

Risk Assessment – updated for January '21

	Area/ time/ activity	Risk	Mitigations
1	Drop off and pick up	Lots of adults and children arriving at the same time: -going through gates -staying on playground in groups	Staggered drop off and pick up times Drop off and pick up routes designated, with 2m markers to wait Shared protocol with parents- must not linger, must observe 2m distancing from others Hand gel station at doorway- member of staff support chn to clean hands well before entering
2	Staircases	Touching surfaces- bannisters, doors to open Meeting/passing others on staircases	Circulation model- red and blue to go up, green and yellow to go down. Except on entry time (up to 9:30) all stairs are for up, and exit time (from 2:45) all stairs are for down. Staggered timetables- using staircases at separate times Additional cleaning bannisters and staircase doors throughout the day and at end of each day
3	Corridors	Groups coming into contact with others High contact surfaces- door handles	Staggered timetables lessening likelihood of passing in corridors Additional cleaning for high contact surfaces
4	Lining up	Groups moving around school in an orderly way, so will need to be in lines, but may be too close	Lining up with distance between each child- will need to practice with younger children or split them into smaller groups to move around.
5	Classroom set up (not reception)	Adults and chn being in one room together Sharing of resources Air circulation High contact surfaces	Hand sanitiser at doorways-use when go in and out Individual desks- spaced as far away from each other as possible Individual stationary and desk resources (not shared) Doors propped open Windows open Drinking bottles- individual Split classes into smaller groups- spread out into other rooms (giving more space)
6	Dinner hall	Group being together in a space Touching surfaces touched by other groups- tables, chairs, bread Getting cutlery from a shared container	Wash hands before and after eating Lunches to be delivered to halls to avoid queuing Chn who bring in their own packed lunch keep at the back of the classroom, or for chn in reception classrooms keep in middle area

		Entering and leaving hall without meeting other bubbles Queuing for food	Staff to deliver the lunches and supervise own bubble only 2 halls used for lunches to prevent too many groups using the same spaces Cleaning of tables between sittings
7	Playground	Groups being together in a social space- closer contact in play Playground equipment being shared Supervision- other adults needed who are not in the bubble Shared toilets Shared water fountains	Use outdoor space as much as possible Set of playground equipment per group- balls, bats, skipping ropes Staggered playtimes Designated zone- zones big enough to have space to spread out and run around Not to use water fountains- tape off Hand gel station at toilets- before and after use
8	ICT suite	Shared resource of computers and furniture	Limited use of suite- timetabled to ensure cleaning in between groups Laptops available in classrooms- to be cleaned after each use
9	Reception outdoor area	Chn playing together Chn playing with various resources and not able to clean between usage Chn of rec age less likely to follow hygiene rules- eg will touch faces, will play closely with others etc	Regular slots in timetable to sanitise hands- as enter, at carpet sessions, before and after lunch time Limit resources so easier to clean/quarantine for 72 hours.
10	Reception classrooms	Chn playing together Chn playing with various resources and not able to clean between usage Needing enough resources to play with Chn of rec age less likely to follow hygiene rules- eg will touch faces, will play closely with others etc	Regular slots in timetable to sanitise hands- as enter, at carpet sessions, before and after lunch time Adults working with chn- sit next to (rather than facing), distance as much as possible Limit resources to be able to quarantine. Remove unnecessary furniture (eg tray units, shelving) Clear surfaces (windowsills, worktops, desks etc)
11	Children's toilets	Chn from different bubbles meeting- cross contamination High touch surfaces- taps, doors, locks etc	Hand gel before going into toilets Reminders for washing hands Only use the toilets on your floor- limiting number of chn using each toilets
12	Front desk and office	Staff from different bubbles using photocopiers/telephones/computers	Sign in using fob (no touch). If you need to touch the screen, use anti-bac spray on screen and hand gel afterwards. Inner door – fob (no touch). Additional cleaning of high touch surfaces. Photocopiers: Hand gel before use. If someone else is using the copier, keep 2m distance until it is your turn. Only enter office if no one else is inside. If office staff

			member is sat at their desk, copier can be used as back is to person. Only 2 in office (max) at any one time – door signage will indicate number of people per room allowed. Telephones: Use hand gel before use. Computers: Use hand gel before use.
13	Staff room	Staff from different bubbles being in the same room together High contact surfaces- hot water tap, microwave, cupboards, dishwasher, water cooler, table, chairs Retrieving items needed-cutlery, plates, cups etc Shared items- milk, coffee etc	Strict use of dishwasher- you must put your items in the dishwasher (not sink). Staff sit 2m apart. Clean the area used when finished- table and chair been using Only 5 staff members at a given time. Hand gel station- use before and after eating Tea/coffee stations in various parts of school to limit numbers needing staffroom
14	Staff toilets	Shared toilets	Additional cleaning for high touch areas
15	Leadership office	High touch surfaces-keyboards/computer mouse, door handles, phones Shared space	Wipe down high touch surfaces at end of every day Hand gel when entering Distancing of people working in the office
16	PPA	Teachers need to plan together	Encourage staff to meet for PPA virtually. Do not need to be in school.
17	First aid	Close contact between adult and child Amount of first aiders First aiders going between bubbles	Use PPE when giving first aid. Put on gloves when using first aid kit-including when handling box, and writing first aid slips Masks and visors available Do not face the chn when close to them Ask other chn to step back and give space Throw away gloves and masks after each first aid given into lidded bin
18	Staff meetings	Staff together in shared space	Use hall/ shared space rather than all teachers going into a classroom Encourage virtual staff meetings where possible
19	Deliveries	Additional people in school	Limit to staying in front foyer area if possible- leaving deliveries in box on front desk When deliveries need to be brought into school the adults must use hand gel Door handles etc to be wiped down
20	Kitchen		See Pabulum risk assessment
21	People coming to school	Chn and adults coming in every day from many different homes Staff using public transport	Non-staff: Parents and people from outside of school to only come onto school premises when absolutely necessary. Conduct most meetings virtually.

			<p>Pre sign up form for parents- they understand and agree to the vigilance needed to monitor children's health and keep up hygiene (eg wash uniform, check health for symptoms etc)</p> <p>Limit items bringing into school-no extra stationary or bags than needed.</p> <p>Staff: Regular health check-ins with staff eg how are they feeling?</p> <p>Testing available from NHS for staff showing symptoms</p> <p>Staff offered PPE for use on public transport</p> <p>Staff kept up to date on symptoms and government advice regarding self-isolation</p>
22	People from school going home	Chn and adults who have touched various surfaces and been in contact with others throughout the day going home to other family member.	<p>Hand gel as leaving</p> <p>Staff offered PPE for use on public transport</p> <p>Testing available from NHS for staff showing symptoms</p>
23	If a child becomes symptomatic out of school	Previous contact with people in school	<p>Child should get tested. Do not return to school until results received. If result is positive then they must self-isolate for 7 days and household for 10 days.</p> <p>Children in the bubble then self isolate for 10 days. SLT to contact publichealth@Southwark.gov.uk and Yvonne.ely@southwark.gov.uk as soon as possible to inform and seek any further advice.</p> <p>Staff to isolate if have been within 1m for longer than a minute, or within 2 metres for 15 minutes.</p>
24	If a child becomes symptomatic in school	<p>Contact with others while awaiting pick up</p> <p>Supervision of child until pick up</p> <p>Other chn and adults in the bubble</p> <p>Shared spaces they have used</p>	<p>Take child to designated isolation area until picked up- Colleen's old room</p> <p>Child to sit on one chair- not to move around</p> <p>Supervising adult keep at 2m distance- can wait outside (glass door for visual)</p> <p>PPE for adult supervising if in the room</p> <p>Ventilate room by opening windows</p> <p>Ask office to phone family for immediate pick up</p> <p>Clean shared spaces used by child</p> <p>Give support/information letter to parents of ill child. Advise to get tested and email address provided https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>SLT to contact publichealth@Southwark.gov.uk and Yvonne.ely@southwark.gov.uk as soon as possible to inform and seek any further advice. Following Southwark advice- no further action is required unless a positive test comes back. Child must stay off school until results received. If result is positive then only the 'bubble' is required to self-isolate for 14 days. The other household members of that wider class/group do not</p>

			<p>need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Staff to isolate if have been within 1m for longer than a minute, or within 2 metres for 15 minutes.</p>
25	If school is informed that someone in a child's household has symptoms or tested positive	The child may also be symptomatic or be positive for the virus but not showing symptoms	The family prepare to self-isolate for 10 days and self-isolate until test done and result known. The family order a test and if positive they self-isolate for 10 days from the positive test result irrespective of the initial self-isolation period.
26	A parent informs school that someone they or their child have been within two metres of in the past 10 days has developed symptoms or has tested positive.	The child may also be symptomatic or be positive for the virus but not showing symptoms	If they have been identified as a contact they self-isolate for 10 days and if they develop symptoms they inform the school (who informs LA) and they self-isolate for 7 days. A test should be ordered and the family will need to self-isolate for 10 days if positive.
27	Staff member becomes symptomatic out of school or tested positive (including any contractors who may have been working on site in the past 10 days)	Contact with others Shared spaces they have used	School informs Public Health and LA on the contact emails given above and the situation will be risk assessed and advice given. They can order a test at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested . No further action is required unless a positive test comes back, they should not return work until they receive the results. If the result is positive then only the 'bubble' is required to self-isolate for 10 days. Other staff members who have been in close contact (within 1m for 1 minute, within 2m for 15 minutes) must also self-isolate for 10 days.
28	A staff member becomes symptomatic in school	Contact with others throughout the day Other chn and adults in the bubble Shared spaces they have used	Member of staff should go home immediately and a test should be sought. No further action is required unless a positive test comes back, they should not return work until they receive the results. If test is positive then only the 'bubble' is required to self-

			<p>isolate for 10 days. Other staff members who have been in close contact (within 1m for 1 minute, within 2m for 15 minutes) must also self-isolate for 10 days.</p> <p>They can order a test at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>If they need to travel on public transport PPE offered for journey. If they are feeling very unwell assess whether they need a family member come to collect them.</p>
29	A staff member's family member has symptoms	They may also be symptomatic or be positive for the virus but not showing symptoms	<p>The family prepare to self-isolate for 10 days. If test result is positive all household must self-isolate for 10 days.</p> <p>Where a staff member and / or their family is symptomatic they can order a test at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>
30	A staff member (including any contractors who may have been working on site in the past 14 days) has informed the school that someone they, or a member of their household, have been within two metres of in the past 10 days has developed symptoms or has tested positive	They may also be symptomatic or be positive for the virus but not showing symptoms	If they have been identified as a contact they self-isolate for 10 days and if they develop symptoms they should seek a test and inform the school (who informs LA) and they self-isolate for 7 days from symptoms developing.
29	Unknowns	Pinch point areas that only become apparent when they happen	<p>Open door policy- all encouraged to raise questions.</p> <p>Urgent issues to be raised immediately with SLT.</p>
30	Risk assessing	<p>Responsibilities clear</p> <p>Review of implementation</p> <p>Review of effectiveness</p>	<p>Central health and safety team created- SLT and SBM</p> <p>Wider Health and Safety team- to include phase leads</p> <p>Input into protocols and plans from staff members carrying out duties</p> <p>Regular reminders for staff and children</p>

		Changes/ developments- communicating these so all understand Information sharing	Regular reviews by learning walks eg are doors propped open Responsibilities for aspects clear eg who checks and replaces the doorway gels etc
31	Adult knowledge and understanding	Adults knowing protocols Adults sticking to protocols	Protocol training- given guidance to read through, attend training sessions Regular reminders Regular protocol learning walks to support usage
32	Children's knowledge and understanding	Children understanding how to keep good hygiene	Teaching to be done in age appropriate ways- songs, video clips etc. Reminders of hygiene protocols to be carried out with kindness and as prompts <u>Teach:</u> Handwashing technique Catch it, bin it, kill it Lining up/moving around school- distanced and not touching all surfaces
33	Teaching chn (1 & 6)	Taking in books for marking/assessing Helping chn with work Giving out worksheets/hand outs Practical resources needed to teach lessons- shared around school, shared in the classroom Speaking and supporting chn with their individual learning	Limit worksheet/handout use Learning must still follow the ethos of the school as much as possible- any practical resources (eg shapes, deans etc) must be quarantined before other bubbles use it. When speaking with individuals- do not speak on the same level, avoid face to face, and distance as much as can. <u>Feedback</u> Use verbal feedback throughout the lesson as much as possible Chn leave books open at end of each session for teachers to look at- assess and review input needed in next session or additional input. Books not to be taken home
34	Teaching rec chn	Chn get very close to adults and each other	When speaking with children- do not speak on the same level, avoid face to face and spending too much time working closely. More regular handwashing in reception- see Reception Classrooms
35	Lack of resources	Unable to get hand sanitiser Unable to get gloves	Can wash hands using soap and water- will need to create these stations at entrance in morning Ensure handwashing is priority