




The following template has been designed as a guide and will need to be completed and adapted to local context.
 Key to Residual Risk Assessment


	The residual risk is unacceptable. Further action must be taken to mitigate the risk
	The residual risk is acceptable
	There is no residual risk

School Name: **Kingsmead Primary School**
 Updated: **10.05.21**


1. START OF THE DAY AND END OF THE DAY



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
1A Parents/ carers	Parent contact with pupils and staff	<ul style="list-style-type: none"> • Communication via email/ phone to parents to ask only one parent to accompany pupil to school with a facemask on at the school gate • Communication via email/ phone to parents re. protocols • Allocated entrances per class and site map shared with parents/ carers and all staff • Parents continue to be reminded to not to gather at the school gate and 2m distances will be marked around the perimeter of school site • Letter sent to all parents to explain procedures for updated government guidance. • Encourage families to walk or cycle to school • The bike shed will be used by staff only. Sanitiser to be used before and after using the bike shed. 	SLT Newsletter Letters to parents by class	Please assess the residual risk.


		<p>Children to leave bikes & scooters with their parents as they are not permitted on the premises.</p> <ul style="list-style-type: none"> • Parents and carers are not permitted on the school site unless by appointment by Headteacher / Deputy Headteacher either outside or in a ventilated large room with face masks • Meetings with parents and carers will be conducted by telephone or virtually on Teams/ Zoom • Visitors/parents who have an appointment or in cases of an emergency will be allowed on site. • Parents collecting children early/unwell children must wait outside the main entrance until a member of the admin or SLT team escort children out of the building.(carpark entrance) 		
1B Staff arrival/leaving	Staff contact with each other on arrival to school	<ul style="list-style-type: none"> • Markers on floor at entrances to show 2 metre distance from entrance • Hand sanitiser at all entrances – staff to use immediately on entry to school or hand washing of all staff once in the building with warm water and soap for a minimum of 20 seconds • Reception desk conversations take place through glass • Non-contact digital thermometers will be kept in the office for staff to use, if necessary • Staff members travelling with reusable face masks should remove them before entering the building and place them in a plastic bag. Disposable masks should be removed and placed in the lidded bin before entering the building. Staff to wash their hands following this. 	SLT	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> Face masks must be worn by all staff in all communal areas of the school unless they have a doctor's note to say they are exempt. When in a classroom or eating in the lunch hall, the face masks may be removed. <p><i>'In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. 6 We are recommending these additional precautionary measures for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep this under review and update guidance at that point. Transparent face coverings, which may assist communication with someone – face coverings in Education 01.03.21</i></p> <ul style="list-style-type: none"> If staff wish to wear a face mask all the time, they can bring in their own reuseable or daily disposable mask to wear 		
1C Drop off	Social distancing on drop off	<ul style="list-style-type: none"> Staggered start times at the start of the day (every 10 mins) continue to ensure no separate bubbles cross paths. Three different over-arching pods that won't cross over: Nursery, Reception, Year 1, Years 2 & 3 Years 4, 5 & 6, to avoid large gatherings of children and parents, as much as possible Staggered start times (staggered by class & pod) as set out in the staff guidance and March reopening document 2m markings at school entrances Signage outside of the school site 	SLT will monitor this on a daily basis	<p>Please assess the residual risk.</p> 


		<ul style="list-style-type: none"> • Staff presence at drop off at all entrances. The presence is not to greet, but to observe and monitor the safe arrival of children to their staff in their class. 2m will be maintained at all times and gate duty staff will be encouraging parents / carers to maintain 2M distance from other families whilst at the school gate. Role is to support staff taking in children who may need assistance from a distance. • From 17th May staff no longer have to wear masks when on the school gates at the beginning and end of the day. They should put on a mask if parents/carers need to meet with them face to face within 2m distance. • Communications via email letter to parents showing drop off areas, drop off and pick up times • Children must arrive on time – usual punctuality and attendance checks to resume (parents will be made aware of this in February letter) • Late children will be brought to the classroom by a member of the office staff – parents must phone from outside school premises to let office know that their child is late and a member of staff will go out to collect the child from the carpark gate. • Children wearing face masks should remove these before entering the building (parent/carer to take home or dispose). Children who arrive without parent/carer should remove own mask and store in labelled bag provided. • Children are not allowed to bring in personal items to school e.g. phones, toys etc. If phones are essential for children who are travelling home alone and have a long commute, they need to be labelled and 		
--	--	--	--	--



		collected in a box at the gate and stored in the main office. Bookbags can be brought in every Friday to be and be dropped off in boxes at the the school gates.		
1D Pick up	Social distancing on collection	<ul style="list-style-type: none"> • Staggered start and end times to ensure no separate pods cross paths. Three different over-arching pods that won't cross over and limited cross over between classes within pods e.g. different exits and times for each pod. • 2M markings at school entrance • Signage outside of the school site • Staff presence at pick up. The presence is not to meet, but to observe and monitor the safe departure of children to their parent/carer. 2m will be maintained at all times and gate duty staff will be encouraging parents / carers to maintain 2M distance from other families whilst collecting at the school gate. Role is to support staff. Communications to parents in opening letter, reminding them about not gathering together on the street and maintaining 2M at all times. • From 17th May staff no longer have to wear masks when on the school gates at the beginning and end of the day. They should put on a mask if parents/carers need to meet with them face to face within 2m distance. • Year 5/ 6 children will have permission to go home alone but clear guidance/ expectations will be sent to parents re. SD as they travel home. Year 5/6 pupils will also be given clear guidance on their home time procedures • Children who are late to be collected will need to sit at an allocated table for their year group in the dining 	Who will monitor this on a daily basis? SLT	<p>Please assess the residual risk. High level of concern that older children will leave without parent and gather outside 'pods' after school.</p> 


		<p>hall with the adult. Notify the admin team who will call the parent for the late child.</p> <ul style="list-style-type: none"> • Parents can form a support bubble with another household to help with informal childcare. This does mean that some children may be collected by another family at the end of the day • The school will encourage families to follow the New National Restrictions Guidance regarding support bubbles with childcare 		
1E Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class	<ul style="list-style-type: none"> • Children will stay in class group as much as possible. • During playtime and lunchtime and at other necessary points in the day, the over-arching pods will be used. Pod A (N/R/1) Pod B (2/3) Pod C (4/5/6). Rest of the time children will remain in their class group without gathering in larger groups (no assemblies etc.) • Briefings to staff • Briefings to children • Messaging to parents • Increased staff presence during the period of transitions. Two members to staff, where possible, to accompany children, one at the beginning of the line and one at the end of the line. • No crossing of classes in corridors. • One way systems in use throughout school. 	Who will monitor this on a daily basis? SLT	<p>Please assess the residual risk.</p> 
1F Kitchen staff: changing room	Confined space Personal items coming into contact with staff uniforms	<ul style="list-style-type: none"> • One kitchen staff member changing at a time • Stagger start/finish times to avoid need for more than one person to change at a time • Ventilate by keeping windows open at all times • Changing room to be sanitised after use ready for the next person to use, particularly chair and door handle 	Kitchen Team	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> No personal items should be brought into the kitchen Keep changing room door closed 		
1G Kitchen staff: uniform	Uniforms being cleaned at home and transported to school	<ul style="list-style-type: none"> Wash uniforms daily in school, if not possible, put uniforms into a separate bag to be taken home to wash Wash uniforms at highest temperature possible Face masks to be worn during service and when staff cannot maintain 2M distance in the kitchen 	Kitchen Team	<p>Please assess the residual risk.</p> 


2. IN CLASS/LEARNING ENVIRONMENT



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
2A Classroom	Observing social distancing	<ul style="list-style-type: none"> Signage across the school as visual reminder Positioning of tables in rows for years 3-6. EYFS and KS1 to position tables as normal. Positioning of staff (2m apart where possible) Class sizes capped at 30 (maximum) due to measuring of classroom space to check how many children can be inside. A 2m distance line marked in all Key Stage 2 classrooms as a visual reminder to staff to keep their distance from children. When not behind this line, it is recommended that this is only for short periods of times (less than 15 mins) 	SLT Individual class teachers Support staff with group	<p>Please assess the residual risk.</p> 



		<ul style="list-style-type: none"> In Key Stage 1, where keeping 2m away from children is more challenging, staff are advised to keep close interactions to a minimum and to follow all other measures Reminding the children on distancing and the rules in the classroom - flipchart used as a reminder where necessary All off- site visits suspended for the rest of Summer Term when public transport is needed. Local / outdoor trips can take place with usual RA processes in place Signage up in classrooms promoting the 'Catch it, bin it, kill it'. 		
2B Classroom	Children requiring additional support	<ul style="list-style-type: none"> Specific staff assignment (see support staff allocation for Summer term 2021) - Familiar adult for child with EHC plan Limited movement of support staff between classes where possible Staff PPE if appropriate (intimate care) Staff briefing for individual adults working as 1:1 Resource Team will be responsible for cleaning resources on a daily and weekly basis (see separate timetable) Where possible, cover for 1:1 adults will be within a pod. If this is not possible, due to staff shortage, staff may need to move across pods. If they do, 2m distance must be observed at all times Children not capable or deemed a risk in terms of social distancing, Reception and Nursery children may not be able to SD which is unavoidable. Individual risk assessments for children with additional needs. 	SLT Support staff with group	<p>Please assess the residual risk.</p> 
2C Classroom	Children leaving the classroom	<ul style="list-style-type: none"> On call system to respond to children leaving class without authorisation (behaviour issues). Use of staff mobile phones to highlight any issues that arise unexpectedly. Call the office admin team who will alert an SLT member of staff The staff handbook updated to reflect these temporary changes and shared in staff INSET in September 	SLT Support staff with group	<p>Please assess the residual risk.</p> 


		<ul style="list-style-type: none"> Children to either wash hands or use hand sanitizer when leaving/returning to the classroom. 		
2D Classroom	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> Staff briefings The building is well ventilated at all times. Windows must be open at all times, where safe and classroom doors must be kept open. This will be checked twice a day. It is the responsibility of staff in the room to ensure this happens. Windows must be closed by staff in classes before leaving at the end of the day Resources team will be formed from existing staff with responsibility for practical hygiene measures and distribution of resources (e.g. breakfast club staff reallocation of jobs) Hand sanitisation stations at all entry points to the school building and at entrance to spaces without handwashing facilities e.g. hall/dance studio Antibacterial gel and soap available in all classrooms. Regular breaks for handwashing - see class timetabled rotas Sinks available in classrooms for handwashing. Each class to remind pupils correct handwashing processes including washing hands for at least 20 seconds. Hand washing will be supervised at all times in the classroom in order to monitor this Supervision of handwashing/support for pupils unable to complete appropriately Monitoring of frequency of handwashing by pupils and staff. Signage with instructions and key messages including 'catch it, kill it, bin it' Lidded bins are to be located in each classroom, playground, hall and toilet and at entrances for mask disposal. Bins will be double bagged for disposal Premises Team to ensure that antibacterial sprays, hand gel, and blue roll is full at all times. This needs to be checked throughout the day. This also requires a collective responsibility approach 	<p>Premises manager SLT individual class teachers Support staff with group SENCO Cleaners</p>	<p>Please assess the residual risk.</p> 

		<p>and if any member of staff notices that a spray is missing/ running low, they must alert the admin team who will notify the premises manager.</p> <ul style="list-style-type: none"> • Children to use individual cups (allocated with their names on daily) and kept on shelf. Adult fills cups for children. Adults to fill water jugs from staffroom. • Fountains outside to be switched on for Summer 2. • Hand driers in toilets will be switched on. • Good supply of disposable tissues in each classroom and enough to top up regularly - class staff responsible for checking stock is up to date. • Each classroom provided with gloves and disinfectant spray to clean equipment/table in case a pupil coughs or sneezes without appropriate covering • Following current government guidance, face masks are not recommended to be worn in school at all times. However, if staff wish to wear a face mask, they can bring in their own to wear. In situations where social distancing between adults cannot be maintained, corridors or communal areas if you cross with others) a face covering must be worn at all times in these areas. • All classroom spaces will have a window which must be open to allow for good ventilation, even in colder weather – the heating is on full and children and adults have been advised to wear layers in colder weather • A system of checking will be used to ensure that windows are open at all times • Additional PPE ordered and available from independent suppliers or if needed HE. • Doors will be kept open, where possible, to allow for good ventilation in line with Fire Risk Assessment with Premises Manager 		
--	--	--	--	--

		<ul style="list-style-type: none"> • Separate Risk Assessments will be carried out for individual children who may need additional support to stay in their classroom if the door is open • Classrooms in use will be cleaned daily, with a focus on surfaces that are touched by multiple people and will be cleaned additionally throughout the day in shared spaces by the premises and resources team. • Outdoor equipment will be more frequently cleaned (plastic handles/slide etc. at the end of each day) • Resources shared between classes (art, science equipment will be cleaned frequently and always between classes, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) • PE equipment not shared between classes each week. • PE equipment hygiene maintained with disinfectant spray every Friday. • PE to be outside wherever possible – well ventilated when indoors • Sports to be non-contact • No changing for PE and children to come to school in PE kit on designated PE day – letter to inform parents/carers • Playground zoned areas for each class will be designated each week and not shared between pods. 		
2E Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> • Resources can be shared across pods if necessary but must be cleaned after use. • Classes to use classroom resources as much as possible. • Children and adults to have individual equipment that is very frequently used (pencil, green pens, pens, rulers, whiteboard pens, and whiteboards). • Cleaning of any shared areas within and across classes or pods. 	Premises manager SLT Rota's – Phase Leads Support staff with group Resources team	<p>Please assess the residual risk.</p> 


		<ul style="list-style-type: none"> Adults working in class to clean larger shared resources - instruments/clocks/shapes after use. Cleaning of equipment daily (more frequently if needed) Book bags are sent home each week on a Monday. They are brought back into school on Fridays. They do not get changed again until Monday to allow a period from Friday morning to Monday afternoon without being touched or used 		
2G Toilets	General hygiene	<ul style="list-style-type: none"> Adults to remind children of handwashing after use of toilets. Reception and year 1 to use one set of toilets. Years 2, 3, 4, 5 and 6 to use one set of toilets. Nursery to use the toilets in the nursery. Toilets and toilet door handles wiped down regularly by resource team. Children to clean hands when coming back into the classroom as they may have touched heavy traffic points. 	SLT Individual class teachers Support staff with group	<p>Please assess the residual risk.</p> 
2H Toilets	Intimate care	<ul style="list-style-type: none"> Trained staff available PPE available and used Handwashing Staff briefing 	SLT SENCO	<p>Please assess the residual risk.</p> 





<p>2I Corridors</p>	<p>Movement around the school</p>	<ul style="list-style-type: none"> • Staff will be given documentation which shows entry/exit points and routes for their class • A flipchart will be shared with children about their entry/ exit points and how to behave on stairs/corridors. • All systems will be monitored by adults with the class and SLT <ul style="list-style-type: none"> • Children walk through all corridors in single file and timetabling of playtimes and lunchtimes will minimise classes crossing in corridors. • Signage to keep to left of corridors to maintain SD of 2M • No resources will be kept in corridors • Staff will maintain, where possible, 2 M distance. • Signage inside and outside of the school building will be used to remind staff and children of systems. • No assemblies or large gatherings will take place until further notice • Staff who need to move between classes and pods e.g. music / PE teachers will maintain strict SD from children and other members of staff. 	<p>SLT Staff in classes</p>	<p>Please assess the residual risk.</p> 
<p>2J Enrichment</p>	<p>Enrichment across the school</p>	<ul style="list-style-type: none"> • Drumming and dance will commence in the summer term 2021. Both teachers will not have any direct contact with any children and will follow the 2M rule and keep a social distance at all times. The drums will be used and children will sanitise their hands before and after use. D&D teachers will use gloves to move and air drums after the use of all classes at the end of the day. • TGI will continue to teach P.E. across the school. PE will be taught outside as much as possible in the cage outside. If PE is taught in 	<p>SLT Staff in classes Specialist teachers</p>	<p>Please assess the residual risk.</p> 

		<p>the halls, the halls must be well ventilated with doors and windows open at all times. TGI will plan and deliver lessons involving non-contact sports/activities. TGI will have no direct contact with children and will follow the 2M rule and keep a social distance at all times. TGI team to sanitise and clean PE equipment in between uses or use different equipment for each class, so resources can be aired for later use in the week.</p> <ul style="list-style-type: none"> • Steel pans will start back in the summer term. The steel pans teacher will not have any direct contact with any children and will follow the 2m rule and keep a social distance at all times. The beaters will be sanitised after each group has used them. 		
2K Local trips		<ul style="list-style-type: none"> • Where possible, trips will continue to take place • Public transport will not be used at any time. If transport is needed, private coaches will be used. Strict measures will be followed by the coach company to ensure that the coach is clean and the driver wears a mask. Any member of staff using a private coach will wear a mask during this time • Trips outside of the local area will be outside only, e.g. the forest • Adults taking children on an outdoor trip will need to complete a risk assessment and familiarise themselves with any individual risk assessments already in place. Adult to ensure strict SD is applied between adults throughout the trip. 	SLT Staff in classes	<p>Please assess the residual risk.</p> 





3. LUNCHTIME


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
3A Lunch service	Lunch Service	<ul style="list-style-type: none"> • Classes will be staggered across the lunch time • Each class will sit together in the lunch hall • One pod (up to 3 classes) at one time in the lunch hall only and classes kept 2M apart. • Food, cutlery and cups all on tables. Cutlery pots, to be changed when a new pod starts lunch. Tables and chairs to be wiped down thoroughly in between sittings. • Senior meals supervisor & Lunchtime staff to monitor, ensuring there isn't a cross-over of classes when children are leaving. • Lunchtime staff to SD, while also helping to clear and wipe down tables when the children have left • There will always be a Senior Midday supervisor & allocated member of staff monitoring the pods. (see lunchtime rota) • Lunchtime staff working in the dining hall to SD where possible, wear masks or visors while also helping to clear and wipe down tables. • There will always be an allocated member of staff monitoring the lunch hall. • Kitchen staff included in update of new changes and made aware of safer working practices. • Kitchen staff to wear masks at all times 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 

		<ul style="list-style-type: none"> Classes to follow wet play arrangements if necessary. (see lunchtime rota for cover for each class) All play outdoors except in the most extreme weather – families to be advised of this and to send children in wearing weather appropriate clothing. Once in the playground, same practice as break time is adhered to (designated playground zones for each class which are changed weekly) Plates/cutlery /cups cleared at the table once whole class has finished into plastic containers to be removed by SMS 		
3B Lunch Hall - surfaces	Tables must be cleaned thoroughly before and after people eat at them	<ul style="list-style-type: none"> Sanitize all surfaces and allow full contact time for sanitizer to act Dry with disposable towel (blue roll) 	SLT MMS Kitchen Team Resources Team	Please assess the residual risk. 
3C Lunch Halls – cutlery	Cutlery served in pots	<ul style="list-style-type: none"> Each class has cutlery in a pot Cutlery is placed on tables in pots. Cutlery pots to be changed between classes 	SLT MMS Kitchen Team Resources Team	Please assess the residual risk. 
3D Lunch Halls – use of cutlery	Hand-held food items present a transmission pathway	<ul style="list-style-type: none"> Kitchen to limit amount of hand-held food items served Staff to remind children to use cutlery to eat instead of their hands Hand held food is given per class 	SLT MMS Kitchen Team Resources Team	Please assess the residual risk. 
3E Lunch Halls – staff uniform	Uniform	<ul style="list-style-type: none"> Kitchen staff should change their PPE (aprons, gloves, masks) when switching between food production and service of ready-to-eat foods 	SLT MMS Kitchen Team Resources Team	Please assess the residual risk. 

4. BREAKTIMES


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
4A Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> • Use of equipment will be allowed. • Cleaning of equipment daily – this will happen at the end of the day. • The playground will be divided. The divides used will not be a trip hazard. Site manager will check this daily • Children in each class to have set zoned areas of the playground for playtimes and lunchtimes. • Different classes will not mix in areas of the playground. 	SLT Individual class teachers Support staff with group	<p>Please assess the residual risk.</p> 
4B Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> • Playtimes and lunchtimes for each pod are staggered. • Classes will be allocated certain zoned areas of the playground to play in (see guidance document) • Children do not need to SD within classes when outside playing. 	SLT Individual class teachers Support staff with group	<p>Please assess the residual risk.</p> 

5. FIRST AID PROVISION



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
5A First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> • PPE identified as required * in place in first aid station (in PE cupboard) • PPE used whilst treating 	SLT Trained first aid member of staff on duty	<p>Please assess the residual risk.</p> 



		<ul style="list-style-type: none"> • First Aid for minor injuries treated outside as much as possible. Classes send out FA boxes for playtime & lunchtime • Cleaning of areas after each use – First Aid worker wipes down surfaces. • Trained staff available within each pod with up to date training (Majority of lunchtime staff have received FA training in July 2020) • Suspected Covid - 19 room ((Dance studio – designated half and other timetabled activities suspended) is separate to First Aid area (next to reception) windows open. • PPE available in room • Deep clean of room following use by cleaning staff 		
--	--	---	--	--




6. GENERAL WELFARE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
6A Child develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> • Parents are informed that any child displaying symptoms must not come to school and school to be informed and child tested. Child to be kept at home for 10 days or until negative test result. Household members to self-isolate for 10 days or until negative test result. • Protocol in place for identification, isolation and return home of any symptomatic child – shared with all staff and parents/carers. 	SLT	<p>Please assess the residual risk.</p> 



		<ul style="list-style-type: none"> • Child to be isolated immediately in designated room (Dance studio office) and temperature taken. Use of separate toilet in DS. • Child with symptoms to be sent home, cleaning of the room and toilet they were in. • PPE to be worn by staff if a child becomes symptomatic • Child's family instructed to get a test for the child for Covid-19, and kept at home for 10 days. • A child can be tested (LFT) in school by trained staff with a parent/carer present and carrying out swabbing and consent, but will then be asked to have a further PCR test. • School to follow up via phone call to check that test has been taken and to get results of test. • The First aider to attend the symptomatic individual should not have to isolate as they were wearing PPE - and should have been protected. • Log of all tests and isolated staff member and children kept. Notify the Headyeacher • Description of symptoms communicated in Staff Guidance document • Family members must also get tested and self-isolate for 10 days. • If test negative child and close contacts can return to school. • If a child's household member develops symptoms, the child must self- isolate until the result of a test is received. If the result is negative, as long as they themselves do not have symptoms, they can return to school. If the test is positive, they must self-isolate for 10 days 		
--	--	--	--	--



<p>6B Staff member develops symptoms of Covid-19</p>	<p>Risk of transmission to others</p>	<ul style="list-style-type: none"> • All non symptomatic staff to take LFT twice weekly on Sunday and Wednesday and report results to SLT • All staff briefed on procedures if they become unwell with symptoms of COVID 19. • If any staff member is unwell with symptoms they must not attend work and absence reporting procedures in place are used. • If any staff members have symptoms, they must be tested for COVID 19 • If a staff member develops symptoms in school compatible with coronavirus, they should be sent home and get tested. • Staff member with with a positive test must self-isolate for 10 days and household members for 10 days • If test negative staff member and close contacts can return to school. • If a member of staff's household member develops symptoms, the member of staff must self- isolate until the result of a test is received. If the result is negative, as long as they themselves do not have symptoms, they can return to work. If the test is positive, they must self- isolate for 10 days 	<p>SLT</p>	<p>Please assess the residual risk.</p> 
<p>6C A confirmed case of Covid-19 in the setting</p>	<p>Risk of transmission to others</p>	<ul style="list-style-type: none"> • Hackney Health Protection Team contacted and advice followed. • All children and staff from class (close contacts) must self- isolate for 10 days - if positive test is confirmed and has had contact within 48 hours • Other close contacts must also self – isolate for 10 days. 	<p>SLT</p>	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> As much as possible, staff and children should reduce contact with anyone from outside of their class and pod at 2m. 		
6D General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> All staff/ team briefed on cleaning and hygiene measures (Staff meetings) School cleaning team will be in each morning and evening All spaces that have been in use will be cleaned daily in addition to premises team and resources team surface cleaning Hourly wipe down of high traffic touch points with cleaning substance by premises staff / resource team Doors left open where possible, in line with Fire Risk Assessment and Premises Manager Classroom staff to check soap provision and sanitiser provision in classrooms alerting premises manager if refilling is needed (someone going in and out risks transmission) Soap provision and sanitiser provision checked by premises manager in toilets and entry points 	Premises manager SLT Staff with bubbles of children	<p>Please assess the residual risk.</p> 
6E If staff have concerns about the environment		<ul style="list-style-type: none"> There should always be these members of staff on duty: SLT DSL SENCO/ Inclusion Manager Premises staff Resources staff Staff who wish to wear a face covering will not be prevented from doing so. 	SLT	<p>Please assess the residual risk.</p> 

<p>6F Risk to children's family members after sending their children to school.</p>	<p>Children catching the virus at school and spreading it at home.</p>	<ul style="list-style-type: none"> • Advise parents that the school cannot guarantee to be able to keep their children socially distant. Inform parents of all the safety and hygiene precautions we have in place in March. Inform parents of how class and pod system will work, staggered start and end of days, playground spaces etc. Also make parents aware that all children need to be back in school in March, as attendance is compulsory • Advise parents of importance of procedure in place should a child or family member develop COVID 19 symptoms at home. 	<p>SLT</p>	<p>Please assess the residual risk.</p> 
<p>6G New staff starting work at school</p>	<p>All staff needing to know new procedures</p>	<ul style="list-style-type: none"> • All staff briefed on new procedures during staff meetings prior to March 8th reopening. • Staff handbook to be adapted and updated as a result of Covid-19. Shared with all staff prior to March 8th reopening. 	<p>SLT NQT and SD mentors</p>	<p>Please assess the residual risk.</p> 
<p>6H The virus impact disproportionately on some key groups</p>	<p>Office for National Statistics shows a greater impact of Covid – 19 on BAME people</p>	<ul style="list-style-type: none"> • Research is being used to further protect BAME staff and reduce risk • Staff are identified from this group • Individual risk assessments will be reviewed with all BAME staff in March. • All vulnerable staff complete HE individual risk assessment and send to line manager. Any concerns (amber) will be individually discussed to reduce risk 	<p>SLT All staff to share any research</p>	<p>Please assess the residual risk.</p> 
<p>6I Visitors/Contractors</p>	<p>Risk of transmission to office staff/school community</p>	<ul style="list-style-type: none"> • Visitors by appointment only at the discretion of the Associate Headteacher • All visitors/contractors to be made aware of safety procedures on arrival • Details of all visitors/contractors kept for contact purposes 		





7. STAFF WELLBEING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
7A Staff travel	Staff travelling on public transport at higher risk	<ul style="list-style-type: none"> Staff encouraged to travel by bike or walk where possible Loans of school bike will be given if needed Staff travelling on public transport should try to avoid peak hours Parking permits will be requested from Hackney Council for staff at amber on the individual risk assessment Staff meetings will be arranged to avoid peak times on London transport. (weekly for 1 hour) 	SLT	<p>Please assess the residual risk.</p> 
7B Health	Staff who are extremely clinically vulnerable or clinically vulnerable	<ul style="list-style-type: none"> From 1st April, those staff members who are clinically extremely vulnerable (CEV) and some individuals who are clinically vulnerable (CV) are advised that they can return to work if it is safe to do so. These members of staff will have individual meetings and RA with timetables adapted where necessary. Individuals from this group will have been identified through a letter from the NHS or their GP and may have been asked to shield in the past. Other staff should continue to attend work, including those who live with someone who is clinically extremely vulnerable Staffroom and other shared areas to have routines and procedures which maintain safe distance 	SLT	<p>Please assess the residual risk.</p> 


		between staff e.g. limited number of adults using at one time and enhanced hygiene protocols		
7C Staff mental health	Staff will need support returning to school setting.	<ul style="list-style-type: none"> All staff to continue to have a point of contact with a member of SLT (line managers) School to offer support for members of staff who have experienced bereavement as a result of Covid-19 provided by HLT Staff to communicate any individual concerns with their line manager 	SLT	<p>Please assess the residual risk.</p> 
7D Well-being/safety	Staff will need support with new systems and management of classrooms	<ul style="list-style-type: none"> Risk Assessment updates shared and feedback from all staff members is encouraged Whole school Teams updates will be provided when new guidance is issued In school SLT member on call throughout the school day Use mobile phones to get in touch with SLT on call Opportunities for staff to review systems that are in place Staff are entitled to a break of twenty minutes every 5 hours. School will try and ensure that this amount is exceeded and in line with usual practice. That will be the plan but in emergencies staff may be asked to assist in managing day 	SLT	<p>Please assess the residual risk.</p> 
7E Staff mixing with each other	Staff need to ensure that they are not spending time with each other to lower the risk of transmission	<ul style="list-style-type: none"> All staff to administer Lateral Flow Test (LFT) twice a week (Sunday & Wednesday) Staff to stay in their own class as much as possible – class teams must not mix with other staff teams Staff who work across the school due to their role (e.g. SLT, learning mentors, teaching and learning associates) must be assigned to pods as much as possible. Where this is not possible, for example, in the case of staff absence, social distancing of 2m 		



		<p>must be observed at all times and other measures, such as windows being open is a priority</p> <ul style="list-style-type: none"> • class staff teams must remember to adhere to social distancing • Shared staff spaces have a number limit displayed. Maximum occupancy must be observed at all times • Face coverings worn (unless exempt) in all indoor shared spaces (this is defined as any area outside of the classroom) • Computers for staff use are allocated to enable staff to be must be 2M apart • PPA can take place in school to allow for team planning, but maximum room occupancy must be observed at all times and staff must observe social distancing. Staff spreading across shared spaces is recommended • Subject lead time, where work can be completed independently and does not need to be done in school, can be completed from home in communication with the Associate Headteacher. This will ease congestion in shared spaces. This may not always be possible • Whole Staff Meetings will take place virtually, using Teams (weekly) • Smaller group meetings (phase meetings, SLT) may take place, but should be in a large space and staff must be spread to 2m • External visitors cannot use the shared staff spaces and will work only in an allocated space (no sharing the staffroom, only toilets) 		
--	--	---	--	--


8. SAFEGUARDING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
8A Vulnerable Pupils CIN, CP, LAC	Risks associated with individual plan e.g. family disengagement from safety	<ul style="list-style-type: none"> CIN/CP/LAC meetings Consultation with social workers & families 	SLT DSL	Please assess the residual risk. 
8B Children with EHCPs	Risk of transmission to adults working with child	<ul style="list-style-type: none"> Needs can be met safely or more safely at school Review current government guidance (e.g. changes to ECH plans) To support child with EHC plan - Each child will be risk assessed on individual basis 	SLT SENCO	Please assess the residual risk. 
8C Children with medical needs	Children's medical needs	<ul style="list-style-type: none"> Individual risk assessments PPE equipment available for adults working closely with children with medical needs/providing intimate care. 	SLT SENCO	Please assess the residual risk. 
8D Visitors from external agencies	Risk of transmission to adults and staff if providing support for children with SEND	<ul style="list-style-type: none"> All visitors must have organised visits prior to entry on site and will only take place when absolutely necessary Clear guidelines on entry to school and procedures in place if permitted A set designated work area will be provided Visitors will not be able to use shared staff spaces, such as the staffroom, lunch hall Details must be given in accordance with track and trace requirements PPE offered if necessary SD to be maintained 	SLT SENCO	Please assess the residual risk. 

9. LEARNING



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
9A Curriculum provision	Home learning differs from usual school curriculum	<ul style="list-style-type: none"> • Home learning curriculum carefully planned to create opportunities to access a broad curriculum • Training delivered on Teams for all staff • Guidance issued to staff and parents and carers on remote learning • Curriculum leaders involved in developing the current curriculum • Curriculum adapted to be delivered remotely during Spring 1 and up to 05.03.21 • Children submit work daily to provide assessment opportunities • Differentiated work provided. • SALT programmes delivered remotely. • Daily physical activity is planned for remotely. Live PE, Music, DT & Spanish lessons take place each week. • Individual risk assessment for children with EHC plans and those that are vulnerable • Assemblies and coming together of large groups suspended. • Educational trips are suspended apart from local ones which don't use public transport. • 60 mins of physical activity is recommended. Each class will have a minimum of 2 hours of PE 	SLT Curriculum leaders	Please assess the residual risk. 





		<p>timetabled per week. In addition to this, each class will complete the daily mile each day. Additional promotion of physical activity will be planned into play and lunchtimes, such as: outdoor discos and a range of sport activity outside of the cage activity</p>		
<p>9B New content of learning in school</p>	<p>Children will not be familiar with procedures/health and safety expectations in school</p>	<ul style="list-style-type: none"> • Health and safety expectations and procedures shared with children upon return 08.03.21 • Health/ well- being support offered to children throughout the day. Individual children causing concern would be identified and discussed with Inclusion Team • Lessons will be planned for teachers to use on hygiene, well-being and about covid-19 • Health/ well- being learning session planned for each day • Social stories shared to explain procedures • Regular timetabled points to wash hands/ reminders of health and safety expectations - 	<p>SLT Teachers/support staff</p>	<p>Please assess the residual risk.</p> 
<p>9C Capacity to continue with remote learning</p>	<p>Remote learning and learning in school will need to be managed</p>	<ul style="list-style-type: none"> • Remote learning through Teams will be in place for all classes when children not attending school due to a case of Covid-19 in school for a 10 day period of isolation • Work for those individuals who need to self-isolate because of a case outside of the setting will complete work provided on the school website • Guidance issued to parents and available on school website • Technology ready for any classes required to self-isolate once schools fully reopen 	<p>SLT Teachers</p>	<p>Please assess the residual risk.</p> 




9D Communication with parents about learning	Changes to home-learning and in school learning needs to be communicated effectively	<ul style="list-style-type: none"> Guidance on home learning issued to all parents Class Teams set up and usernames and passwords shared with all families Daily checks in place to ensure all children are engaging with online learning and follow up procedures in place Virtual induction meetings with parents of new children joining 	SLT	Please assess the residual risk. 
---	--	---	-----	---


10. PREMISES

***Note: Kingsmead has not been entirely closed and so some health and safety considerations in the NEU document on reopening do not apply. However, in the interests of a comprehensive risk assessment, these have been included here.**


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
10A Hot and cold water systems working appropriately.	Due to increase in hand washing, water systems need to be in good working order	<ul style="list-style-type: none"> Water systems have been in use throughout the closure A statutory water system check is scheduled for summer half term (May 2021) Premises manager will conduct a run through after the water system check but before opening 	Premises Manager SLT	Please assess the residual risk. 
10B Gas safety	If the gas system has been dormant (schools that have been entirely closed) have adequate checks been made	<ul style="list-style-type: none"> Gas system been in use during closure Standard gas service certificate appropriate 	Premises Manager SLT	Please assess the residual risk. 






	when starting to use the supply?			
10C Fire safety	Are there any differences in the usual fire safety procedures and if so, have they been updated?	<ul style="list-style-type: none"> • Every member of staff to familiarise themselves with fire procedures and practice them with their class • In order to provide adequate ventilation throughout the school, doors to halls may be open. Fire marshals will be responsible for closing the doors on way out • Staff are responsible for closing the door to their classroom on the way out • Fire drills will still continue, without notice 	All Staff SLT Fire Marshalls	Please assess the residual risk. 
10D Kitchen Equipment	If the kitchen equipment has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> • Kitchen equipment has been in use during lockdown and since re-opening • Standard kitchen service certificates appropriate 	Premises Manager SLT	Please assess the residual risk. 
10E Specialist equipment used by pupils (access/mobility/changing)	If the specialist equipment has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> • Check on working order of specialist equipment to be run before opening. 	Premises Manager SENCO SLT	Please assess the residual risk. 
10F Security/intruder alarms/access control	If any alarm/entrance systems have been dormant (schools that have been entirely closed) have	<ul style="list-style-type: none"> • Alarms and entrance systems have been in use during lockdown and since re-opening 	Premises Manager SLT	Please assess the residual risk. 




	adequate checks been made when starting to use?			
10G Toilet hygiene	Hand dryers in toilets blowing air (virus) around.	<ul style="list-style-type: none"> Hand dryers are reconnected and in use. 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
10H Rooms used	<p>Possible inadequate ventilation in some rooms.</p> <p>Room size impact on social distancing and numbers.</p>	<ul style="list-style-type: none"> Only rooms with adequate ventilation to be used. Doors to be kept open. *Please see fire safety. ADDITIONAL RISK ASSESSMENTS TO TAKE PACE IN ROOMS WHERE LEAVING A DOOR OPEN WILL EXPOSE CHILDREN TO ADDITIONAL RISKS (e.g. RUNNERS) Site to be measured to ascertain maximum capacity. 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
10I Premises cleaning	Will all areas of the premises be thoroughly cleaned daily with particular focus on surfaces that are touched by multiple people?	<p>Daily (at least) cleaning of:</p> <ul style="list-style-type: none"> photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps Additional cleaning during the day of high traffic points and in classrooms by class staff and resources team. IT equipment wiped down by each individual user 	Premises Manager SLT Resources Team	<p>Please assess the residual risk.</p> 





<p>10J Staff levels</p>	<p>What will happen if staffing levels fall short of safety requirements?</p>	<ul style="list-style-type: none"> • There will always be members of SLT on site when open to children • There will always be a DSL on site when open to children • The SENCO will be on site/ available on the phone when open to children • All staff could be asked to work in class where necessary (see Staff Guidance document) 	<p>SLT</p>	<p>Please assess the residual risk.</p> 
-----------------------------	---	---	------------	---

11. KITCHEN ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
<p>Kitchen</p>	<p>Observing social distancing</p>	<ul style="list-style-type: none"> • Keep workstations 2m apart • Recommend staff work side by side or with backs to each other • Staff wear face masks when 2m distance is not possible, including when serving lunch • Use floor tape to mark out specific areas in the kitchen for certain members of staff • Implement a one-way movement system where possible • Prevent non-kitchen staff from entering the kitchen - signage and floor tape 	<p>Kitchen Team SLT</p>	<p>Please assess the residual risk.</p> 

Kitchen	Hygiene requirements to prevent transmission of COVID-19	<ul style="list-style-type: none"> Keep windows open to allow for good ventilation Hand-washing Two-stage cleaning Signage 	Kitchen Team SLT	Please assess the residual risk. 
Kitchen	Hand contact points	<ul style="list-style-type: none"> Identify hand contact points and implement a regime of frequent cleaning Eliminate hand contact points as far as possible, e.g. use blue roll from dispensers only or always remove centrefeed from blue roll to reduce amount it is handled <p>[fridge + freezer doors, oven control buttons + knobs, taps, drawer handles, trolleys, plugs, plug switches, scales, spice containers, oils, salt]</p>	Kitchen Team SLT	Please assess the residual risk. 
PPE	Needs to be used appropriately Hands need to be washed before applying gloves Gloves cannot be used as a substitute for hand washing	<ul style="list-style-type: none"> Staff are to be trained in appropriate use of gloves 	Kitchen Team SLT	Please assess the residual risk. 
Dishwasher	Relied upon to clean high-risk items: drinking cups, cutlery, plates	<ul style="list-style-type: none"> Check operating temperature of dishwasher daily Update trail used for HACCP recording to have a daily dishwasher temperature log 	Kitchen Team SLT	Please assess the residual risk. 
Drying Procedure	Re-usable towels are a source of cross contamination	<ul style="list-style-type: none"> Use clean disposable cloths instead Dry cutlery in hot cupboard Dry cups in hot cupboard Check temperature of hot cupboard How long do cups and cutlery need to be in there overnight If a towel must be used, only touch towel with 	Kitchen Team SLT	Please assess the residual risk. 

		<ul style="list-style-type: none"> clean hands Wash towels at 90 degrees Allow towels to dry fully before using Change towels frequently Do not mix towels between tasks: one towel for cups, a different towel for plates Air-dry where possible 		
Deliveries	Contact between suppliers and kitchen staff	<ul style="list-style-type: none"> Delivery drivers should use a hand sanitiser before handing delivery documents to kitchen staff Do not allow suppliers to enter the kitchen Tell suppliers not to enter the school if they are displaying any symptoms of COVID-19 Dispose of all packaging Sanitise hands before and after opening supplies Prevent all delivered goods from coming into contact with food preparation surfaces Keep door between kitchen and outside door closed 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Food prepared in school becoming contaminated with COVID-19 by kitchen staff	<ul style="list-style-type: none"> Hand washing Regular cleaning of hand contact points Eliminate interaction of kitchen team with other staff and all children in school 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen – staff	Worker infected with COVID-19 transmits virus onto food and / or surfaces through coughing, sneezing or hand contact	<ul style="list-style-type: none"> Any food handler who is unwell should not be at work Check staff temperature daily on arrival Practice respiratory hygiene Cover the food as much as possible e.g. when it is being transported to lunch halls 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 

Kitchen – staff	Asymptomatic + presymptomatic transmission	<ul style="list-style-type: none"> Practice personal hygiene Appropriately use PPE, including face masks Introduce a high level of security and staff management 	Kitchen Team SLT	Please assess the residual risk. 
Kitchen	Kitchen produces ready-to-eat and cooked foods	<ul style="list-style-type: none"> The use of PPE, including face masks + gloves, worn by food handlers, should be routine Kitchen uniforms washed on site or daily at home at high temperatures Frequent hand washing Regular cleaning of hand contact points Stringent cleaning of food preparation equipment Sterilise chopping boards weekly using Milton solution in addition to disinfecting them after use in the dishwasher 	Kitchen Team SLT	Please assess the residual risk. 
Kitchen	Food preparation equipment - Some items too bulky to fit inside dishwasher	<ul style="list-style-type: none"> Clean items in hot soapy water Rinse items in very hot, clean water Metal tins that will be used to hold ready to eat foods are to be sanitised by placing them inside a hot oven Check temperature of hot water supply daily Keep sinks clear and clean them regularly Regularly disinfect plugs Update trail used for HACCP recording to have a daily dishwasher temperature log 	Kitchen Team SLT	Please assess the residual risk. 
Kitchen	New procedures regarding sanitation and hygiene implemented	<ul style="list-style-type: none"> Provide staff with written instructions and training on new procedures Agree additional cleaning requirements with kitchen staff Signage to remind staff about requirements, e.g. social distancing, frequent handwashing 	Kitchen Team SLT	Please assess the residual risk. 



KEY DECISIONS

Following your risk assessment, if you have made the decision that it is not safe to reopen your school, please summarise your reasons here:

Following your risk assessment, if you have made decisions which do not directly follow the current Government advice (e.g. not opening an identified year group), please summarise your actions and reasons here:

Please note, the assessment above will be shared with the Governors COVID Committee in their oversight role. Please provide sufficient detail.