

Park Junior School Risk Assessment

Prepare Building, timetables and lessons, policies and procedures	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	Aug-20
<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	Aug-20
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 staffroom board.	Aug 20 & Nov 20
<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	Aug-20
<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.	Sep-20
<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.	Sep-20
<ul style="list-style-type: none"> • Consider if the 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.	Sep-20
<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. 	Walked though with all staff	Sep-20
<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 classes using a trolley per yr group.	Sep-20
<ul style="list-style-type: none"> • Evaluate the capacity of rooms and shared areas. 	Classrooms max of 30 pupils EXCEPT Y4, due to class sizes. Shared areas such as playground/field to be zoned.	Sep-20
<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. 	All meals to be eaten in classrooms. School lunches delivered to classes using a trolley per yr group.	Sep-20
<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. Pupils only to use toilets when with staff member available to manage them.	Sep-20
<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. 	To be put on all external doors.	Sep-20

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<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	Sep-20
<ul style="list-style-type: none"> Consider one-way system if possible for circulation around the building. 	Main corridor to be marked off with arrows.	Sep-20
<ul style="list-style-type: none"> Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. 	Main corridor to be marked off with arrows. Reception area has 2 metre dots on floor.	Sep-20
<ul style="list-style-type: none"> In areas where queues may form, put down floor markings to indicate distancing. 	Reception area.	Nov-20
<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. 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.	Sept 20 & Nov 20
<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 to be propped open where possible.	Sep-20
<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.	Sep-20
<ul style="list-style-type: none"> Organise classrooms for maintaining space between seats and desks. 	Yes staff to be reminded of this.	Sep-20
<ul style="list-style-type: none"> Arrange desks seating pupils side by side and facing forwards. 	Yes staff to be reminded of this.	Sep-20
<ul style="list-style-type: none"> Inspect classrooms and remove unnecessary items and furniture to make more space. 	Completed	Aug-20
<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, tables in whole school , office where there is high traffic.	Sep-20
<ul style="list-style-type: none"> Timetabling and lessons 	Pupils not moving around rooms.	Sep-20
<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. Several entrances and exits in use. Look at reviewing staggered finish times.	Sept 20 & Nov 20
<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.	Sept 20 & Nov 20
<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. 	Bubbles move to ICT suite as a Bubble one at a time . Bubbles go out to PE or to the hall for PE one at a time .	Nov-20
<ul style="list-style-type: none"> Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. 	Microsoft Teams in place. Blended Learning Policy in place.	Aug 20 & Nov 20

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Policies and procedures		
• Update policies to reflect changes brought about by COVID-19, including:		
• Safeguarding/child protection	Yes	Sep-20
• Behaviour	Yes	Sep-20
• Curriculum	Yes blended learning policy in place.	Sep-20
• Special educational needs	Yes	Sep-20
• Visitors to school	Yes professionals only in school day time during second lock down . Parent meetings virtual only. RA for all other visitors.	Sept 20 & Nov 20
• 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	Sep-20
• Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.	Governors to be given copy of RA.	Sept 20 & Nov 20
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.	Sep-20
Covid Incidents Tracker Spreadsheet in use	T Drive & SLT aware	Nov-20
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.	Sep-20
• 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	Sep-20
• inform the school immediately of the results of a test;	Yes in staff meeting	Sep-20
• provide details of anyone they have been in close contact with;	Yes in staff meeting	Sep-20
• self-isolate if necessary.	Yes in staff meeting	Sep-20

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Employees		
<ul style="list-style-type: none"> • Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. 	Staff Meeting Tues 1 Sept	Sep-20
<ul style="list-style-type: none"> • 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. RA reviewed for individual members of staff in November 20. Guidance on second lockdown taken into account.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. 	Staff Meeting Tues 1 Sept New risk assessment emailed to all staff 9.11.20 and staff informed to read	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Regular staff briefings. 	As and when Government Guidance is updated	ongoing
<ul style="list-style-type: none"> • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 	SLT	ongoing
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Information shared about testing available for those with symptoms. 	Staff Meeting Tues 1 Sept	Sep-20
<ul style="list-style-type: none"> • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. 	Yes	Sep-20
SLT teachers and TP to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).	All pupils have pencils cases with essential items in them. No sharing of those resources. Pens pencils rulers sharpeners rubbers. Class bubbles have ipads which they share. All classes have Anti Bac wipes which are used to wipe down between uses. Shared PE equipment is also wiped down.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Identify and plan lessons that could take place outdoors. 	SLT	Sep-20
<ul style="list-style-type: none"> • Consider how online resources can be used to shape remote learning. 	Microsoft Teams in place	Sep-20
<ul style="list-style-type: none"> • Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. 	Microsoft Teams in place for all pupils if required. AV1 in use with Schools Hospital Service	Sep-20

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Parents/pupils		
<ul style="list-style-type: none"> • Review EHCPs where required. 	Done inline with current guidance. Reviews with parents and other professionals done virtually during second lockdown.	Sep-20
<ul style="list-style-type: none"> • Educate pupils before they return about the need to stay apart from others and expectations around hygiene. 	All pupils have had a day in school in Term 6 19/20 where this was explained. Term 1 20/21 to be a focus on this. All staff to reminded Nov 20.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Communicate to parents on the preventative measures being taken. 	Letter to be sent out to all parents before start of term and the day before the start of the second lockdown on 5.11.20.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Post the risk assessment or details of measures on school website. 	Yes	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Parents and pupils informed about the process that has been agreed for drop off and collection. 	Letter to all parents before start of term with regard to this. An updated letter at the start of the second lockdown on 5.11.20 advising of amendments for second lockdown.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Ensure parents have a point of contact for reassurance as to the plans put in place. 	All parents have access to school email and to phone number. Office manned 8.15-4.00 daily.	Sep-20
<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. 	All equipment provided by school. Only lunch boxes and water bottles to be brought into school.	Sep-20
<ul style="list-style-type: none"> • Lunch Bags only are allowed. 	Plastic bags and wipe able lunch bags allowed.	Sep-20
<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 72 hours 	All equipment provided by school.	Sep-20
<ul style="list-style-type: none"> • Parents informed only one parent to accompany child to school. 	In letter at start of term.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Parents and pupils encouraged to walk or cycle where possible. 	In letter at start of term.	Sep-20
<ul style="list-style-type: none"> • Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. 	Letter to all parents before start of term with regard to this. An updated letter at the start of the second lockdown on 5.11.20 advising of amendments	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Staggered drop-off and collection times planned and communicated to parents. 	In letter at start of term. Soft start at drop off. Revised expectations as a result of second lockdown on 5.11.20 emailed to parents. Staggered finish times to be	Sept 20 & Nov 20
<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). 	In letter at start of term and in letters throughout the term. Text message service with replies available. A member of SLT will speak to parents outside if required.	Sep-20
Staff on duty on gate at end of day. Parents reminded to follow one way system and to wear masks	Updated letter at the start of the second lockdown on 5.11.20 advising of amendments	Nov-20
<ul style="list-style-type: none"> • Communications to parents (and young people) includes advice on transport. 	In letter at start of term.	Sep-20

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Others		
<ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). 	Yes	Sep-20
<ul style="list-style-type: none"> • Assurances that caterers comply with the guidance for food businesses on COVID-19. 	RA received from Caterlink	Sep-20
<ul style="list-style-type: none"> • Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). 	Pupils to eat in classrooms. Staggered lunches to be in place after the trial November 2020	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) 	Yes Regular communication through email and weekly meetings . Both lettings follow advice from own Governing Bodies	Aug 20 & Nov 20
<ul style="list-style-type: none"> • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). 	Yes	Sep-20
Lettings and non-school users		
<ul style="list-style-type: none"> • Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. 	Yes RA received from lettings. Gym Club and Slimming World. No lettings through second lockdown.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways. 	RA in place for all lettings. Gym Club and Slimming World	Aug-20
<ul style="list-style-type: none"> • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. 	Gym classes kept to 15 pupils per class in hall. Slimming World numbers reduced too. One way system in operation.	Aug-20
<ul style="list-style-type: none"> • Outdoor sports courts and other outdoor sporting activities have also been permitted. 	Afterschool Clubs run by school not returning in at least Term 1 & Term 2.	Sept 20 & Nov 20
<ul style="list-style-type: none"> • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. 	Yes Gym and Slimming World.	Aug-20
<ul style="list-style-type: none"> • The school can ask any hiring organisation to provide evidence of their risk assessment. 	Yes	Aug-20
<ul style="list-style-type: none"> • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). 	Yes	Aug-20

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Control Access and Visitors	School Actions	Date
Access		
• Entry points to school controlled (including deliveries).	Signage in place.	Sep-20
• Building access rules clearly communicated through signage on entrances.	Signage in place.	Sep-20
• School start times staggered so bubbles arrive at different times.	Letter to all parents before start of term with regard to this and reviewed regularly.	01/09/2020 5.11.20
• Floor markings outside school to indicate distancing rules (if queuing during peak times).	Signage in place	Sep-20
• Screens installed to protect employees in reception. All staff issued with visors to be worn when working in small groups/1:1 with pupils and when face to face with parents/cares at drop off and collection points.	In Place	Aug-20
• 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.	Aug-20
• 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.	Aug-20
• Hand sanitiser provided at all entrances.	Yes	Aug-20
• Sealable plastic bags provided for reusable face coverings to take home with them.	Yes but parents reminded of Government guidance	Aug-20
• Gathering at the school gates prohibited.	Yes . In letter to all parents before start of term and in November 20 at start of second lockdown.	Aug 20 & Nov 20
• Staff on duty outside school to monitor protection measures.	SLT on duty	Aug-20

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Visitors		
<ul style="list-style-type: none"> Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). Through second lockdown no parent meetings and only essential professional visits where a child is in risk or harm if meeting does not take place. 	Yes	Sept 20 & Nov 20
<ul style="list-style-type: none"> Parents/carers and visitors coming in to school without an appointment is not to be permitted. 	In letter at start of term. Reviewed at start of second lockdown.	Sept 20 & Nov 20
<ul style="list-style-type: none"> Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. 	On e reception	Sep-20
<ul style="list-style-type: none"> Where possible visits arranged outside of school hours. 	Yes	Sep-20
<ul style="list-style-type: none"> 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	Sep-20
Minimise contacts and social distancing	School Actions	Date
Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.		
'Bubbles'		
<ul style="list-style-type: none"> Small, consistent groups of pupils split into bubbles. 	yes	Aug-20
<ul style="list-style-type: none"> Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. 	yes	Aug-20
<ul style="list-style-type: none"> Where pupil numbers are lower, implement key stage bubbles. 	yes	Aug-20
<ul style="list-style-type: none"> Where class size groups are not appropriate look to implement year group sized bubbles. 	NA	Aug-20
<ul style="list-style-type: none"> If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles. 	Yes Yr Groups	Aug-20
<ul style="list-style-type: none"> Keep a record of pupils and staff in each bubble, lesson or close contact group. 	Yes	Aug-20
<ul style="list-style-type: none"> School breakfast and after-school clubs to keep to the bubbles used during the school day where possible. 	Not possible BUT SEPARATE TABLES FOR YEAR GROUP BUBBLES	Aug-20

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Minimise mixing		
<ul style="list-style-type: none"> • Whatever the size of the bubble, they are to be kept apart from other groups where possible. 	YES	Aug-20
<ul style="list-style-type: none"> • Groups use the same classroom or area of a setting throughout the day. 	Yes	Aug-20
<ul style="list-style-type: none"> • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. 	Yes	Aug-20
<ul style="list-style-type: none"> • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. 	Yes	Aug-20
<ul style="list-style-type: none"> • Groups will stay within a specific “zone” of the site to minimise mixing. 	Yes	Aug-20
<ul style="list-style-type: none"> • 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	Aug-20
<ul style="list-style-type: none"> • Large gatherings such as assemblies or collective worship with more than one group to be avoided. 	No physical assembly	Aug-20
<ul style="list-style-type: none"> • Separate spaces for each group clearly indicated. 	Yes	Aug-20
<ul style="list-style-type: none"> • Multiple groups do not use outdoor equipment simultaneously. 	Yes	Aug-20
<ul style="list-style-type: none"> • Limiting the number of pupils who use the toilet facilities at one time. 	Yes	Aug-20
<ul style="list-style-type: none"> • 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.	Aug-20
<ul style="list-style-type: none"> • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. 	Yes	Aug-20
<ul style="list-style-type: none"> • Staff that move between classes and year groups, to keep their distance from pupils and other staff. 	Yes	Aug-20
<ul style="list-style-type: none"> • To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups. 	Club run by outside agency	Aug-20

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Distancing		
• Staff to keep 2 metres from other adults as much as possible.	Yes	Aug-20
• Where possible staff to maintain distance from their pupils, staying at the front of the class.	Yes	Aug-20
• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.	Yes	Aug-20
• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.	Yes	Aug-20
• The occupancy of staff rooms and offices limited. Reviewed in Nov 20.	Yes	Aug 20 & Nov 20
• Use of staff rooms to be minimised.	Yes 2 rooms in use. 5 people max in each & each visit limited to 10 minutes. 4 people only in office.	Aug 20 & Nov 20
• Staff in shared spaces (e.g. office) to avoid working facing each other.	Yes	Aug-20
• Year group staff allocated a toilet per bubble.	Yes. Toilets allocated and staff have been made aware.	Nov-20
• Use a simple 'no touching' approach for young children to understand the need to maintain distance.	Yes	Aug-20
• Older children to be encouraged to keep their distance within bubbles.	Yes	Aug-20
Minimising contact		
• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.	Yes	Aug-20
• 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.	Sep-20
• 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.	Sep-20

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PE and School Sport		
• Pupils kept in same consistent bubbles where possible during PE and sport.	Yes	Sep-20
• Sports equipment thoroughly cleaned between each use.	Yes	Sep-20
• Contact sports avoided until guidance changes.	Yes	Sep-20
• Outdoor sports should be prioritised where possible.	Yes	Sep-20
• Large indoor spaces used where it is not.	Yes	Sep-20
• Distance between pupils from mixed bubbles will be maximised.	Yes	Sep-20
• 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.	Sep 20 & Nov 20
Educational Visits and journeys		
• From the autumn term, non-overnight educational visits only.	No visits planned in Term 1 or 2	Sep-20
• Risk assessments of visits and journeys to be undertaken by visit leaders.	No visits planned in Term 1 or 2	Sep-20
• No overnight and overseas visits until government guidance changes.	No visits planned	Sep-20
• Pupils grouped together on transport in the same bubbles that are adopted within school where possible.	No visits planned in Term 1 or 2	Sep-20
• Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used).	No visits planned in Term 1 or 2	Sep-20
• The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble.	No visits planned in Term 1 or 2	Sep-20
• Use of hand sanitiser upon boarding and/or disembarking	No visits planned in Term 1 or 2	Sep-20
• Cleaning of vehicles between each journey. Minimise contact with individuals who are unwell:	No visits planned in Term 1 or 2	Sep-20
• Refer to PHE guidance and Action Cards for School Managers.	No visits planned in Term 1 or 2	Sep-20
• Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.	No visits planned in Term 1 or 2	Sep-20
• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.	No visits planned in Term 1 or 2	Sep-20
• 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).	No visits planned in Term 1 or 2	Sep-20
• Staff caring a child awaiting collection to keep a distance of 2 metres.	No visits planned in Term 1 or 2	Sep-20

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<ul style="list-style-type: none"> • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. 	No visits planned in Term 1 or 2	Sep-20
<ul style="list-style-type: none"> • Staff to wash their hands after caring for a child with symptoms. 	No visits planned in Term 1 or 2	Sep-20
<ul style="list-style-type: none"> • All areas where a person with symptoms has been to be cleaned after they have left. 	No visits planned in Term 1 or 2	Sep-20
<ul style="list-style-type: none"> • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. 	No visits planned in Term 1 or 2	Sep-20
Hand washing		
<ul style="list-style-type: none"> • Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). 	Yes	Sep-20
<ul style="list-style-type: none"> • Sufficient handwashing facilities are available. 	Yes	Sep-20
<ul style="list-style-type: none"> • Where there is no sink, hand sanitiser provided in classrooms. 	Yes	Sep-20
<ul style="list-style-type: none"> • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. 	Yes	Sep-20
<ul style="list-style-type: none"> • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	Yes	Sep-20
<ul style="list-style-type: none"> • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). 	Yes	Sep-20
<ul style="list-style-type: none"> • Use resources such as “e-bug” to teach effective hand hygiene etc. 	Yes	Sep-20

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Respiratory hygiene		
• Adults and pupils are encouraged not to touch their mouth, eyes and nose.	Yes	Sep-20
• 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	Sep-20
• Tissues to be provided.	Yes	Sep-20
• Bins for tissues provided and are emptied throughout the day.	Yes	Sep-20
• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.	Yes	Sep-20
• Measures to be taken when playing instruments or singing in small groups such as in music lessons include:		
• physical distancing;	Yes. Lessons taken by outside agencies. RA in place	Sep-20
• playing outside wherever possible;	Yes. Lessons taken by outside agencies. RA in place	Sep-20
• limiting group sizes to no more than 15;	Yes. Lessons taken by outside agencies. RA in place	Sep-20
• positioning pupils back-to-back or side-to-side;	Yes. Lessons taken by outside agencies. RA in place	Sep-20
• avoiding sharing of instruments;	Yes. Lessons taken by outside agencies. RA in place	Sep-20
• ensuring good ventilation.	Yes. Lessons taken by outside agencies. RA in place	Sep-20

Park Junior School Risk Assessment

Prepare Building, timetables and lessons, policies and procedures	School Actions	Date
Cleaning		
• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Yes	Sep-20
• Thorough cleaning of rooms at the end of the day.	Yes & at lunchtime for high touch areas.	Sep-20
• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).	Yes	Sep-20
• 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	Sep-20
• Outdoor equipment appropriately cleaned frequently.	Yes	Sep-20
• Toilets to be cleaned regularly.	Lunchtime and end of day	Sep-20
• Hand sanitiser provided for the operation of lifts.	NA	NA
• 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.... Adults working inclose proximity 1:1 or in small groups to be given the option of wearing a face shield.	Sept 20 & Nov 20
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	Sep-20
• where 1:1 or small group teaching requires staff to be within 2 meters of a pupil in a communal area.	Yes . Staff have been offered face shields to wear in these situations - this is currently their choice but is strongly recommended	Sept 20 & Nov 20
• 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.	Yes	Sep-20

Park Junior School Risk Assessment

Prepare Building, timetables and lessons, policies and procedures	School Actions	Date
First Aid		
• Check if qualifications run out. Consider enrolling more staff on training.	Yes	Sep-20
• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:	Yes	Sep-20
• washing hands or using hand sanitiser, before and after treating injured person;	Yes	Sep-20
• wear gloves or cover hands when dealing with open wounds;	Yes	Sep-20
• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;	Yes	Sep-20
• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.	Yes	Sep-20
• dispose of all waste safely.	Yes	Sep-20
• Consultation with employees and trades union Safety Reps on risk assessments.	Yes	Sep-20
• Risk assessment published on school intranet and website.	Yes	Sep-20
• Nominated employees tasked to monitoring protection measures.	Yes	Sep-20
• Members of staff are on duty at breaks to ensure compliance with rules.	Yes	Sep-20
• Staff encouraged to report any non compliance.	Yes	Sep-20
• The effectiveness of prevention measures will be monitored by school leaders.	Yes	Sep-20
• 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. 5.11.20 second lockdown	Sep-20
Infection Control Measures		
Minimise contact with individuals who are unwell:		
• Refer to PHE guidance and Action Cards for School Managers.	Yes	Sep-20
• Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.	Yes	Sep-20
• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.	Yes	Sep-20
• 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	Sep-20
• Staff caring a child awaiting collection to keep a distance of 2 metres.	Yes	Sep-20

Park Junior School Risk Assessment

Prepare Building, timetables and lessons, policies and procedures	School Actions	Date
<ul style="list-style-type: none"> • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. 	Yes	Sep-20
<ul style="list-style-type: none"> • Staff to wash their hands after caring for a child with symptoms. 	Yes	Sep-20
<ul style="list-style-type: none"> • All areas where a person with symptoms has been to be cleaned after they have left. 	Yes	Sep-20
<ul style="list-style-type: none"> • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. 	Yes	Sep-20
Hand washing		
<ul style="list-style-type: none"> • Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). 	Yes	Sep-20
<ul style="list-style-type: none"> • Sufficient handwashing facilities are available. 	Yes	Sep-20
<ul style="list-style-type: none"> • Where there is no sink, hand sanitiser provided in classrooms. 	Yes	Sep-20
<ul style="list-style-type: none"> • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. 	Yes	Sep-20
<ul style="list-style-type: none"> • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	Yes	Sep-20
<ul style="list-style-type: none"> • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). 	Yes	Sep-20
<ul style="list-style-type: none"> • Use resources such as “e-bug” to teach effective hand hygiene etc. 	Yes	Sep-20

Park Junior School Risk Assessment

Prepare Building, timetables and lessons, policies and procedures	School Actions	Date
Respiratory hygiene		
• Adults and pupils are encouraged not to touch their mouth, eyes and nose.	Yes	Sep-20
• 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	Sep-20
• Tissues to be provided.	Yes	Sep-20
• Bins for tissues provided and are emptied throughout the day.	Yes	Sep-20
• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.	Yes	Sep-20
• Measures to be taken when playing instruments or singing in small groups such as in music lessons include:	Yes	Sep-20
• physical distancing;	Yes	Sep-20
• playing outside wherever possible;	Yes	Sep-20
• limiting group sizes to no more than 15;	Yes	Sep-20
• positioning pupils back-to-back or side-to-side;	Yes	Sep-20
• avoiding sharing of instruments;	Yes	Sep-20
• ensuring good ventilation.	Yes	Sep-20
Cleaning		
• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Yes	Sep-20
• Thorough cleaning of rooms at the end of the day.	Yes	Sep-20
• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).	Yes	Sep-20
• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.	Yes	Sep-20
• Outdoor equipment appropriately cleaned frequently.	Yes	Sep-20
• Toilets to be cleaned regularly.	Yes	Sep-20
• 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	Sep-20

Park Junior School Risk Assessment

Prepare Building, timetables and lessons, policies and procedures	School Actions	Date
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	Sep-20
<ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools. 	Yes	Sep-20
<ul style="list-style-type: none"> where social distancing cannot be maintained in 1:1 teaching or small group teaching in communal areas. 	yes, Face shields provided for staff who wish to wear them when working outside the classroom on a 1:1 or small group basis.	Nov-20
<ul style="list-style-type: none"> 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. 	Yes	Sep-20
First Aid		
<ul style="list-style-type: none"> Check if qualifications run out. Consider enrolling more staff on training. 	enquire to Efra about online training	Sep-20
<ul style="list-style-type: none"> Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: 	Yes	Sep-20
<ul style="list-style-type: none"> washing hands or using hand sanitiser, before and after treating injured person; 	Yes	Sep-20
<ul style="list-style-type: none"> wear gloves or cover hands when dealing with open wounds; 	Yes	Sep-20
<ul style="list-style-type: none"> if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; 	Yes	Sep-20
<ul style="list-style-type: none"> if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. 	Yes	Sep-20
<ul style="list-style-type: none"> dispose of all waste safely. 	Yes	Sep-20

Park Junior School Risk Assessment

Prepare Building, timetables and lessons, policies and procedures	School Actions	Date
Communicate and Review Arrangements	School Actions	Date
<ul style="list-style-type: none"> • Consultation with employees and trades union Safety Reps on risk assessments. 	CONSULT WITH ALL STAFF WEEKLY DURING MEETINGS	Sep-20
<ul style="list-style-type: none"> • Risk assessment published on school intranet and website. 	Yes	Sep-20
<ul style="list-style-type: none"> • Nominated employees tasked to monitoring protection measures. 	Yes. SLT . All Staff are responsible for following the Government Guidance.	Sep-20
<ul style="list-style-type: none"> • Members of staff are on duty at breaks to ensure compliance with rules. 	Yes	Sep-20
<ul style="list-style-type: none"> • Staff encouraged to report any non compliance. 	Yes	Sep-20
<ul style="list-style-type: none"> • The effectiveness of prevention measures will be monitored by school leaders. 	SLT	Sep-20
<ul style="list-style-type: none"> • 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	Sept 20 & Nov 20