

### Actions to be taken which apply to all schools planning for reopening from 8th March 2021

1. The school should display a completed copy of the [UK Govt's poster](#) in the building so that staff, pupils and visitors can see it.

2. A completed copy of this risk assessment should be posted on the school's website.

3. The page references given in column B refer to those in the Government Guidance '[Schools coronavirus \(COVID-19\) operational guidance](#)' published on 22nd February 2021. School leaders should be aware that Govt. guidance may change and that these page references may change also.

4. Cells that are highlighted in yellow in column C are either new requirements or refer to requirements from the September version of this risk assessment, which have changed significantly.

**Persons at risk** - List here, the types of person that this risk assessment applies to, e.g pupils teaching staff, support staff, visitors etc

**All children, all staff and visitors**

Hazard - What can cause harm	Page no in Govt. guidance	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
<b>Fire</b> – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	49	Ensure there are sufficient fire marshals to operate the school safely.	Sufficient fire marshals available to support the building being cleared in an emergency	Yes
<b>Fire</b> – Staff and pupils not knowing what to do in an emergency	49	Conduct a fire drill soon after re-occupation.	Fire Drills conducted in February (week beg. 22nd) and another is planned during March 2021	Yes
<b>First Aid</b> - Insufficient number of 1 <sup>st</sup> aiders - Unable to provide 1 <sup>st</sup> aid to staff or pupils.	39	Check the school has sufficient number of 1 <sup>st</sup> aid trained staff to operate safely.	First Aid qualifications checked and fulfill requirements	Yes
<b>School building assessment</b> - Where applicable, has the school completed / reviewed the assessment of the premises fabric, layout, mechanical / electrical systems and other features?	50	Refer to 'School building assessment' tab.	Risk assessment reviewed	Yes
<b>Staffing</b> - Staff are physically and mentally able to return to work.		A risk assessment should be completed for every member of staff (see Staffing tab).	Risk assessments have been carried out for all members of staff	yes
	29	Promote and engage in asymptomatic testing	Asymptomatic testing for staff in place	Yes
	8	Minimising 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	Protocols in place for not attending school where Covid 19 symptoms displayed by individual or by some one in their household. Information shared with school community including staff and families	Yes
	11	Ensure face coverings are used in recommended circumstances	Face coverings worn in communal spaces in school by staff and can be worn by choice when teaching. Anyone on the school premises is asked to wear a mask	Yes
	14	Cleaning hands thoroughly and more often than usual.	Hand gel and washing facilities available across the school building Signage in place to promote handwashing for adults Children supported by staff with regular handwashing	Yes
	14	Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Tissues available. Children supported by staff to develop good respiratory hygiene, including their independence to do so	Yes
	15	Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Frequently touched surfaces are cleaned regularly	Yes
	15	Minimising contact between individuals and maintaining social distancing wherever possible: -		
	16	How children are grouped	Children are grouped in 4 bubbles: Orchard Room, Special Support Centre, Upstairs and Downstairs in Nursery School. Each bubble has access to their own outside space	Yes
	17	Measures within the classrooms	Windows are kept open, frequent cleaning of surfaces and resources. Resources are restricted to those which are easily cleaned. Adults socially distance from one another. Personal hygiene routines in place.	Yes
	18	Large gatherings (e.g assemblies, collective worship)	No large gatherings taking place at present	Yes

<b>Risk of transmission of the virus - prevention of infection</b>	18	Movements around the school	Children move within their own bubble space	Yes
	18	Break times / Lunch times	Children have lunchtime within their bubble	Yes
	18	Shared staff spaces	Staff have allocated spaces for lunch breaks. Social distancing and face coverings are required in share spaces	Yes
	18	Measures for arriving at and leaving school	Children and families have allocated entrances and times to arrive and leave for the school day. Face coverings and social distancing is required by the adults when dropping off and collecting their children. Children have their temperatures taken on arrival. Children wash their hands on arrival and when leaving the school.	Yes
	19	Measure for pupils with SEND	Children with SEND are supported by staff with handwashing and hygiene routines. Resources that children mouth are cleaned immediately	Yes
	40	Measures for supply / peripatetic teachers	Supply staff not currently used	Yes
	19	Measures for specialists, therapists, clinicians and other support staff	These staff cannot move between bubbles and must follow all protocols when on site	Yes
	12/13/19/40	Measures for visitors	Visitors are limited but where they have to enter the building hand gel is available, face covering are required to be worn and social distancing is expected	Yes
	19	Measures for contractors working in occupied parts of the school	Hand gel is available, face coverings should be worn and social distancing is expected	Yes
	20	Measures for dual-registered pupils	Only able to attend one setting at present	Yes
	20	Requirements for individual equipment (e.g. pens and pencils)	Individual equipment is cleaned after use	Yes
	20	Requirements for classroom based resources (e.g. books and games)	Workshop resources are cleaned at the end of the session (where children attend 15 hours of free entitlement) or at the end of the day (where the children attend the extended 30 hour free entitlement)	Yes
	20	Requirements for shared equipment (e.g. sports, art and science equipment)	Shared equipment is cleaned at the end of the session or at the end of the day	Yes
	21	Requirements for outdoor play equipment	Outdoorplay equipment is cleaned at the end of the session or the end of the day	Yes
	21	Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Children can bring in a bag with a change of spare clothes, nappies, wet weather clothing and welly boots. These should stay in school on their peg. It will be sent home if it needs replenishing. Any clothes that children have been changed out of will be sent home on the same day.	Yes
	21	Restrictions on what equipment, books or shared resources can be taken home	Children can take home the pictures they make at Nursery School	Yes
22	Where necessary, wear appropriate personal protective equipment (PPE)	Personal Protective Equipment (PPE) is worn by staff when tending to the intimate care needs of a child, or when supporting them to isolate when waiting to be collected if Covid 19 symptoms are suspected	Yes	
<b>Response to infection</b>	23	<b>Promote and engage with the NHS Test and Trace process</b>	Dept for Education Helpline - 0800 046 8687	Yes
	23	Booking a test	Test can be booked: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> Advice leaflet shared with families as needed	Yes
	26	Keeping records of personnel in the building	All adults sign in and out of the building at reception. All children are registered daily on arrival on the attendance registers	Yes
	23	Self-isolating	Anyone with symptoms of, or confirmed Covid 19 should self isolate in line with current guidelines Advice leaflet shared with families as needed	Yes
	30	Keeping home testing kits	All staff who want to participate in Asymptomatic testing are issued home testing kits to facilitate testing twice weekly	Yes
	25	Ensuring parents and staff inform school of test results	Staff who engage with the Asymptomatic Testing programme report their results twice weekly and this is followed up where they fail to do so. PCR test results should be reported to school by parents and staff. Advice leaflets are shared with families as needed	Yes
	25	Manage confirmed cases of COVID-19 amongst the school community	current guidelines, and where there are confirmed cases within a	Yes
	28	Contain any outbreak by following local Health Protection Team advice	Local Health Protection Team advice is followed	Yes
	42 and 18	<b>Dedicated 'home school transport' in partnership with providers: -</b>		

School transport	43	Measures to manage transport to allow pupils to where possible remain in their 'bubbles'	N/A	
	43	Measures to prevent the spread of infection.	N/A	
	43	Measures to maintain social distance when queuing and inside vehicles wherever possible.	N/A	
	44 and 18	<b>Public transport: -</b>		
	44	Consideration of staggered start and finish times to avoid peak hours on public transport	Children have allocated times to arrive and leave school.	Yes
	44 and 18	Measures to encourage use of other forms of transport to avoid use of public transport	School communication via newsletter encourages families to avoid public transport use where possible	Yes
	19	Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport	School communication via newsletter encourages families to wear face masks on public transport when travelling	Yes
Attendance for pupils who are shielding or self-isolating	44	<b>Pupils travelling from abroad</b>		
	32	Arrangements for pupils who are following clinical and/or public health advice	No such children currently on roll	Yes
Attendance for staff	34	Arrangements to reassure pupils and parents who are anxious about the return to school	Regular communication with families by children's Keyworkers	Yes
	36	For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab	All CEV staff shielding in line with Government advice. CV staff have adjusted working conditions/responsibilities where possible and appropriate.	Yes
	40	Arrangements for Supply Teachers and other temporary or peripatetic teachers	Supply staff not currently used	Yes
Catering	45	Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).	Only 1 person occupies the E-Steam kitchen at a time and conform	Yes
Estates	50	<b>Arrangements for re-opening: -</b>		
	50	All school - all the usual pre-term building checks must be undertaken to make the school safe	Risk assesment reviewed	Yes
		Schools which have remained closed or only partially open since the lockdown on 5th January 2021 - see 'School building assessment' tab		
	49	Arrangements to manage ventilation including air conditioning <b>Note: Fire doors must be kept operational at all times. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.</b>	Opening windows for vetilation is included as part of the routine for opening up the building on a daily basis	Yes
Educational visits	50	Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.	Beach School and other educational visits are not taking place at present	Yes
Extra curricular provision	51	Arrangements for resuming any breakfast and after school provision.	To maintain current bubbles the breakfast and after school provsion is not currently available	Yes
Curriculum risk	54	Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting	Where singing takes place indoors the room will be well ventilated, the group will be spaced and encouraged to sing gently.	Yes
	58	Arrangements to manage C19 risks during physical education, sport and physical activity	Children have daily access to the garden to support physical development. Equipment is cleaned after use at the end of the session or the end of the day	Yes
Pupil wellbeing and support	61	Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.	Keyworkers are responsive to children regarding their feelings about returning to the Nursery School and their experiences of the pandemic.	Yes
	19	Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation	Specialist Support Centre team in regular contact with families.	Yes
		Arrangements to manage school community anxiety to prevent escalation	Regular email communication from leadership team to staff and families.	Yes
Contingency planning for outbreaks	66	Develop contingency plans to cover all eventualities.	Leadership team not in close contact to ensure they will not need to isolate at the same time. Telephone numbers readily available for advice and guidance in the case of an outbreak.	Yes