving physical contact are not to be delivered Gym is not to be taught
Sharing of equipment	Minimise pupil contact with equipment. When possible use no equipment or only allow staff to handle equipment. Clean equipment after use with Selgiene followed by hand washing.
Learning Environment	Teach outdoors as often as possible ensuring social distancing. If not possible then ensure social distancing indoors e.g. to spread pupils out use coned areas.
Clothing	Pupils to wear their school PE kit with tracksuit bottoms and sweatshirt if outside in cold or wet weather.
Hand washing routines	Hands to be washed before and after each PE lesson.

<b>9.6a). Do you assess these measures as being adequate?</b>	<b>YES</b>	<b>NO</b>
<b>9.6b). If 'NO' what additional measures are necessary?</b>		
<b>Action required:</b>	<b>By Whom</b>	<b>By When</b>
Training for all staff on the above procedures prior to school commencing back	SW	02/09/20
Sufficient supply of PPE and cleaning materials for PE Specialists	EV	02/09/20
Sufficient equipment within schools and for PE Specialists	SW	02/09/20

## 9.7. Risk/ Priority Indicator

<b>Severity</b>
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

<b>Likelihood</b>
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

<b>LIKELIHOOD</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				


Likelihood X Severity = Risk rating


$$4 \times 3 = 12$$



**9.8. Risk Assessment Statement – Please tick ONE box only**

This activity/event/situation can go ahead with no additional action(s)	
This activity/event/situation can go ahead, but the additional action(s) identified in 9.6b) above must be undertaken within the timescales given.	✓
This activity/event/situation is not to go ahead unless the additional action identified in 6b above is in place.	

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
Sam Heard		02/09/20

Review Date:	Signature:	Review Date:	Signature:
17.11.20			
15.1.21	