|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Workplace** | Pashley Down infant School | Likelihood (L) | X | Severity (S) |
| **Department** | Whole School  | Almost Impossible  | 1 | Insignificant (minor injury, no time off) |
| **Risk Assessors** | Mrs H Godding  | Unlikely | 2 | Minor (injury and up to 7 days off) |
| **Room/Area** | Pashley Down infant school Primary School | Possible | 3 | Moderate (injury causing more than 7 days off) |
| **Activity/Task** | Protective Measures for school opening 2021.  | Likely | 4 | Major (death or serious injury) |
| **Date** | **January 2022** | Almost Certain  | 5 | Catastrophic (multiple deaths) |
| Benefit of activity | **To enable all children to attend school safely.** | **Low = 1-8** | **Medium = 9-14** | **High = 15-25** |
| *Risk Assessment Draft. To be read in conjunction with ‘Coming Out of Lockdown December’PowerPoint*  |

**­**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the significant, foreseeable, hazards?*****(the dangers that can cause harm)*** | **Who is at Risk?** | **Risk assessment currently in place for whole school opening in Term 3**  | **Additional/amended actions to reduce risk further in line with ‘Coming out of Lockdown’ document**  | **Revised Risk Rating** |
| **L** | **S** | **R** |
| Risk of transmission between parents and pupils during school drop-off and collection times | All | **Term 3****Drop off and pick up** Maintain social distancing as much as possible.Optional for all parents entering school premises to wear face masks outside. Staff mandatory wearing to encourage parents.Drop off for all 8.45am-9am.Pick up for EYFS 2.55pm-3pm.Pick up for Year 1 and 2 3pm.Children with siblings at Ocklynge to come out first.Badgers Class pick up and drop off at Farm door, Owls class at Car Park door.Parents can use one way system or pedestrian gate, or Longland Road.Longland Road entrance both ways.No messages to be given on the door to keep people moving, messages to be emailed or Dojo’d.*Parents have been sent updated ‘Warn and Inform’ letters and advised on contact numbers to order LFT tests and places they can be collected.* | **Drop off and pick up** Drop off for all 8.45am-8.55am.Pick up for all 2.55pmTo ease congestion by the EYFS steps Woodpecker class to exit via main pedestrian gate, Owls Class via Fire Exit (with bollard preventing traffic entering main car park), and Hedgehogs Class dropping off at EYFS terrace exit. To prevent children going on adventure playground this is now visibly more enclosed and pathway around is clearer. Parents can use one way system or pedestrian gate, or Longland Road.Longland Road entrance both ways. | 3 | 4 | 12 |
| Risk of transmission between bubbles | Children and staff  | **Term 3** **Class Bubbles tightly formed** Staff to move between classes. SLT and other non-class based members across all year groups where needed. **Positive Cases**Ensure all staff are clear about new government guidelines around testing and self-isolating. Any queries/questions to be emailed to Zoe/Victoria so they can reply and/or find out information from Public Health helpline *If positive case identified in class, other members including staff do not need to self-isolate. If positive cases number over 5 the class will be isolated from other classes until cases reduce. (Eg eat in classrooms if in Y2, or eat in hall in 4 class sitting not five with greater space, no attending hall assemblies etc)* If a child is symptomatic, child removed from class into medical room with windows open until parents collect for PCR test to be carried out. If staff member suspected positive, go home immediately. Where possible book PCR walk in test asap and where not possible given school PCR test for home testing to be sent off asap. If child has symptoms at home and needs PCR test and is unable to get to a local test centre, one to be dropped off within 6 hours if the same day or if not as soon as possible.*If testing at home due to contact with positive cases, LFT positive result sufficient to self-isolate – PCR test only necessary if child symptomatic.**Isolation 10 days still with test date as day 0. Isolation can be ended on day 6 subject to 2 negative LFT’s on days 5 and 6, at least 24 hours apart.***Additional Staff**Staff can be moved in year group if necessary to provide cover. School will first move staff who have had all jabs where possible.**Masks**Adults encouraged to wear masks when visiting in school but not required outside.**Playtimes & Lunchtimes** In year groups.Return to 2 sittings with classes separated into tables and no mixed year groups on lunch tables.**Wraparound Childcare***In Hive with children from isolating classes in the DT room.*(See separate risk assessment) **Assemblies** Assemblies in hall for Year 1 and 2 only. Separated by 2 metre gap and sitting on opposite sides of the hall.EYFS assemblies in own year group only this term.**Toilets**Year groups to use own toilets. Y2 toilets to be used at lunchtimes by EYFS.**PE**Mainly outside. Can use hall, 1 class at a time**Students and Volunteers** Students agreed with individual teachers. **EYFS outside area** Classes to go out on outside area in classes – *can mix unless isolating.***Trips or Outside curriculum linked visitors** Trips can be organised by year groups with risk assessments including Covid restrictions.**Uniform**Normal uniform and PE kits kept in school. **Book Bags** Book bags now in. Book baskets allocated across year group areas.**Corridors** Corridors can be used but outside routes continue to be encouraged. | **Class Bubbles tightly formed** Staff to move between classes. Relief staff to be fixed to one year group where possible. SLT and other non-class based members across all year groups where needed. **Additional Staff**Staff can be moved in year group if necessary to provide cover. School has employed and inducted two additional relief Learning Assistants to add capacity. **Masks**Adults to wear masks when visiting in school but not outside if spacing is possible.**Playtimes & Lunchtimes** In year groups.Return to 2 sittings with classes separated into tables.**Wraparound Childcare**In Hive **Assemblies**SLT Assemblies to be recorded.Only year group assemblies in hall.**Toilets**Year groups to use own toilets. Y2 toilets to be used at lunchtimes by EYFS.**PE**Mainly outside. Can use hall, 1 class at a time**Students and Volunteers** Students agreed with individual teachers. Volunteers attached to one year group – masks not needed once seated in corridors**EYFS outside area** Classes to go out on outside area in classes – can mix.**Trips or Outside curriculum linked visitors** Pantomime trip – adults to wear masks**Uniform**Normal uniform and PE kits kept in school. **Book Bags** Book bags now in. Book baskets allocated across year group areas.**Corridors** Corridors can be used but outside routes continue to be encouraged. **Distancing Rules** will continue to be encouraged of children and they will be reminded of this regularly with reference to Distancing Dog. Use video to continue to outline expectations.  | 2 | 4 | 8 |
| Risk of children being unable to access good quality education if remote learning enabled.  |  | **Term 3** **Use of Class Dojo and Tapestry** If children tested positive, work and reading book to be sent home and offer of iPad or laptop made to enable access.All classes resume using Class Dojo in school and additionally Tapestry in EYFS. Focus on rewarding with Class Dojo points for positive attitudes, being kind to others and responsible good learning behaviours. **See separate Information for Parents on Remote Learning on school website.**  | **Use of Class Dojo and Tapestry** All classes yse Class Dojo in school and additionally Tapestry in EYFS. Focus on rewarding with Class Dojo points for positive attitudes, being kind to others and responsible good learning behaviours. **See separate Information for Parents on Remote Learning on school website.**  | 2 | 3 | 6 |
| Risk of transmission between staff  | Staff  | **Term 3** **Staff room spaces** Staff room furniture to return to ‘normal’. *Staff in isolated classes encouraged to spend minimum time in staff room and maintain distancing.* Staff encouraged to sit outside if weather permits.All staff given LFT’s and encouraged to test twice weekly *and every day if positive cases in class.***Training**Twilights to resume face to face in hall.Teacher meetings to resume in hall.**Breaktimes and Lunchtimes** See previous.Breaktimes and Lunchtimes to resume as ‘normal’Dishwasher now in use. ***Pregnancy****Pregnant members of staff will seek advice from their midwife and personal Risk Assessments will be updated accordingly.* | **Staff room spaces** Use for making refreshments – not to sit in**Training**In the hall spaced out.Teacher meetings to resume in staff room but spaced out.**Breaktimes and Lunchtimes** See previous.Breaktimes and Lunchtimes to resume as ‘normal’Dishwasher now in use. **Marking Books** Staff in bubbles to handle books. This mainly to be done in school. Where this is not possible teachers to risk assess own home to ensure that no-one else will handle children’s books. If ‘outside’ class staff need to monitor books, gel hands before. | 2 | 2 | 4 |
| Risk of transmission through out of hours clubs  | all  | **External Clubs** *Karate club and Rugby. Weekly club list of attendees to be given to school secretary.* | **External Clubs** Cancelled from 1st December**Earlybirds and Ladybirds**In Hall | 2 | 3 | 6 |
| Risk of virus spreading within bubble  |  all | **Term 3** **Tables**  To resume as ‘normal’**Resources from home**  PE kit in school Resources in school as pre-Covid.**Other Areas in School**Other shared areas of school can be used by one class at a time and wiped down after.Windows/Doors to be open where possible. | **Tables** As now**Other Areas in School**Other shared areas of school can be used by one class at a time and wiped down after.Windows/Doors to be open where possible. | 3 | 4 | 12 |
| Risk of work load and stress on staff team increasing and effecting staff wellbeing  | Staff  | **Term 3** **PTT**Teachers to organise own PTT time within classroom at times when they have three adults so one adult can cover and swap etc.PTT Time resume during Monday KS1 assembly time.**Time in school**Teachers to be encouraged to leave work by 5.15pm daily when possible. **Wellbeing and Vulnerable Staff**Staff who have been identified as vulnerable to contact SLT to indicate if they are unsure/anxious about any changes. SLT to meet with the individual and an oral risk assessment to be agreed. Member of staff responsible for writing own risk assessment and sending to Business Manager.Discuss with staff how COVID has created more anxiety and potentially increased workload and together work out strategies for any ongoing issues together. Whole school focus on staff well-being, including setting up a well-being committee. Staff to be reminded about new counselling service available.Set up regular meetings with Union Reps to work together and have ‘open door’ policy for all staff to discuss issues/concerns/suggestions.Teachers to be encouraged to practice * Gratitude daily
* Mindfulness

**Staff Training**TA training to resume every other Friday. MDSA meeting every other term focussing on positive rewards for behaviour at lunchtimes. | **Time in school**Teachers to be encouraged to leave work by 5pm daily when possible. Teachers encouraged to meet outside for walks etc. keeping distance to reduce risk of feeling remote and isolated.**Happiness to Success**Teachers encouraged to participate in acting upon training from INSET 1 Daily * Write down 3 things to be grateful for
* One act of kindness
* Mindfulness/meditation
* Exercise
* Write down one positive thing that has happened in last 24 hours

Continue to consult with union reps over national changes. **Union**Union reps to be part of risk assessment consultation. | 2 | 3 | 6 |
| Risk on children’s health and wellbeing  | Staff  | **Term 3** **Life Skills and Values (PSHE)** Wellbeing, including a minimum of weekly circle time, to be prioritised for all children to ensure that children are fully supported. **Mindfulness** Nicky Williams to support 1:1 with internally referred children.**PE** PE to be timetabled twice weekly initially as part of focus on children’s mental health and well-being and Golden mile on other days.*Bikeability for Year 1 and 2 in Term 3.* | **Life Skills and Values (PSHE)** Wellbeing, including a minimum of weekly circle time, to be prioritised for all children to ensure that children are fully supported. **Mindfulness**  Nicki Williams to work with individuals on mindfulness practice.**PE** PE to be timetabled twice weekly initially as part of focus on children’s mental health and well being and Golden mile on other days. | 3 | 3 | 9 |
| Risk of poor response to infection  | All  | **Lateral Flow Test**All staff members in school have lateral flow test kit available. This is not mandatory. Staff taking tests have been asked to take on Sunday mornings and Wednesday evenings if full time. (This varies if part time.) New students have to agree to have lateral flow test in order to become part of teaching team. **Reporting accessing** School to follow online guidance from Public Health, DfE and Local Authority if cases are reported. | **Lateral Flow Test**All staff members in school have lateral flow test kit available. This is not mandatory. Staff taking tests have been asked to take on Sunday mornings and Wednesday evenings if full time. (This varies if part time.) New students have to agree to have lateral flow test in order to become part of teaching team. **Reporting accessing** School to follow online guidance from Public Health, DfE and Local Authority if cases are reported.  | 3 | 3 | 9 |
| Risk of anxious returners to school not attending | Children  | **Term 3** **Attendance**SLT to meet with families where there are PA concerns.Relief Inclusion Assistants to support with vulnerable families re. Attendance.SLT to use class tracker to assess if families need support in attendance, lateness or punctuality. Levels of CP to be reviewed by DSL’s.School secretary to email SLT with daily absences and late drop off’s/collections from previous day.School secretary to email HG, EL and NW weekly attendance concerns every Friday.Head or deputy to meet with each HOY to discuss planned actions arising from attendance reports. | **Attendance**  SLT to meet with families where there are PA concerns.Relief Inclusion Assistants to support with vulnerable families re. Attendance.SLT to use class tracker to assess if families need support in attendance, lateness or punctuality. Levels of CP to be reviewed by DSL’s. | 3 | 3 | 9 |
| Increased need for cleanliness and hygiene of premise | All | **Term 3** **Reminders** All classes will be reminded regularly about the need to hand wash regularly using soap and water.Hand gel used once on entry to school. | **Reminders** All classes will be reminded regularly about the need to hand wash regularly using soap and water. All classes to watch and discuss Distancing Dog Video. | 3 | 4 | 12 |
| Lack of social distancing in the corridors leads to classes/ staff not able to keep safe distance  | All  | **Term 3** **Internal social distancing** Corridors in use although using outside where feasible is encouraged.  | **Internal social distancing** Corridors in use although using outside where feasible is encouraged.  | 2 | 3 | 6 |
| Lack of social distancing in the library leads to staff and children not able to keep safe distance | all | **Term 3** Book baskets to be kept in allocated areas of school for each year group. | Book baskets to be kept in allocated areas of school for each year group. | 2 | 3 | 6 |
| Lack of social distancing in the toilets leading to poor hygiene resulting in direct and indirect transmission of the virus.  | ALL | **Term 3**  **Toilets**Where possible classroom doors to be left open to minimise risk of infection spreading via door handles and other touch points when visiting toilets.  | **Toilets****Where possible classroom doors to be left open to minimise risk of infection spreading via door handles and other touch points when visiting toilets.** See previous detail  | 3 | 4 | 12 |
| Staff not having access to PPE equipment when providing intimate care or supporting SEND children or children with challenging behaviour | Staff and children.  | **Term 3****PPE available** PPE to be made available in the First Aid room to be used if needed.Spare PPE in Headteachers cupboard. | **PPE available** PPE to be made available in the First Aid room to be used if needed.Spare PPE in Headteachers cupboard.PPE masks available for visitors who do not bring a mask with them. | 2 | 4 | 8 |
| Low supplies of hand sanitiser, cleaning materials, gloves, aprons. | All | **Term 3** **Stock of cleaning supplies etc.** When stock is at medium level of supply Site supervisor orders more.PPE kit will be available should someone fall ill, this will include hand sanitiser, disposable gloves, COViD19 symptom check list, possibly a mask (for if symptoms arise) This will be kept by the Headteacher with SLT having permission to use should the Head be unavailable or of site. This is the equipment that has been sent to all schools nationally.Cleaning team will check hand sanitisers are full at the end of each day and check each classroom using a checklist for cleaning, ensuring tissues are plentiful and the lidded bins are emptied once a day. | **Stock of cleaning supplies etc.** When stock is at medium level of supply Site supervisor orders more.  | 2 | 3 | 6 |
| Risk of EAL parents not understanding social distancing plans |  | **Term 3** Communications on social distancing arrangements take place regularly to reinforce. If necessary key information to be translated where identified.  | **Use of Class Dojo and outside interpreters** Where difficulties arise in understanding new procedures teachers to use the translation feature on Class Dojo to communicate. If confusion still persist the school to contact known language specialists.  | 2 | 3 | 6 |
| Risk of recovery curriculum being poorly planned and therefore children not making progress and being supported with Health and Wellbeing as required after lockdown |  | **Term 3****Recovery Curriculum** Whole school focus on wellbeing, exercise, mindfulness and Covid catch up. | **Recovery Curriculum** Whole school focus on wellbeing, exercise, mindfulness and recovery curriculum.Extra TA employed through the school for Covid catch up.  | 2 | 3 | 6 |
| Visitors are unaware of expectations and procedures when visiting the school leading to lack of social distancing | Children, parents and staff | **Term 3** **Visitors**Limit on visitors when children and majority of staff are on site. Higher need outside agency allowed in during school day.Governors can visit during day. Up to 3 at a time.ISEND, CLASS outside agencies in.SIP allowed in.New parents and prospective parents in small groups with masks. Visitors given leaflet with guidelines about * Lateral flow testing
* Social distancing
* Symptoms of Covid

**Visitors in school** Parent workshops to be socially distanced and done as year groups, not as curriculum subjects across the whole school Prospective parent tours not to be organized until Term 2 and then in booked small groups led by known adults. Prospective parents evening to be a booked event and if numbers are high consider releasing video instead.Volunteers to be welcomed in school but limit to one year group at a time in one week. | **Visitors** Limit on visitors when children and majority of staff are on site. Higher need outside agency allowed in during school day. Governors can visit during day. Up to 2 at a time.ISEND, CLASS outside agencies in.New parents and prospective parents in small groups with masks. New EYFS Transition – Sessions are children only and Track and Traced by EYFS Team | 2 | 3 | 6 |
| Risk of fire safety drills causing cross contamination | All | **Fire drill** *All classes to carry out individual fire drill by week 4 in Term 3.* |   | 2 | 3 | 6 |