

Assessor	Print Name: : Deb Cross	Deputy Head Teacher	Print Name: Deb Cross			Equipment or Plant No.	N/A		
	Signed: : <i>Deb Cross</i>		Signed: : <i>Deb Cross</i>						
Persons Affected Individuals or Groups		Employees, children, contractors, visitors, members of the public and family members							
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures	Modified			
						L	S	R	
Re-opening & Wider Opening school to Nursery, Reception, Year 1 and Year 6 - Phased return	<p>W/C 1st June – Critical key worker / Vulnerable children only</p> <p>W/C 8th June – Critical key worker / Vulnerable children only</p> <p>W/C 15th June – Reception (2)</p> <p>W/C 22nd June – Year 1 (4)</p> <p>W/C 29th June – Year 6 (3)</p> <p>Due to the low number of children returning to school we are confident we can open safely. However the R rating in the NE of England is between 0.8-0.9 which is the highest in the UK at the current time.</p> <p>As a rural location surrounded by an AONB, Geopark and Conservation areas we have numerous beauty spots. Following the easing of restrictions our village has seen an influx of</p>	3	4	M	<p>To monitor the R rating for our local area and to respond appropriately with Academy Council support should the rate of infection increase.</p> <p>We will be establishing three bubbles with a maximum of 9 children in each bubble. Each bubble will have an allocated team, allocated Lunchtime Supervision and allocated cleaner.</p> <p>In the event of a member of staff becoming ill (non-covid related) one of our key worker adults will replace them in their allocated bubble.</p>	2	4	M	

	visitors who are congregating and not maintaining social distancing.				All bubbles will be planned and supervised by a qualified teacher. Should there be a confirmed case of Covid-19, we will immediately the Test and Trace service.			
Travel/School transport	There is no school transport. Parents will be asked to walk their children to school and park at the bottom of Ronnie Bell's bank.	2	4	M	None of our Year 6 children will be able to walk to school independently due to their geographical location.	1	4	L
Visitors to premises: Including Contractors and Parents	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.	3	4	M	See Visitors risk assessment for more information. (Not Attached)	2	4	M
Before/After School Entry/Exit Procedures.	Key worker children can arrive between 8.30 - 8.45am. Access yard via main gate supervised by HT. Each child sent onto yard 2m apart to be met by DHT. Child to be checked for symptoms then directed to the fire door linking each bubble to the school yard. Non Key worker children will arrive between 8.45 – 9.00am and access school in the same way.	3	4	M	See Organisational plan for specific group arrangements. Spots will be used to identify 2m distances where parents & children should wait for entry onto the yard.	2	4	M

	Classroom fire doors will be used for entry and exit where possible.							
Early Years & Primary aged children – lack of understanding	<p>Early Years & Primary aged children cannot be expected to remain 2 metres apart from staff and other children at all times.</p> <p>We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching.</p>	3	4	M		3	4	M
Staff Wellbeing	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>Staff receives sufficient breaks during the school day.</p> <p>Staff encouraged to leave the school site shortly after the end of the school day.</p> <p>Staff informed of 24 hour free counselling service.</p> <p>Staff have been given a copy of the school's well-being principles document.</p> <p>Staff are kept up to date on a regular basis with changes.</p> <p>Team meetings to be held via Teams.</p>	3	4	M	Monitor	2	4	M
Sensory Seeking Behaviours displayed (SEND issues)	<p>Children with sensory seeking behaviours have been identified and risk assessments carried out.</p> <p>No child with sensory seeking behaviours is returning to school at this time.</p>	3	4	M	Monitor and adapt if SEND children with sensory issues return to school.	2	4	M
Emergency Procedures	<p>Fire</p> <p>Emergency procedures are reviewed regularly to ensure that arrangements remain valid for</p>	3	4	M	A fire drill will be carried out W/C 22nd June 2020.	2	4	M

	<p>Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p><u>Lockdown</u> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>				The school ensures that the weekly testing of the fire alarm is carried out to ensure legal requirements are met.			
Handling Cash	Taking cash payments from parents/carers.	2	4	M	Teachers within the bubbles will NOT handle cash payments from children. All cash payments to be handed to HT at school gate/main entrance in a sealed and labelled envelope and dropped into a plastic box.	1	4	L
Handwashing	<p>Handwashing will take place as follows:</p> <ul style="list-style-type: none"> • <i>upon arrival</i> • <i>every time a child goes outside</i> • every time a child comes back inside • Prior to entering the lunch hall • Prior to going outside for lunchtime play • Prior to leaving the school to be collected 	3	4	M	Ongoing Monitoring	2	4	M

	<p>Only one child will be allowed in the toilet & handwashing area at any one time.</p> <p>Bubble one toilets window will be kept open to allow for ventilation.</p> <p>Bubble two toilets are internal to the building but will be ventilated via leaving doors open with external door opposite left open too.</p> <p>Bubble three toilets have a vent axia in the windows in permanent use.</p>							
Lunchtimes / Playtimes	<p>Break times will be staggered as follows: Bubble 1 – Use EYFS Yard 10.10 – 10.30 Bubble 2 – Use Big Yard 10.10 – 10.30 Bubble 3 – Use Big Yard 10.30 – 10.50</p> <p>Staff in the bubbles will supervise children during playtimes and take out the first aid kit, accident book and PPE equipment allocated to their bubble. They will also take out and return their allocated outdoor play equipment.</p> <p>The staggered 30-minute lunchtimes will be:</p> <ul style="list-style-type: none"> - Bubble 3 (Year3-6) 11.45 – 12.15 - Bubble 2 (Year 1 & 2) 12.15 – 12.45 - Bubble 1 (Year Nursery & Rec) 12.45 – 1.15 <p>Children will be allowed to have mid-morning snack when deliveries recommence. These will be delivered to the bubble prior to the opening of school each morning.</p>	3	4	M	See Organisational plan for specific group arrangements	2	4	M

	<p>The children will wash their hands prior to going into the lunch hall from their classroom and will remain together as a group with their allocated Lunchtime Supervisor.</p> <p>Once lunch is complete all children in that bubble will wash their hands and go out onto the yard for their allocated playtime.</p>							
Staff room/eating and safe use of facilities	<p>Soap, hand wash, tissues and other related products will be available in all teaching areas.</p> <p>Open top bins will be emptied every hour throughout the day.</p> <p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited.</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p> <p>One male member of staff to use male toilets. All female staff to share one toilet but to use antibacterial wipes on toilet seat, flush, handbasin and taps following each use. Hand sanitiser provided.</p>	2	4	M	<p>As we are unable to maintain social distancing within our small staff room, staff can choose to either eat in their own bubble classroom or use Classroom 5 which will be set out with desks 2m apart for staff to take their lunch breaks. Staff will also be encouraged to eat outside weather permitting.</p> <p>Staff working in school who are not allocated to a bubble will also use Classroom 5 on a rota basis.</p> <p>All desks and chairs will be wiped down and cleaned after each person has left the desk area.</p> <p>All staff will be given a 1 hour lunch break.</p>	1	4	L

	Staff toilet windows to remain open to allow for ventilation.							
Deliveries	Advise all delivery drivers that no goods or food should be physically handed over. Decide on a location as a set drop-off point agreed in advance.	2	4	M	All deliveries left outside main doors.	2	4	M
Meeting Rooms/Offices	Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded. The maximum occupancy for offices should be communicated with staff. Encourage increased natural ventilation in smaller offices. Staff should leave their desks as clear as possible so that it can be easily cleaned. Waste bins to be emptied every hour.	2	4	M	Displaying the occupancy on the door is a quick and simple method to communicate this information.	1	4	L
Classrooms	Children will sit at their own tables, well-spaced apart. To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open.	3	4	M	See Organisational plan for specific group arrangements.	2	4	M
Resources/Pupil Supplies	An individual tray will be set up prior to opening of the bubble which will contain the resources,	2	4	M	Children will NOT bring in their own pencil case or pens.	1	4	L

	<p>paper, pencils, ruler etc that the children will need.</p> <p>Art resources will be shared between the three bubbles and will remain in that bubble and will NOT be returned to the art cupboard.</p> <p>ICT equipment will be shared between the three bubbles and labelled as belonging to that bubble. They will be cleaned at the end of the school day and returned to the recharging trollies.</p> <p>Any small world toys used in the bubble will be placed in a mesh bag and soaked in disinfectant overnight.</p> <p>Staff will have access to the photocopier and printer located in the school library. A hand sanitiser station will be set up in this area and staff will be asked to clean their hands before and after use. The photocopier and printer will be cleaned every half hour by SLT.</p>							
Facilities and Premises	See re-opening checklist.	3	4	M	The re-opening checklist will be completed by the Head Teacher/Deputy prior to re-opening and a completed version attached to the risk assessment for reference.	2	4	M
Cleaning	See cleaning schedule.	3	4	M	See cleaning schedule.	2	4	M

<p>First Aid/Possible COVID-19 Symptoms</p>	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. The usual protective equipment, such as gloves, should be worn when first aid is administered.</p> <p>First Aiders to wear a face mask if administering first aid requires a breach of the 2m distancing rules.</p> <p>First Aid trained/responsible person/s in place.</p> <p>First Aid kit and Accident book to be kept in each bubble.</p> <p>PPE equipment will be located in each bubble as well as the main office and at stations around the school.</p> <p>Disposable gloves and aprons available.</p> <p>Due to low numbers (staff and pupils) and limited activities the need for first aid is reduced.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them. Suitable PPE equipment must be worn.</p> <p>Children or adults showing symptoms of Covid-19 will be isolated in the staff room.</p>	3	4	M	<p>Personal protective equipment must be worn when administering first aid.</p> <p>See PPE Matrix.</p>	2	4	M
<p>Contact due to personal / intimate care</p>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care.</p> <p>Disposable gloves and aprons available.</p>	3	4	M	<p>PPE Is in place and staff have being given instruction on how to use, store, clean and dispose.</p> <p>See PPE Matrix.</p>	2	4	M

	There are no children attending school at the current time with an Intimate Care Plan.							
Contamination of outdoor play equipment	<p>Cleaning regime in place for outdoor play equipment (portable) at the end of the school day.</p> <p>Each bubble to be allocated own set of portable outdoor equipment which will be cleaned at the end of the school day and remain within the bubble.</p>	3	4	M	<p>Outdoor play equipment to be used;</p> <ul style="list-style-type: none"> EYFS fixed play equipment on yard <p>All fixed equipment to be washed at the end of the school day.</p> <p>Tyres and Green Shelter on Big Yard are NOT to be used.</p>	1	4	L
Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)	The school has 1 member of staff who is currently shielding. Communication with staff shielding is maintained and shielding arrangements to be reviewed in line with Government Guidance.	1	4	L	Member of staff working at home. Monitor	1	4	L
Clinically Vulnerable Staff (Including pregnancy)	The school currently has one clinically vulnerable staff member who is shielding at home following medical advice. Head Teacher to monitor.	1	4	L	<p>An individual risk assessment will be carried out and a return to work plan agreed with that individual member of staff.</p> <p>Monitor</p>	1	4	L
Vulnerable Staff (Current Medical issues giving rise to	The school has no staff who is classified as vulnerable.	3	4	M	Monitor and respond if changes	2	4	M

<p>increased risk of catching Coronavirus or increased risks associated with symptoms)</p>								
<p>Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell</p>	<p>General precautions as advised by the Government strictly observed: Tissues widely available for staff and pupils Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Poster available for each bubble to discuss with children upon their return. Personal bottle of hand sanitizer to be given to every member of staff. Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean .</p> <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided. Staff working in separate bubbles will maintain 2m social distance to ensure no cross-contamination of the bubbles.</p>	3	4	M	Monitor	3	4	M

