



Coronavirus RISK ASSESSMENT for full time return to school (v2)

Location / Organisation / School	Insert details where assessment taking place
Whiteley Primary School	
What is the Activity / Task / Procedure	Insert details of activity/task being assessed
Full time return to school from 8 th March 2021	
Who is at Risk	Insert those at risk (eg. staff, children, public)
Staff, pupils, parents, visitors, contractors	

Government guidance (2.7.20) for schools states:

- (Schools can) put in place proportionate protective measures for children and staff
- The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances. Essential measures include:
 - a requirement that people who are ill stay at home
 - robust hand and respiratory hygiene
 - enhanced cleaning arrangements
 - active engagement with NHS Test and Trace
 - formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

This risk assessment is built on the former risk assessments for the return to school, September 2020, and the special provision 2021, taking in to consideration the updated DfE guidance for schools.

Hazard	Insert a hazard associated with activity/task
Direct transmission of Covid-19 from individuals showing symptoms or who live with someone who has symptoms/tested positive.	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms; or have tested positive in the last 10 days; or if a member of their household has tested positive for coronavirus; or if a member of the household has coronavirus symptoms and has yet to receive a negative (clear) test result; or if they are required to quarantine having recently visited countries outside the Common Travel Area. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They will be advised to access a coronavirus test. Those with barriers to accessing a test to be offered one of the home testing kits 	

provided to the school by PHE.

- Parents / staff must inform school office immediately of the results of a Covid-19 test.
- When being brought to the school office, a child showing Covid symptoms will be brought the most direct outside route to the school office. Their belongings will be brought with them or a member of staff will collect these for them.
- If a child is awaiting collection by a family member / agreed adult they will be seated (if dry and warm enough) on a chair outside the main school entrance accompanied by a member of staff who should keep physical distance. If it is raining or cold, the child will be isolated from others in the first aid room with the window open.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- If the child needs to use the toilet whilst waiting to be collected, they should use the hall toilet and then a closed sign should be placed on the door until it has been thoroughly cleaned.
- Confirmed cases and local outbreaks will be managed in liaison with the Local Health Protection Team/DfE Covid advice line for schools. This may include one or more class bubbles being instructed to self-isolate.
 - Telephone 0800 046 8687 (option 1) – DfE advice line
 - Out of hours advice 0844 967 0082
 - Email HIOW@phe.gov.uk or phe.hiow@nhs.net
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (or a case of Covid is confirmed).
- From w/c 25th January, staff working in school on a regular basis will be offered home Covid test kits. This will include colleagues from Timeout Childcare, Hampshire Music Service, students on work placements and HC3S staff, not just school employed staff.
- Tests to be used twice weekly, prior to attending work. Should the lateral flow test show a positive result, the staff member must not attend work, but will be asked to book a PCR swab test for confirmation of the positive result. Identification of close contacts and self-isolation guidance for positive cases to be followed after notification of a positive LFT test – we will not wait until the PCR confirmation result. In the case of a negative PCR test following a positive LFT, close contacts will be invited to return to school and end their self-isolation.
- Staff who have a ‘void’ result advised to take a second LFT test. If they have two void results, advised to book a PCR test but no need for identification of close contacts or bubble closure.
- LFT testing not compulsory, but staff actively encouraged to take up offer. [From 1st March, all members of households where children attend schools are also entitled to twice weekly LFT testing – this to be promoted with parents and signposting provided to enable them to access these by post.](#)

Hazard	Insert a hazard associated with activity/task
Direct transmission of the virus through contact between children/children, children/staff & staff/staff during class activities.	

Control Measures Required	Identify control measure to manage hazard
	<ul style="list-style-type: none"> • Class ‘bubble’ groupings used for vast majority of time to limit numbers of contacts for children/staff in school. • KS2 children to be allocated a set place in the classroom (to usually remain for at least the week) to minimise the close contacts for children within their bubble. Movement within the classroom minimised where possible. • Y4/5/6 – additional tables provided to ensure that classrooms can be set out as ‘desks’ with majority of children facing the front of the classroom. Y3 – classrooms set up to enable most children to be facing the front although some group tables may be used. • In KS1, emphasis on ensuring adequate space for staff to move around the room to support children at tables instead of increasing furniture. Smaller, consistent groupings used whenever possible within the class to minimise close contacts within the class bubble. • YR/1 classes to frequently be split into two smaller groups of 15 with half the class working in an allocated outside space when feasible. • Whilst teachers will use distancing in the classroom where it is feasible to do so (particularly in KS2), it is acknowledged that staff in primary schools need to interact closely with children to ensure that they are given the appropriate support and therefore our risk assessment allows for teachers and support staff to move around the classroom and work with children at their tables where this is a necessary part of the role. • Year group bubbles will be used only in limited situations to allow for the full curriculum to be delivered or where it is necessary for operational reasons. For example, nurture groups to be run for single year group bubbles; children from each of the Y6 classes to work with an additional teacher in the Y6 common room for focussed maths/reading groups – seating for this to be arranged so that children work closely with those in own class bubble where possible. • Where necessary, interventions with children/small groups may occur outside of the classroom in a shared area – staff to utilise the outdoor spaces whenever feasible and to consider positioning of their seat when inside (side on rather than face on) to minimise the risks. • Staff to minimise contact with other staff outside their year group ‘bubble’, keeping 2m from those outside their year group where possible (1m+ with a mask for short periods). For the remainder of the Spring term, staff to also minimise contact within the year group bubble, keeping 2m distance (1m+ with masks) from staff outside their class ‘bubble’. • Majority of staff to be allocated to a single year group bubble. During the Spring term, staff allocated to only one class bubble where this is feasible. However, in line with government guidance, staff may work across more than one bubble for operational reasons – for example, where it is necessary to ensure a full curriculum offer (specialist French/music teachers), for operational reasons (part time teachers who teach more than one class on different days) or to provide necessary pastoral/educational support (1:1 LSA support; ELSA; specialist speech and language support). • In all cases where staff are working across more than one bubble, headteacher to have an individual discussion with the staff member to ensure that contact with different groups is minimised where possible. For example, ELSA/specialist LSA support to occur out of class to minimise their contact with children, other than those with whom they are working directly; French/Music teachers to remain with a consistent class for the afternoon instead of swapping half way through the session; where feasible, cover teachers to remain in a single

<p>year group bubble for the day. For the remainder of the Spring term, subject release time to be minimised to avoid use of part-time/supply teachers unless essential. Release time to be planned to minimising crossing of ‘bubbles’ during the same day where feasible.</p> <ul style="list-style-type: none"> • PE to focus on non-contact sports/individuals skills to avoid need for direct physical contact between children. 	
Hazard	Insert a hazard associated with activity/task
Activities which may increase risk of transmission through aerosols e.g. shouting, playing woodwind instruments, singing.	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • The school to follow the latest government guidance regarding singing in groups. Latest research shows that singing produces no more aerosols than speaking at the same volume – raised volume increases the aerosols produced, as does the cumulative effect of audience and performers over time. Current guidance states that singing may take place in schools where measures to mitigate the risks are taken. • When singing is carried out within the classroom, the room to be well-ventilated and singing sessions kept short (e.g. occasional short songs/rhymes used to support the curriculum in phonics/maths in KS1; occasional singing of individual songs in the class bubble rather than extended singing session), led by staff who are already within the class ‘bubble’. High ceilings, such as those at WPS, are believed to help reduce risks. • The teaching of singing for more extended sessions will follow the guidance from Hampshire Music Service which is in line with latest research: sessions to be for a maximum of 40mins; maximum of 30 children at a time, from one bubble; to take place outside or in a large, well-ventilated space such as the gym/hall; room must be aired for 20mins before being used by a different ‘bubble’; children must be 2m apart, all facing forward; sessions may be led by a music specialist/teacher from outside the bubble, but they must remain 3m+ from the children or be sited behind a screen. NB the dynamic level of singing is not deemed an issue for primary children as they are too small to create massive amounts of droplets (as the professional singers in the PERFORM study). • Classes to avoid loud ‘chorus’ chanting/shouting and to use quiet classroom voices when reciting/speaking as a class (for example, reciting phonics, counting etc.). Cheering, shouting indoors (for example, in PE lessons) to be discouraged. Background music to be kept low enough for teacher/children to speak over without shouting, for example in dance lessons. • Small group instrumental music lessons (2-6 children) to be delivered in music room following Hampshire Music Service risk assessment. Room to be well-ventilated. Pupils grouped with those in own year group whenever possible. Pupils to be distanced from each other. Those playing woodwind instruments to play back to back or in a line rather than facing each other. 	
Hazard	Insert a hazard associated with activity/task
Direct transmission of the virus through contact between children/children, children/staff & staff/staff in shared areas of the school building including toilets	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • For the remainder of the Spring term, office staff to have a maximum of 3 staff in at any 	

one time.

- Shared areas only to be used under adult supervision.
- No gatherings inside the building for more than one ‘bubble’ group (e.g. assemblies to be taken in classes only).
- Year groups allocated toilets (YR – class toilets; Y1, Y2, Y3 – year group toilets; Y4/5/6 – cubicles labelled to minimise cross contamination between bubbles). One boy and one girl per class bubble allowed to go at any one time. Agree instructions with children concerning going and returning to toilet (stay on left side of the corridor if someone else is coming the other way, avoid sink immediately next to someone, one person through door at a time).
- Staff supervision for younger pupils visiting toilets at break/lunchtimes to ensure distancing between bubbles and hygiene rules are adhered to.
- Staff toilets – maximum of 3 permitted in ladies toilets (only 2 at the sinks at any one time). Two additional ladies toilets allocated in hall for use during school day. Gents – maximum of 2 (only 1 at the sink). Those waiting to line up in corridor.
- Maximum of 12 members of staff in the staff room at any one time (3 max in the kitchen area). Seats rearranged and marked out to show the 12 spaces which adhere to the 2m rule. Additional space in the hall, Y6 common room, oak room, cookery room and Orchard available for morning break and lunchtime to avoid over-crowding in the staff room. Additional kettles/hot water points in the office, Y6 common room, acorn room, cookery room and willow room to provide additional resources for staff breaks.
- Staff to wear masks when moving through the shared areas of the school where social distancing from staff from other bubbles is difficult - this to include the entrance hall, staff room (until seated), toilets, [all corridors](#). *(NB new DfE guidance states: Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.)*
- Office area – access for admin staff only – other staff request items over front desk. One photocopier moved into shared area near the hall to allow more space. Staff trays moved into the entrance to the photocopier room to enable staff access without moving through office (maximum of 2 persons at a time in this area – one at photocopier, one accessing trays). Screen installed between desks to separate two of the admin staff where seats are not 2m apart.
- Keep left one-way system for corridors. Where possible, classes to be moved via outside routes to access music room, gym, hall etc. to avoid congestion in corridors.
- Minimal interaction between staff from different ‘bubbles’ and social distancing used whenever possible. All staff reminded of requirements for distancing between themselves and others, both within and outside their own ‘bubble’.
- Communication between staff groups to continue to use remote methods when possible – Zoom/Teams meetings, staff WhatsApp message groups, written briefings. Direct meetings in school may be carried out where it is feasible for staff to socially distance (for example, with one phase within a classroom/music room; in the hall or gym with with a larger group of staff.) Staff to keep within year group bubble for any cross year-group meetings. [Zoom to continue to be used for staff meetings for the Spring term](#).
- Minor first aid to be dealt with by staff in child’s bubble (wipes, plasters etc). More

serious first aid brought to the first aid point outside the library at lunchtimes / office at all other times. Office staff to follow strict hygiene procedures before and after dealing with a child, and chair used in first aid room wiped after use. Children from one year group bubble to be treated in first aid room at any one time. Use of additional chairs outside office placed at 2m distance to be used where children from more than one year group need attention.

- Breakfast/after school child care club to organise their groupings according to year groups bubbles so that children only closely interact with those in the same year group.
- **No school-led extra-curricular provision or lettings within the building for the remainder of the Spring term, other than for childcare reasons.** ~~Any extra-curricular provision to be organised for year group bubbles, and where possible, children grouped as class bubbles within the club. Activities to take place outside or within a large enough space to allow for distancing. If run by staff from outside the year group bubble, activities selected which enable the staff member to keep at least 2m from the children.~~

Hazard	Insert a hazard associated with activity/task
Direct transmission of the virus through contact between children during break/lunch times.	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Staggered playtimes and allocated play areas so that all class bubbles have separate play areas. • Staggered lunchtimes for bubbles. Half hour spent in classroom, half hour in designated outside space. • Y2-6 - children to eat lunch in the classroom. YR and Y1 children eat in the gym in two separate sittings at class tables. • Y2-Y6 children to have boxed meals delivered to the classrooms. • Each class bubble to have own playtime equipment – children to wash hands /sanitise before and after eating, and prior to use of equipment. • Adventure playgrounds designated to one year group bubble, and only used one class at a time. Children to wash hands/sanitise before and after use. • Staff provided with a list of games to teach/share with the children which don't involve contact – discussed and modelled with children. • Staff supervision throughout – discouraging unnecessary touch and facilitating children in appropriate games where necessary. 	
Hazard	Insert a hazard associated with activity/task
Direct transmission of the virus through contact between parents/staff on the school grounds.	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Signs on every gate and around grounds reminding parents and children about the 2m distancing. • All adults/over 11s (unless exempt) to wear face coverings on site. This to include all those entering the school grounds from the office gate (YR/2/3 parents when dropping/collecting; Y1 parents when entering the outdoor classroom for collection; and 	

visitors to the office window for enquiries - masks may be removed when making enquiries through the window screen to assist communication).

- One way systems in place from each gate: office gate ‘Keep left’; main gate and boardwalk ‘keep right’. Signs and arrows to reinforce.
- Steps to AWP – ‘up’ only. Slope to AWP 2 way – ‘keep right’.
- Staggered drop off and pick up times for different year groups, and allocated entrances – only Y1 parents to be permitted on site to the rear of the school. YR/2/3 parents permitted on site through office gate only (see arrival/departure arrangements overview).
- ‘Window’ of time for drop offs and pick-ups to minimise numbers of parents/children moving on site at any one time. Parents reminded to stagger arrivals and to arrange meeting point away from the school entrance for older children.
- Y1 children dropped at gate to Y1 outdoor classroom – one member of staff from each class bubble to meet and greet here, other in the classroom to supervise arrival. Y1 pick ups – 3 class lines set up (2m distance) for parent to wait. No more than 2 parents per class to collect from the classroom doors at any one time.
- Y2/3 pick ups – each class bubble given a 4 min window for collections from the school gym, entering at one fire door and exiting at far end.
- Y4-6 children to walk in independently. Younger children to be brought by only one parent at a time.
- No buggies near classroom doors. Younger siblings left at home where possible – must be carried/on reins/held by the hand at all times if parent has to bring them.
- Communication issued to parents so they are aware of our social distancing requirements whilst on the school site and the protocols for dropping/collecting children. Parents asked to disperse quickly and not to gather at or near the school gates. During national lockdown, reminders to parents that family groups should not be socialising on the school run.
- Parents asked to email/phone with enquiries for teachers/office. Enquiries at the office dealt with through the side window. Screen in place to protect staff and visitors from close face-to-face conversations.
- Deliveries in to school left in designated area outside front door. Items for parents passed out through office window.
- Parents discouraged from extended conversations with staff at drop off/pick ups. Teachers to arrange for a phone call/email if they need to inform parents of an incident during the day.
- Individual approach taken with childminders who may be collecting children from more than one class – e.g. left until last, collecting from one designated point.

Hazard	Insert a hazard associated with activity/task
Indirect transmission of the virus through contact with shared surfaces	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Admin staff to have designated phone, work station, chair, computer etc. Cleaning wipes available next to any shared use equipment (photocopiers, phones etc.) • Other staff to have designated work space, chair and equipment where feasible. Where not 	

feasible (occasional use of teacher work rooms/shared admin space/PPA staff), surfaces/equipment to be cleaned between use by different staff members. All offices to have hand gel and cleaning station available.

- Older children to have designated chair and table for the week (where feasible).
- Children given their own stationery on their first day in a zippy wallet (Y3 provided with a 'chair bag') – kept in pigeon holes when not in use (daily use equipment - pens, glue sticks, pencils, rulers etc.)
- Children to only bring necessary belongings to school e.g. bag/book bag, water bottle, lunch box, hat, coat, PE bag (to be left in school for half term). No toys to be brought in from home. Y5/6 children may bring mobile phones only with parental permission, where deemed essential for communication after school. These to be placed in a named plastic bag/envelope in the classroom safe in the morning and collected at the end of the day.
- Other equipment shared only within the class bubble, and numbers sharing minimised to a small, consistent group where possible e.g. dictionary between two, Numicon used in a group of 4 etc.
- Any resources needed to be shared between class bubbles to be cleaned or left for quarantine period (48hrs or 72hrs for plastics). This includes sports equipment.
- Interactive screen to only be used by the class teacher. Where two adults may need access, the screen pen should be used and wiped between uses.
- Risk assessment does allow for staff to be handing out and marking books, including taking these home where this cannot be avoided. Staff to follow hand hygiene protocol before/after handling books.
- Whole school 'fogged' twice a week (Tues/Thurs) once building empty – on these days, this will replace the need for wiping of chairs and other frequently touched surfaces.
- Follow thorough cleaning protocol – daily cleaning of toilets, sinks, tables, chairs, door handles, switches and other regularly used surfaces using bleach solution/disinfectant with additional lunchtime clean of tables, door handles, switches, taps and toilets.
- Where shared spaces are used by children from more than one bubble, tables to be cleaned between use.
- IT suite, including keyboards, mice and stools, to be cleaned using the 'Steri-ez' cleaner between each class bubble (IT technician to carry out at breaktime/lunchtime as necessary. Y6 teacher to use between each Y6 bubble during their computing afternoon).
- Cleaning staff to wear recommended PPE for their role and to follow cleaning protocol at all times. Additional cleaning hours provided to maintain the cleaning protocol.
- Library protocol – class library slots for KS1 used only for story time/library skills (no browsing). Book requests fulfilled by librarian and delivered to class. KS2 – library time allocated for each class. No more than 10 children to visit at any one time. Hand sanitizer used on entry. Books dropped in a classroom returns box – set aside for 72hrs before returning. Colour banded books – children given two books to take home for the week.
- Staff to use own lidded mug and wash up own crockery etc. Staff to collect drinks for themselves.
- Parents reminded not to lean on gates/fences etc. when on school grounds.
- Cleaning measures and responsibilities discussed and agreed with any external users of the school buildings to ensure appropriate cleaning before and after use. (Until 26th April, only

childcare lettings to be permitted within the building.)

Hazard	Insert a hazard associated with activity/task
Poor personal hygiene resulting in increased risk of direct/indirect transmission of the virus	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none">• Regular handwashing of all staff and children throughout day – children taught and reminded how to wash their hands for at least 20 seconds (on arrival, before/after lunch, after play times, before/after using equipment, after sneezing/coughing etc.).• Extra soap dispensers and re-fills in each classroom, and hand gel available at all entrances and in all shared areas.• All classrooms to have a small lidded bin for tissues. Highlight the slogan: “Catch it, bin it, kill it” with children and staff. Children reminded to use elbow to cough/sneeze into if no tissues.• Washing hands posters replaced in all washing areas – regular use of online resources to reinforce need for hand washing and how to do it carefully.• Current government guidance is that masks are not recommended to be worn in schools by children of primary age. Due to difficulties in young children being able to safely use masks without frequently touching them (and therefore causing a greater risk of transmission/contamination of surfaces), parents will be asked to remove their child’s mask prior to them entering the building if they choose to wear them to travel to school. Unaccompanied children will be asked to dispose of single-use masks in the tissue bins on entry, then wash their hands. Re-usable masks should be placed in a plastic bag in the child’s school bag prior to entry, then hands washed. In the case of older pupils who are able to wear a mask appropriately without regularly touching it or repositioning, flexibility will be given for them to wear these in the classroom if this helps to overcome anxieties to return to school. Where they are unable to wear manage their use appropriately and safely, staff will ask them to remove them as detailed above.• Staff advised on safe removal and storage of re-useable face coverings (wash hands before/after touching mask; keep re-sealable plastic bag for storage between use; not to reuse if damp).	
Hazard	Insert a hazard associated with activity/task
Visitors to the school increasing contacts for staff/children	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none">• Where feasible, meetings to be held virtually with outside agencies/parents using Zoom/Teams or via the phone.• Where meetings/visitors are necessary (including parents, outside agencies such as school nurse, social worker, primary behaviour support), visitors to be briefed on social distancing requirements; held in room away from staff/children in school where 2m distance can be maintained and can be well ventilated. Hand gel to be used on arrival.• All visitors to the school to wear face coverings on approach to the office and whilst moving within the building – face coverings may be removed once seated, provided a distance of at least 2 m is maintained from all others.	

- When greeting visitors/staff at the front desk, admin staff to remain in the internal office doorway to keep 2m distance.
- Where observations of children are necessary, these to be carried out outside whenever possible, or within the classroom where the visitor can maintain appropriate distancing from all children.
- Contractors to the school (e.g. hygiene bins, essential maintenance etc.) to follow strict hygiene protocols and briefed on requirements in school. Kept away from areas with children. Where possible, contractors to attend after school hours.
- All Hampshire term-contractors are offered twice weekly lateral flow tests – admin staff to check on this on their arrival and offer test if we are their first visit of the day when they are due to test. Test to be provided through office window and contractor asked to wait in their van for the result before working on-site.
- Visiting teachers (for example, sport partnership PE teacher, peripatetic teachers) permitted to work within the school provided they adhere to the hygiene protocols and social distancing requirements, keeping 2m apart from children and adults (other than in an emergency situation).
- Use of volunteer helpers in classrooms restricted to those carrying out certified training courses. Lateral flow tests to be offered to these in line with other workers in schools. Additional regular helpers introduced later in the term – only to be introduced once they are briefed on health and safety measures in place and the expectations for volunteers, arranged via the volunteer co-ordinator. Assigned to an individual class bubble and briefed on ways to minimise the risk to themselves and others.
- Where lettings are permitted, these must provide a specific risk assessment to show that they are Covid secure. Measures taken to limit use of entrances/shared areas where they might meet members of staff (no lettings immediately after school; use of outer doors as the entrance to avoid office door; toilets only used in emergency; no access to staff room when others on the premises).

Hazard	Insert a hazard associated with activity/task
Emotional distress of the children	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Classroom staff provided with introduction to Psychological First Aid and CPD using materials from DfE and Well-being for Education Return. • Regular (at least twice weekly) PDL activities and discussions to provide an outlet for worries, and to support children in coping with the changes, including use of materials Coram SCARF resource. Additional circle times provided as needed. • Curriculum adjusted to ease children back in to the classroom. • Children who may have difficulty transitioning into classroom asked to be dropped off at end of arrival ‘window’ so that a member of staff can go outside with child and parent (socially distant) to engage them in an activity and encourage the individual into the classroom when there are fewer people around. • Additional part-time ELSA employed to increase capacity of the pastoral support team. ELSAs to provide advice and activities to class/year group TAs to enable them to support individuals where necessary, but also provide targeted support to individuals or small groups 	

<p>from within the same year group bubble.</p> <ul style="list-style-type: none"> • Nurture groups to be run for year group ‘bubbles’ • Parents continue to be signposted to resources for mental health through Parentmail and the school website. 	
Hazard	Insert a hazard associated with activity/task
Emotional distress of staff – including anxiety	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Inclusion of staff in planning process for the full time return – opportunities provided for input into hazard identification and control measures • Key information shared on whole staff WhatsApp group and members of SLT collate comments, questions and concerns. • Regular reminders to all staff about ensuring adherence to the health and safety measures in place including the need for staff to keep their distance from each other, particularly outside their year group bubble. • Clinically extremely vulnerable staff facilitated to work from home to help them continue to feel useful and contribute to their teams when-ever possible during their shielding. • Individual staff members who are required to work from home due to being extremely clinically vulnerable spoken to in person or on phone to discuss their role moving forward. HT virtual ‘open door’ policy (phone / email / WhatsApp) to enable staff to discuss concerns. • Risk assessments reviewed at least weekly, taking in to consideration staff concerns. • Additional spaces provided for staff break times (hall), additional access to toilets, and extra hot water stations provided for coffee/tea breaks. • Year group PPA provided at a regular time – staff given option to work off-site if more space is required. • Signposting to resources for adult mental health – Employee Support Line; EP and CAMHS resources on school website etc. • Regular opportunities for staff to contribute to reviewing the risk assessment and sharing any concerns. 	
With these control measures the risk is:	Adequately controlled to minimize risk
Assessor/Manager’s comments	Insert additional information as required
<ul style="list-style-type: none"> • Based on the risk assessment for full return from Sept 2020, updated during the Autumn term. Key points shared with staff during w/c 1st March. All staff invited to contribute any questions, concerns or suggestions prior to this. 	
Name of Assessor/Manager	Lesley Pennington
Signature of Assessor	

Date of Assessment	Sept 2020
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This risk assessment will be under continuous review – daily during first 2 weeks of phased return, and then at least weekly.

Review date	Reviewed by	Reviewer signature	Remarks
1.9.20	L.Pennington		Updated to incorporate latest guidance on singing from DfE guidance for schools.
17.9.20	L.Pennington		Updated advice on bringing Covid cases to the office via outside route.
25.9.20	L.Pennington (in conjunction with Tom Southall – chair of govts)		Updated contact number for positive Covid cases Update to requirements for wearing masks on site – staff, visitors and parents.
5.11.20	L.Pennington		Updated with advice from HMS regarding singing in schools Updated to reflect measures in place for lettings. Updated to reflect changes required during National lockdown.
14.1.21	L.Pennington		Updated in light of changes required for national lockdown and special provision. Reduction of numbers in school has decreased contacts for all, helping to minimise risk.
26.1.21	L.Pennington		Updated with risk assessment around introduction of twice weekly LFT Covid testing for school staff. Inclusion of ne hazard for staff re: increased DSE use.
2.3.21	L.Pennington		Updated for full return of all pupils from 8.3.21.
3.3.21	L.Pennington		Updated to include guidance re: use of face shields and offer of LFT tests for households with

			school-age children.
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