

Park Junior School Risk Assessment Jan 21, Mar 21 & Jun 21

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
Buildings		
<ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). 	All carried inline with annual maintenance program	ongoing
<ul style="list-style-type: none"> Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). 	In Place and reviewed during lockdown to reflect new practices	ongoing
Increase Ventilation where possible.	Windows in rooms to be kept open where possible. Doors to outside to be kept open where possible. Staff reminded about maximizing ventilation. All staff informed via Inset Day 4.1.21, staffroom board. ICT Suite Shutters and windows to be opened every morning by the caretaker. Staff sent an email reminder prior to opening 8.3.21	ongoing
<ul style="list-style-type: none"> Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. 	Blue room near main reception to be used. Staff to be reminded.	ongoing
<ul style="list-style-type: none"> Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. 	Review stock levels weekly. Weekly meeting with cleaning team.	ongoing
<ul style="list-style-type: none"> Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. 	All classrooms have stations near sinks. Bins are present in every classroom and by sinks.	ongoing
<ul style="list-style-type: none"> Provide sufficient tissues in all rooms. 	Tissue boxes in all classrooms. Posters at each station about Catch it Bin it Kill it.	ongoing
<ul style="list-style-type: none"> School site can be split into separate zones where groups of pupils can remain to minimise mixing. 	Where possible external doors to classrooms to be used for entry and exit. Soft opening times. Playtimes and lunchtimes to continue to be staggered so the playground can be zoned. Staff to made aware of this. Staggered end to the day with Year 5 and Year 6 leaving from different doors. Year 3 and Year 4 leave through different gates to avoid contact.	ongoing
<ul style="list-style-type: none"> Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. 	Staffrooms reallocated after lockdown on 5.1.21. Staffrooms for each year to be the year group classroom that is not being used.	ongoing
Year group Bubbles remain in classrooms/practical area. PE lessons taken outside or in hall on a timetable. No mixing of bubbles.	Staff to be reminded of the areas that they can use as a bubble i.e. classrooms/practical area that are to be used for each Bubble. P.E. timetable in bubbles outside or (inside in a well ventilated hall).	ongoing
<ul style="list-style-type: none"> Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). 	All meals to be eaten in classrooms. School lunches delivered to classrooms, except Y3 who are now eating in the hall. Bubble integrity maintained.	01/01/2021 & March 21 & Jun 21
<ul style="list-style-type: none"> Evaluate the capacity of rooms and shared areas. 	Shared areas such as playground/field zoned and break and lunchtime staggered.	ongoing
<ul style="list-style-type: none"> Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. 	Playground at lunchtime is still staggered.	ongoing
Lunchtime shared areas are zoned	Playground is zoned to prevent mixing of Bubbles	ongoing
<ul style="list-style-type: none"> Consider door signs mounted to identify max number in room / toilets at one time. 	Classes to be assigned toilet blocks. Classroom staff to manage this.	ongoing
<ul style="list-style-type: none"> COVID-19 posters/ signage displayed. 	Signage board to be placed outside main reception area each morning. Office manger to walk the site to check that there is still adequate signage around the site.	ongoing
<ul style="list-style-type: none"> Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. 	External entrances to be used. Each Yr. group has on Entrance/Exit Doors. At the end of playtime and lunchtime year 4 classes to come in after year 3 to avoid meeting in the cloakroom area.	ongoing
<ul style="list-style-type: none"> Consider one-way system if possible for circulation around the building. 	Main corridor is marked off with arrows. Main gates have a one way system in place.	ongoing
<ul style="list-style-type: none"> Put down floor markings along the middle of two-way corridors to keep groups apart. 	Main corridor -marked off with arrows. Reception area has restriction of one person at a time in the area. Reapply arrows if missing in corridors.	ongoing
<ul style="list-style-type: none"> In areas where queues may form, put down floor markings to indicate distancing. Area restricted to one person at a time within it. 	Reception area to be restricted to one person/family at a time.	ongoing
<ul style="list-style-type: none"> Can separate doors be used for in and out of the building (to avoid crossing paths). 	Main gates to have directional signage on them with an in and an out on each. Side gate near library(Y6) and lettings door(Y5) used for exit. Y3 use main blue door and Y4 use door from Kingfishers Classroom. Main gates have directional signage on them with staff manning the two gates. One way system manage by staff to ensure parents are adhering to it.	ongoing
<ul style="list-style-type: none"> Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. 	All doors are propped open where possible.	ongoing
<ul style="list-style-type: none"> Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). 	External doors to be used where possible.	ongoing

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<ul style="list-style-type: none"> Organise classrooms for maintaining space between seats and desks. 	Yes staff to be reminded of this. Pupils to be spaced out in classrooms and use their named trays for their books/pencil cases etc. If this is not possible, children to be distanced as much as possible in the classroom at their desks. Desks to be reallocated to enable this to happen. Desks facing forwards and in lines.	ongoing
<ul style="list-style-type: none"> Arrange desks seating pupils side by side and facing forwards. Keep area near teachers desk clear and well spaced from pupil desks. 	Yes staff to be reminded of this. See action above.	ongoing
<ul style="list-style-type: none"> Inspect classrooms and remove unnecessary items and furniture to make more space. 	Completed and maintained.	ongoing
<ul style="list-style-type: none"> Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. 	Extra cleaning program in place at lunchtime for all high touch areas. Taps, toilets, door panels, tables in whole school , office where there is high traffic.	ongoing
<ul style="list-style-type: none"> Timetabling and lessons 	Pupils not moving around rooms. Year 5 to have access to the computer suite all other year groups to use I-pads/lap tops in class to avoid movement around the school. Computer suite to be used on a rota from 15.3.21. Each year group to have a different afternoon.	ongoing
<ul style="list-style-type: none"> Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. 	Soft opening 8.40-8.55am . Several entrances and exits in use. Staggered ending end of day Y3 & Y6 3.20pm Y4 & Y5 3.10pm . Children still leaving at separate exit points.	ongoing
<ul style="list-style-type: none"> Stagger break times and lunch times to avoid mixing and time for cleaning surfaces. 	Playground / field to be zoned . All meals taken in classrooms. Playtimes and lunchtimes to be staggered.	ongoing
<ul style="list-style-type: none"> When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. 	Timetable of use for hall.	ongoing
<ul style="list-style-type: none"> Prepare arrangements to allow remote learning to take place 	Microsoft Teams in place. Remote Learning Policy on website and disseminated to parents.	ongoing

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Policies and procedures		
• Update policies to reflect changes brought about by COVID-19, including:		
• Safeguarding/child protection	Yes Reviewed after OFSTED visit in May 21	May-21
• Behaviour	Yes.-Reviewed in light of impact of COVID 19.	ongoing
• Curriculum	Yes Remote Learning policy January 21 .	ongoing
• Special educational needs	Yes	ongoing
• Visitors to school	Parent meetings virtual only. RA for all other visitors. Only essential visitors into school for Safeguarding concerns, sports coaches, to provide educational support or interventions.	ongoing
• Ensure website is compliant with regards to the publishing of policies.	Yes.	ongoing
• Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.	Statement on e reception.	ongoing
• Governing boards and school leaders to have regard to staff (including the head teacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.	Governors to be sent a copy of RA. Staff to be provided with RA and asked to sign to say they have read and understood it so they respect the measures in place to help all staff feel safe in school.	ongoing
Response to any infection		
Testing kits available from school for pupils/staff not able to access testing sites.	Kept in Schools Office and all SLT aware.	ongoing
Covid Incidents Tracker Spreadsheet in use	T Drive & SLT aware. Tracey Law to lead the tracking of this.	ongoing
Lateral Flow Tests Offered to all staff including perapetic staff. Opt in system. Staff tested twice a week in line with Government Guidance.	Yes. Staff are testing twice a week.	ongoing
Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.	SLT have copies. File on T drive with details too. Posters displayed around school for staff.	ongoing
• Plan how to inform staff members and parents/ carers that they will need to be ready and willing to:		
• book a test if they are displaying symptoms;	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	ongoing
• inform the school immediately of the results of a test;	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	ongoing
• provide details of anyone they have been in close contact with;	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	ongoing
• self-isolate if necessary.	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	ongoing
Employees		
• Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken.	Week commencing 4.1.21 & WC 1/03/21 continue to review and adapt practice together as a team.	ongoing
Staff involved in the procedures in place during third lockdown. All staff received letters from the Deputy Head teacher reviewing the processes that are in place. All staff are able to talk to her in confidence.	Review all processes for staff.	ongoing
• Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.	RA in place for individual staff members . Actions from these in place. Review RA for individual members of staff in January 2021 & March 21.	ongoing
• Employees fully briefed about the plans and protective measures identified in the risk assessment.	All staff to work in Year Group Bubbles, led by teachers. Updates disseminated via emails and verbally via teachers/deputy . RA shared with staff.	ongoing
• Regular staff briefings.	As and when Government Guidance is updated. Information to be shared by email or in person.	ongoing
• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.	ALL STAFF	ongoing
• Information shared about testing available for those with symptoms.	Ongoing discussions with staff.	ongoing
SLT teachers and TP to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).	Pupils have individual pencil cases and resources: Resources for all pupils to be reviewed and replenished: i.e. pens pencils rulers sharpeners rubbers. Use of resources for computing to be reviewed and kept to a minimal if possible. Adults to use Anti Bac wipes to wipe down shared resources between use. Shared PE equipment to be wiped down and left as long as possible before being used by a different bubble. Playground equipment available within bubbles to support fitness and SEMH of all children. Trim trail and gym equipment to be used in weekly rotation.	ongoing
• Identify and plan lessons that could take place outdoors.	Teachers to plan outdoor learning opportunities, where possible.	ongoing
Parents/pupils		

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<ul style="list-style-type: none"> Review EHCPs where required. 	Done inline with current guidance. Review EHCPs on line with parents and other professionals.	ongoing
<ul style="list-style-type: none"> Communicate to parents on the preventative measures being taken. 	-Letters sent to parents week commencing 1.3.21	ongoing
<ul style="list-style-type: none"> Post the risk assessment or details of measures on school website. 	Yes. Upload updated version to website.	ongoing
<ul style="list-style-type: none"> Parents and pupils informed about the process that has been agreed for drop off and collection. 	Re opening of school letter to all parents. Letters sent to parents week before school opening to all pupils.	ongoing
<ul style="list-style-type: none"> Ensure parents have a point of contact for reassurance as to the plans put in place. 	At the end of every correspondence to parents always encourage them to contact us by email or phone if they have any questions or concerns. Office manned 8.15-4.00 daily. Parents aware of Year Group Email Addresses.	ongoing
<ul style="list-style-type: none"> Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. 	Continue to provide all resources the children will need in school. Continue to limit children to just bring in lunch boxes and water bottles.	ongoing
<ul style="list-style-type: none"> All pupils told to provide personal equipment (pens, pencils, rulers, rubbers, scissors, pencil sharpeners etc.) to ensure no shared use in class. Reading books used & then isolated for at least 48 hours for paper and 72 hours for plastic 	Continue to provide all equipment provided by school. Resources to be audited and replenished if necessary.	ongoing
<ul style="list-style-type: none"> Parents informed only one parent to accompany child to school. 	Continue reminding parents of the expectation and monitor behaviours on site.	ongoing
<ul style="list-style-type: none"> Parents and pupils encouraged to walk or cycle where possible. 	In letter at start of term. Remind parents that they cannot drive into school to drop off or pick up their children.	ongoing
<ul style="list-style-type: none"> Staggered drop-off and collection times planned and communicated to parents. 	Staggered start times to continue. Collection time 3.10pm for Year 4 and Year 5 and 3.20pm for Year 3 and Y6. Different year groups exiting through different doors.	ongoing
<ul style="list-style-type: none"> Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). 	Text message service with replies available. A member of SLT will speak to parents outside if required. Year group email set up for all parents to use.	ongoing
Staff on duty on gate at end of day. Parents reminded to follow one way system and to wear masks. Staff to wear face shields.	All staff to be reminded to wear face -masks and social distance.	ongoing
<ul style="list-style-type: none"> Communications to parents (and young people) includes advice on transport. 	In letter at start of term.	ongoing

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Others		
• Communication with contractors and suppliers that will need to prepare to support plans(e.g. cleaning, catering, food supplies, hygiene suppliers).	Actions to be continued: contractors not allowed on site during school hours or unless an emergency.	ongoing
• Assurances that caterers comply with the guidance for food businesses on COVID-19.	-Food prepared and served onsite with fully trained Caterlink Staff	ongoing
Lettings and non-school users		
All lettings are in line with Government Guidance .	Yes	May-21
All lettings are risked assessed and are in line with their Governing Body Guidance	Yes	May-21
Lettings can take plain in line with current government guidance and inline with Governing Body for that activity. RA in place for each letting.	Reviewed in line with Government Guidance .	01/01/2021 & March 21 & May 21
Control Access and Visitors		
Access		
• Entry points to school controlled (including deliveries).	Signage in place.	ongoing
• Building access rules clearly communicated through signage on entrances.	Signage in place.	ongoing
• Soft start at beginning and end of of day so that pupils arrival is more spaced out.	Letter to be sent to all parents who have children attending school. Reviewed regularly.	ongoing
• Floor markings outside school to indicate distancing rules (if queuing during peak times).	Review signage in place	ongoing
• Screens installed to protect employees in reception. Staff to wear masks in school for the rest of Term 4, 5 & 6 inline with current Government Guidance.	Staff made aware of requiring to wear a mask. Staff Meeting Wed 3 March 2021	ongoing
• Shared pens removed from reception.	E reception in use. Staff sent details of mobile app. QR code in place for visitors to scan themselves in.	ongoing
• QR code system in place for any visitors to sign in. All staff have app on phone to sign in and out.	QR code in place to scan themselves in. Mobile App sent to all staff for remote sign in.	ongoing
• Hand sanitiser provided at all entrances. Hand sanitizers in all classrooms.	Yes	ongoing
• Sealable plastic bags provided for reusable face coverings to take home with them.	Yes but parents reminded of Government guidance	ongoing
• Gathering at the school gates prohibited.	Yes	ongoing
• Staff on duty outside school to monitor protection measures.	SLT on duty	ongoing
Visitors		
Visitors to school not encouraged. Where possible have virtual meetings. Separate RA in place for visitors. This is shared with visitors to school ahead of visit.	Yes	ongoing
• Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.)Only essential professional visits where a child is in risk or harm if meeting does not take place. Where there is a safeguarding need that will be better face to face these will take place on site following strict school Covid guidance and expectations. Visitors RA in place when required.	Ensure this is a clear message to all visitors.	ongoing
• Parents/carers and visitors coming in to school without an appointment is not to be permitted.	Ongoing	ongoing
• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.	On e reception	ongoing
• Where possible visits arranged outside of school hours.	Yes	ongoing
• A record kept of all visitors to assist NHS Test and Trace, including: Name, phone number, date of visit, arrival/departure , member of staff visiting	Yes on e reception	ongoing
Minimise contacts and social distancing		
Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.		
'Bubbles'		
• Small, consistent groups of pupils split into bubbles.	To maintain school year group bubbles and not group different year groups together.	ongoing
• Year groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.	• Year groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.	ongoing
• If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles.	Playground and school to maintain its zoning arrangement for playtime and lunchtimes. Playtime and lunchtime staggered.	ongoing
• Keep a record of pupils and staff in each bubble, lesson or close contact group.	• Keep a record of pupils and staff in each bubble, lesson or close contact group.	ongoing
Toast Club operated in Classroom Bubble	Toast Club operated in Classroom Bubble	ongoing
Breakfast & Afterschool Club in operation	Breakfast & Afterschool Club in operation. External provider.	ongoing

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Minimise mixing		
• Whatever the size of the bubble, they are to be kept apart from other groups.	Each year group to be set up as a bubble so there is no crossing over between bubbles. Children still have staggered playtime and lunchtimes.	ongoing
• Year Groups use the same classroom or area of a setting throughout the day.	Children to work in their classrooms - P.E. will take place outside unless weather permits them to use the hall (no other year group will use the hall that day). Hall well ventilated with windows and external door open, when appropriate.	ongoing
• Mixing between bubbles kept to a minimum during arrival.	Yes -soft start at start of day and staggered finishes at end of day.	ongoing
• Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing.	Yes	ongoing
• Groups will stay within a specific "zone" of the site to minimise mixing.	Yes	ongoing
• The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles.	Yes	ongoing
• Large gatherings such as assemblies or collective worship with more than one group to be avoided.	No physical assembly. School assemblies online using TEAMS.	ongoing
• Separate spaces for each group clearly indicated.	Yes	ongoing
• Multiple groups do not use outdoor equipment simultaneously.	Yes	ongoing
• Limiting the number of pupils who use the toilet facilities at one time.	All year groups have designated toilets . Staff and Pupils	ongoing
• Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.	Number of children allowed to go the toilet at any one time is limited.	ongoing
Different staffrooms are used for different year group staff	Each year group has a designated staff room. SLT/Admin have a designated staff room	ongoing
• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.	Yes	ongoing
• Staff that move between classes and year groups, to keep their distance from pupils and other staff.	Yes	ongoing
Distancing		
• Staff to keep 2 metres from other adults as much as possible.	Staff reminded in Inset 4.1.21 and frequently creating a culture of awareness of the importance of this distance being maintained.	ongoing
• Where possible staff to maintain distance from their pupils, staying at the front of the class.	Yes	ongoing
• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.	Yes	ongoing
• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.	Yes	ongoing
• The occupancy of staff rooms and offices limited.	Yes.	ongoing
• Use of staff rooms to be minimised.	Yes 4 rooms in use. 4 people max in each & each visit limited to 10 minutes. 3 people only in office.	ongoing
• Use a simple 'no touching' approach for young children to understand the need to maintain distance.	Yes	ongoing
• Older children to be encouraged to keep their distance within bubbles.	Yes	ongoing
Minimising contact		
• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.	Yes	ongoing
• Taking books and other shared resources home limited, although unnecessary sharing avoided.	No resources to go home. Reading books isolated for at least 72 hours when used in school.	ongoing
• Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.	Yes. Children have individual pencil cases supplied by school with all their resources in.	ongoing
PE and School Sport		
• Pupils kept in same consistent bubbles where possible during PE and sport.	Yes	ongoing
• Sports equipment thoroughly cleaned between each use.	Yes	ongoing
• Contact sports avoided until guidance changes.	Yes	ongoing
• Outdoor sports should be prioritised where possible.	Yes	ongoing
• Large indoor spaces used where it is not possible to be outside.	Yes	ongoing
• Distance between pupils from mixed bubbles will be maximised.	Yes	ongoing
Sports Day to take place in Bubbles and without parents or external spectators	Yes RA in place	Jun-21
• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.	Yes. Policy from external provider in place.	ongoing

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Educational Visits and journeys		
• From the autumn term, non-overnight educational visits only.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Risk assessments of visits and journeys to be undertaken by visit leaders.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• No overnight and overseas visits until government guidance changes.	No overnight visits planned	Jun-21
• Pupils grouped together on transport in the same bubbles that are adopted within school where possible.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used).	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Use of hand sanitiser upon boarding and/or disembarking	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Cleaning of vehicles between each journey. Minimise contact with individuals who are unwell:	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Refer to PHE guidance and Action Cards for School Managers.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child).	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Staff caring a child awaiting collection to keep a distance of 2 metres.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Staff to wash their hands after caring for a child with symptoms.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• All areas where a person with symptoms has been to be cleaned after they have left.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.	All visits will be inline with current guidance and will be Year Group visits only.	Jun-21
Hand washing		
• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).	Yes	ongoing
• Sufficient handwashing facilities are available.	Yes	ongoing
• Where there is no sink, hand sanitiser provided in classrooms.	Yes	ongoing
• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.	Yes	ongoing
• Pupils to clean their hands when they arrive at school, when they go out to break , when they return from breaks, when they change rooms and before and after eating.	Yes	ongoing
• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).	Yes	ongoing
• Use resources such as "e-bug" for example to teach effective hand hygiene etc.	Yes Pupils have lessons in hand washing techniques.	ongoing
Respiratory hygiene		
• Adults and pupils are encouraged not to touch their mouth, eyes and nose.	Yes	ongoing
• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ("catch it, bin it, kill it")	Yes	ongoing
• Tissues to be provided.	Yes	ongoing
• Bins for tissues provided and are emptied throughout the day.	Yes	ongoing
Measures to be taken when playing instruments or singing in small groups such as in music lessons include:		
Peripatetic teachers coming into school offered Lateral Flow Testing	Yes	ongoing
• playing outside wherever possible;	Yes. Lessons taken by outside agencies. RA in place for each teacher.	ongoing
Cleaning		
• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Yes	ongoing
• Thorough cleaning of rooms at the end of the day.	Yes & at lunchtime for high touch areas.	ongoing
• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).	Yes	ongoing
• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.	No shared resources	ongoing
• Outdoor equipment appropriately cleaned frequently.	Yes and kept within the bubble.	ongoing
• Toilets to be cleaned regularly.	Lunchtime and end of day	ongoing
• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.	Yes All adults to wear masks when working in close proximity to pupils. Regular hand washing taking place.	ongoing

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PPE		
The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:		
• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained	Yes	ongoing
All staff to wear masks whilst in school . Staff who are exempt from wearing masks to inform SLT .	Staff to wear masks when in corridors and shared spaces and when keeping 2ms apart is difficult.	ongoing
• where 1:1 or small group teaching requires staff to be within 2 meters of a pupil in a communal area.	Yes .	ongoing
• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	ongoing
First Aid		
• Check if qualifications run out. Consider enrolling more staff on training.	Yes basic first aid training to be undertaken by more staff.	ongoing
• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:	Yes	ongoing
• washing hands or using hand sanitiser, before and after treating injured person;	Yes	ongoing
• wear gloves or cover hands when dealing with open wounds;	Yes	ongoing
• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;	Yes	ongoing
• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxia arrest.	Yes	ongoing
• dispose of all waste safely.	Yes	ongoing
• Consultation with employees and trades union Safety Reps on risk assessments.	Yes	ongoing
• Risk assessment published on school intranet (T Drive)and website.	Yes	ongoing
• Nominated employees tasked to monitoring protection measures.	Yes Acting Head Teacher and Office Manager	ongoing
• Members of staff are on duty at breaks to ensure compliance with rules.	Yes	ongoing
• Staff encouraged to report any non compliance.	Yes	ongoing
• The effectiveness of prevention measures will be monitored by school leaders.	Yes	ongoing
• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.	ongoing review	ongoing
Infection Control Measures		
School Actions		
Date		
Minimise contact with individuals who are unwell:		
• Refer to PHE guidance and Action Cards for School Managers.	Yes	ongoing
• Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.	Yes	ongoing
• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.	Yes	ongoing
• An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child).	Yes	ongoing
• Staff caring a child awaiting collection to keep a distance of 2 metres.	Yes	ongoing
• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.	Yes	ongoing
• Staff to wash their hands after caring for a child with symptoms.	Yes	ongoing
• All areas where a person with symptoms has been to be cleaned after they have left.	Yes	ongoing
• All staff offered Lateral Flow Testing twice a week. Sunday and Wednesday evening. Staff have to opt in or opt out of this program. Process in place to inform SLT of positive and void results. Government Guidance followed with regards to these test.	Yes.	ongoing
• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.	Yes	ongoing
Hand washing		
• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).	Yes	ongoing
• Sufficient handwashing facilities are available.	Yes	ongoing
• Hand sanitiser provided in all classrooms.	Yes	ongoing
• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.	Yes	ongoing
• Pupils to clean their hands when they arrive at school, when they go out to and return from breaks, when they change rooms and before and after eating.	Yes	ongoing
• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).	Yes	ongoing
• Use resources such as “e-bug” to teach effective hand hygiene etc.	Yes PHSE lead to get all teachers to timetable it into lessons	ongoing
Respiratory hygiene		
• Adults and pupils are encouraged not to touch their mouth, eyes and nose.	Yes	ongoing

Park Junior School Risk Assessment Jan 21, Mar 21 & Jun 21

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Yes	ongoing
• Tissues to be provided.	Yes	ongoing
• Bins for tissues provided and are emptied throughout the day.	Yes	ongoing
• physical distancing;	Yes	ongoing
• playing outside wherever possible;	Yes	ongoing
• positioning pupils back-to-back or side-to-side;	Yes	ongoing
• avoiding sharing of instruments;	Yes	ongoing
• ensuring good ventilation.	Yes	ongoing
Cleaning		
• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Yes	ongoing
• Thorough cleaning of rooms at the end of the day.	Yes	ongoing
• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).	Yes	ongoing
• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.	Yes	ongoing
• Outdoor equipment appropriately cleaned frequently.	Yes	ongoing
• Toilets to be cleaned regularly.	yes two times a day	ongoing
• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.	Yes	ongoing
PPE		
The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:	Yes	ongoing
• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools.	Yes	ongoing
All staff can wear face- masks .	Face Masks to be worn in communal areas, shared spaces and where 2m social distancing is difficult	ongoing
• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	Face shields provided	ongoing
First Aid		
• Check if qualifications run out. Consider enrolling more staff on training.	All TP have completed annual online First Aid Training	ongoing
• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:	Yes	ongoing
• washing hands or using hand sanitiser, before and after treating injured person;	Yes	ongoing
• wear gloves or cover hands when dealing with open wounds;	Yes	ongoing
• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;	Yes	ongoing
• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxia arrest.	Yes	ongoing
• dispose of all waste safely.	Yes	ongoing
Communicate and Review Arrangements		
• Consultation with employees and trades union Safety Reps on risk assessments.	CONSULT WITH ALL STAFF WEEKLY DURING MEETINGS	ongoing
• Risk assessment published on school intranet and website.	Yes	ongoing
• Nominated employees tasked to monitoring protection measures.	Yes. SLT . All Staff are responsible for following the Government Guidance.	ongoing
• Members of staff are on duty at breaks to ensure compliance with rules.	Yes	ongoing
• Staff encouraged to report any non compliance.	Yes	ongoing
• The effectiveness of prevention measures will be monitored by school leaders.	SLT	ongoing
• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.	Yes	ongoing