

AUTUMN TERM 2021 RISK ASSESSMENT – ALL YEAR GROUPS

Location / Site	Insert location and site where activity taking place
ST MATTHEW'S BLOXAM PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Autumn term school opening	
Assessment date	Insert date when assessment is being carried out
6.9.2021	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the classroom resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Class Behaviour Charter created for and with the children – (Include use of toilet, moving around the classroom and school) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy 2. Conversation in the classroom from adult height, where appropriate 3. If close feedback or communication needed – side to side not facing child 4. Coats kept on pegs 5. Playtimes – in Bubbles groups (2 Bubble groups can have half of the play area each but Bubble group children and staff must not mix – 2 metre distance at minimum) 6. Ensure good ventilation in each classroom all day (windows or doors open) 7. BUBBLES: Children - Majority of the school day will be in phase bubbles and Break time and lunchtime – year group bubbles (60) Staff – majority of the school day will be in class bubbles and PPA – year group bubbles. Some staff will be working between 2 or more bubbles.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Phase toilets – Boys and girls 2. Children instructed – if cubicles are in use – wait outside 3. Hand gel used after toilet use as well as washing hands 4. Extra Signs in toilet re washing hands 5. Wedges for the toilet external toilet doors if not fire doors. 6. Extra soap ordered to ensure we do not run out	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing waiting to enter classroom in morning/afternoon resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Trickle in system should allow for children to be brought in at different times over a 10 minute period. Gates open at 8.40 and close at 8.50am 2. Encourage social distancing between families in the morning with parents and children and the wearing of masks promoted 3. Staff to maintain mask wearing on the playground when talking to parents 4. Signage for parents and children displayed outside the classroom 5. DHT and HT to be on duty to supervise	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Staggered playtimes and/or allocated play area (for phases – half play area per bubble group) 2. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other. 3. Rota for the back playground to ensure equal sharing of the trim trails between bubbles	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Children eat hot meals in the dining hall will sit with bubble groups 2. MDSAs allocated to classes (and year groups) for supervision. 3. Children may eat packed lunches outside – weather permitting	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Children staying in their classroom and accessing outside from allocated stairs and corridors 2. Messages to office via walkie-talkies 3. Agree instructions with children concerning going and returning to toilet	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Tubs of resources for pairs if needed – maths cubes etc 2. Tables, door handles and other surfaces cleaned with Zoflora every night 3. Children encouraged to wash hands / use hand gel before lessons and after each lesson 4. Resources left on front tables for cleaning – if shared within the day 5. All surfaces left clear at end of the day	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the children	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Cohort profiles to be completed within first few weeks to identify children that may need individual Learning Support Mentor support 2. Individual risk assessments for children with special educational and behavioural needs 3. Jigsaw PSHE and Protective Behaviours curriculum to be delivered for first few weeks.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Masks purchased if needed – instructions form PHE re cleaning – so issued to individuals 2. Extra disposable aprons ordered 3. Extra gloves ordered 4. Some visors also ordered if needed 5. Personal care – PPE (mask, face shield, gloves and apron) 6. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask 7. If child has temperature or new and continuous cough – child taken to COVID isolation bay in The Nest (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Parent told to get test and keep children off school until test has been returned.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Hand gel inside of all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line. 8. Timetables created to enable all children to wash hands before and after lunch, after break if not possible hand gel used.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Zoflora/fabulosa 2. PPE will be worn by all cleaning staff 3. Toilets cleaned throughout the day 4. Anti-bac spray in each classroom to be used before and after lunch 5. Displays to be designed to engage children but not encourage touching – so decoration above the children's heads and class doors to be left clear.	
<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Changes to the rules on self-isolation	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Staff/children/parents should isolate and book a PCR test if they experience any of these 3 symptoms, however mild – a high temperature, a new continuous cough, a loss of change to sense of smell or taste 2. Staff/children/parents should isolate if they have tested positive with an LFD test and book a PCR test immediately 3. If a positive PCR test is given – isolate for 10 days 4. If you have been a close contact or live in the same household as someone testing positive but you are negative and have no symptoms you DO NOT have to isolate if any of the following applies • Fully vaccinated (second dose has passed 14 days) • Under the age of 18 years and 6 months old • Taking part in a vaccine trial • Not able to get vaccinated for medical reasons 5. Take extra precautions around school if you have been a close contact and do not need to isolate – such as social distancing, hygiene and mask wearing.	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Regular LFD testing	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Staff and families at home will continue to be encouraged to take part in twice weekly LFD testing using home kits 2. If a positive LFD result is shown then a PCR test must be booked immediately 3. If symptoms are being experienced then a PCR test must be booked immediately 4. LFD testing remains voluntary	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
PE Kits/Swimming	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Children will continue to attend school in their PE kits on their PE days 2. Teachers will share timetables with parents which will highlight what days PE is on 3. Swimming lessons will resume at Rugby School swimming pool 4. Classes who are swimming may wear trainers on the day as they are walking to the pool	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Collective Worship/assemblies	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. From the start of term to be continued to be delivered via Teams or in class 2. Open the Book assemblies – start with reception and key stage one. Maintain 2 metres distance between the 2 bubbles in the hall 3. Review whether move to whole school in the hall from 4.10.2021 (this will depend on local rates of infection)	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Remote learning	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Remote learning will be provided for children unable to attend school due to	

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- coronavirus restrictions – parents should request work from the school
- 2. In case of a class closure – online live lessons will resume
- 3. Access will be given to online resources and a paper pack if requested due to self-isolating
- 4. Parents can request technology from the school if required
- 5. Further information is available in the Remote Learning policy

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Volunteers	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Volunteering to resume but adults/students must stay with the same bubbles each week 2. Volunteers are recommended to undertake twice weekly LFD testing 3. Volunteers are encouraged to wear face masks 4. Volunteers should follow the hygiene procedures set	

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

ST MATTHEW'S BLOXAM C OF E PRIMARY SCHOOL HEALTH & SAFETY

Risk assessment review 1	
Date	20 th September
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 2	
Date	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 4	
Date	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 5	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	

Signature of those involved in the Review