

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the "What are you already doing?" column to the "What further action is necessary?" column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

<b>RISK ASSESSMENT FOR:</b> Re-opening schools to all pupils from September 2020		
<b>Establishment: Stoneferry Primary</b>	<b>Assessment by: J.Raw</b>	<b>Date: 8.7.20</b> <b>Last updated: 28.9.20</b>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Minimise contact between individuals and maintain social distancing wherever possible.</b>	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> <li>Pupils organised into class bubbles of no more than 30 pupils. Once groups are defined, pupils should remain in these groups to minimise contact and mixing</li> <li>Desks positioned so that pupils are all facing forwards where possible.</li> <li>Staggered start and end times for the day for each bubble. Timetabled staggered breaks / outdoor play</li> <li>Playground markings, supervision and education of pupils in place to reinforce social distancing during breaks</li> </ul>	Communicate this information clearly with parents and staff – letter for parents.	JR	WC 17.7.20	YES
			Organise all classrooms so that desks face forward. Begin with Year 4 and 3	JR/PH	By 22.7.20	YES
			Discuss with LN, plan timetable and cover for all times. Communicate arrangements with staff and pupils	JR	WC 17.7.20	YES
			Mark up for all classes for Fire drill positioning. Organise playground into 2 sections and section off equipment. Clear routes for accessing playground spaces marked on playground.	JR/PH	By 22.7.20	YES

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		<ul style="list-style-type: none"> <li>• Increased proportion of lessons taught outside</li> <li>• Markings for sitting on carpet or avoid carpet time</li> <li>• Revised arrangements in EYFS to reduce free-flow and to maintain pupil groupings / ratios</li> <li>• No assemblies, performances, productions etc...</li> <li>• School meals delivered to classrooms or served in Covid Compliant dining hall in staggered lunchtimes to ensure bubbles remain separated.</li> <li>• Markings / signage in place in corridors to</li> </ul>	<p>Weather permitting teachers will be encouraged to teach outside, keeping any bubbles separate and cleaning any surfaces which have been touched.</p> <p>There will be no carpet time sessions in KS2 or and it will be reduced as much as possible in KS1 to reduce face to face contact.</p> <p>In Foundation stage, children if sitting together will be spaced out as much as possible. Discuss with GS</p> <p>Curriculum will be organised in EYFS following the EYFS lead's decisions on need, but free flow will be reduced. Discuss with GS</p> <p>Teams will be used to provide a weekly assembly on a Monday and a celebration assembly on a Friday. These will be separated into KS2 and EYFS/KS1 and be held separately.</p> <p>Lunches will be taken in classrooms and will be staggered to allow outside playtime. Confirmation needed on hot or cold food provision. Staffing timetable needed - share</p>	<p>JR/GS/MA</p> <p>JR/GS</p> <p>JR</p> <p>JR</p>	<p>WC 13.7.20</p> <p>By Sept 20</p> <p>By Sept 20</p> <p>WC 13.7.20</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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		<p>control movement</p> <p>Existing signage will remain in place and children returning to school will have this explained to them. All classrooms will also have additional signage if they have not been in use.</p> <p><b>Additional face mask signage to be added to corridors and communal areas. All staff will be required to wear a face mask when:</b></p> <ul style="list-style-type: none"> <li><b>-walking along corridors</b></li> <li><b>-whilst using a staff room but not eating or drinking</b></li> <li><b>-whilst using a shared area for marking in the presence of other staff</b></li> <li><b>-whilst using the photocopier</b></li> <li><b>-if talking to a parent on a classroom door.</b></li> </ul>		<p>JR/PH</p> <p>JR/PH</p>	<p>Sep 20</p> <p>21.9.20</p>	<p>YES</p> <p>YES</p>
<b>Maintaining social distancing with staff</b>	<p><b>Staff, pupils</b></p> <p>Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources</p>	<ul style="list-style-type: none"> <li>• Staff can operate across different classes and year groups to facilitate the timetable but should try and keep their distance from pupils and other staff as much as possible (2 metres)</li> <li>• Staff working with older children should teach from the front of the class as much as possible, ideally at a distance of 2 metres from pupils.</li> <li>• All staff should minimise time spent within 1 metre of anyone and avoid close face to face</li> </ul>	<p>Specific individual RA's shared with all staff as needed.</p> <p>Discussion on content of lessons for ADo in light of distancing guidelines.</p> <p>Timetables for staff needed for Sept</p> <p>This is already the case. Re-explain to all staff.</p> <p>Discuss with staff</p>	<p>JR</p> <p>LN/JR</p> <p>JR</p> <p>JR</p> <p>JR</p>	<p>By Sep 20</p> <p>By Sep 20</p> <p>WC 13.7.20</p> <p>WC 13.7.20</p> <p>WC 13.7.20 and on return</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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		<p>contact</p> <ul style="list-style-type: none"> <li>• Virtual meetings rather than face to face held where possible, even if staff are on site. Where this is not possible, social distancing observed in meetings</li> <li>• All office space / PPA rooms / staffrooms etc... are set up for social distancing</li> <li>• Staggered use of PPA rooms / staffrooms etc...</li> <li>• Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place</li> <li>• No use of shared mugs, glasses, cutlery etc...</li> </ul> <p>All staff will be required to wear a face mask when:</p> <ul style="list-style-type: none"> <li>-walking along corridors</li> <li>-whilst using a staff room but not eating or drinking</li> <li>-whilst using a shared area for marking in the presence of other staff</li> </ul>	<p>All meetings to take place virtually and only when essential.</p> <p>3 required for Sept timetabled to stagger lunch to accommodate this.</p> <p>PPA to be taken at home as insufficient space in school to accommodate this.</p> <p>Ensure supplies are available for Sept. Speak with PH/TC</p>	<p>JR</p> <p>JR/LN</p> <p>JR</p> <p>JR</p>	<p>From Nov 2020</p> <p>WC 13.7.20</p> <p>From Sept 2020</p> <p>WC 13.7.20</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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		<ul style="list-style-type: none"> <li>-whilst using the photocopier</li> <li>-if talking to a parent on a classroom door.</li> </ul>				
<b>Maintaining social distancing with parents / visitors</b>	<p>Staff, pupils, visitors, parents</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus is greater if social distancing of 2m is not maintained</p>	<ul style="list-style-type: none"> <li>Staggered start and end times for school day where possible</li> </ul>	<p>Timetable linked into lunches. Confirmation required regarding lunches Communicate to parents</p>	JR	WC 13.7.20	YES
		<ul style="list-style-type: none"> <li>Only one parent/carer to bring pupils to school where possible</li> </ul>	<p>Letter to parents and on Website</p>	JR	WC 13.7.20 Reminders in Sept 2020	YES YES
		<ul style="list-style-type: none"> <li>Markings and signage on school drives / entrances to school buildings to encourage maintenance of social distancing</li> </ul>	<p>Already in place. One way system will remain. Communicate to all parents</p>	JR	WC 13.7.20 Reminders in Sept 2020	YES
		<ul style="list-style-type: none"> <li>'One in, one out' arrangement in place for visitors to school reception area with 2m spaced queue outside</li> </ul>	<p>Communicate this to all parents. Establish social distancing outside the office</p>	JR	By return in Sep	YES
		<ul style="list-style-type: none"> <li>Hand sanitizer available at school reception entrance for all visitors</li> </ul>	<p>Continue to re-order sufficient stocks for whole school</p>	Caretaker	In time for Sept 2020	YES ongoing
		<ul style="list-style-type: none"> <li>Visitors to school kept to a minimum</li> </ul>	<p>Only specific visitors will be permitted relating to pupil provision e.g Advotalk, SALT, Northcott, Music Teacher</p>	Admin to keep records. JR to check these regularly	Sept 2020	YES
			<p>A clear record of who has had</p>			YES

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		<ul style="list-style-type: none"> <li>• Arrangements in place for telephone, email or virtual meetings with parents rather than face to face where possible</li> <li>• All staff should wear a mask when talking to a parent on a classroom door.</li> <li>• Visitors to the main office will be required to wear a mask. Office staff need not wear a mask as a screen is in place.</li> <li>• Guidance for visitors visible in main office and admin to alert all visitors to this</li> <li>• Visitors will be asked to wear a mask when moving around school, but need not wear these in classrooms.</li> </ul>	<p>contact with which bubble will be kept in the office.</p> <p>This will be communicated to parents in letter and on the website.</p>	JR	By 17.7.20 and return in Sep	<p>SCANNED WEEKLY</p> <p>YES</p>
Contamination of equipment or resources	<p><b>Staff, pupils</b></p> <p>Exposure to virus through contaminated equipment or resources</p>	<ul style="list-style-type: none"> <li>• All soft furnishings which can't be disinfected are removed from classrooms / shared areas</li> <li>• All children provided with labelled, personalised set of basic equipment to avoid sharing.</li> </ul>	<p>EYFS lead to decide what resources can be added back into provision and discuss how these will be cleaned</p> <p>Children will keep materials on desks.</p>	<p>GS/JR</p> <p>YB</p>	<p>For Sep 2020</p> <p>For Sep 2020</p>	<p>YES</p> <p>YES</p>

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		<ul style="list-style-type: none"> <li>All shared equipment removed from desks</li> <li>Classroom based resources eg: books and games, can be used and shared between pupils in the same bubble. These are cleaned regularly.</li> <li>Resources shared between bubbles eg: sports, art, science equipment, are cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for 48 hours (72 for plastic)</li> <li>Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels</li> <li>Reading books and resources can be sent home. All are wiped clean before reallocating.</li> </ul>	<p>Establish a safe use of resources routine in each class with someone responsible for cleaning</p> <p>PE will be the same sport - hockey. 2 class sets will be available and disinfected when necessary.</p> <p>Children to come to school on PE days in their PE kit.</p> <p>Caretaker given duty of monitoring and reordering as required</p> <p>System organised for returning of books for changing including cleaning of front and back cover – shared with all staff to ensure consistency</p>	<p>JR to explain to staff.</p> <p>JR ensure Caretaker completes task</p> <p>Caretaker</p> <p>RS</p>	<p>Sept 2020</p> <p>From Sept 2020</p> <p>From Sept 2020</p> <p>From Sept 2020</p> <p>WC 13.7.20</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
		<ul style="list-style-type: none"> <li>Reading books stored in classrooms not</li> </ul>				

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		<p>shared areas to reduced number of different pupils accessing them.</p> <ul style="list-style-type: none"> <li>Additional hours for cleaning staff, including provision for cleaning during the school day, P.Hill to work 8:30-4:30, or 9-5, JR will open and close school</li> </ul>		JR	7.9.20	YES
<b>Spread of virus due to hygiene issues</b>	<b>Staff, pupils</b>  Risk of spreading virus due to lack of handwashing	<ul style="list-style-type: none"> <li>All pupils / staff wash hands for 20 seconds regularly on arrival to school, before and after eating, after sneezing or coughing and at regular times throughout the day</li> </ul>	<p>Handwashing routine established for each class and clearly displayed for all to see. Messages given in each Virtual assembly. Signage in all classrooms and toilets</p>	JR	By Sep 2020	YES
	Risk of spreading virus through contamination of surfaces	<ul style="list-style-type: none"> <li>Staggered number of pupils / staff using toilets / handwashing facilities to maintain social distancing</li> </ul>	<p>Measures in place for 1 in 1 out on toilets. Explain to all children 1 in 1 out for staff toilet</p>	Class teachers	Sep 2020	YES
		<ul style="list-style-type: none"> <li>Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc...</li> </ul>	<p>Caretaker to complete. Establish a timetable for PH</p>	Caretaker	Sep 2020	YES
		<ul style="list-style-type: none"> <li>Stocks of handwashing equipment monitored weekly to maintain appropriate levels</li> </ul>	<p>PH to monitor</p>		Sep 2020	YES
		<ul style="list-style-type: none"> <li>Additional hand sanitizer available in all classrooms. Ensure supervision of hand sanitizer use to avoid ingestion.</li> </ul>	<p>PH to monitor. Staff to monitor use in KS1</p>		Sep 2020	YES
	<ul style="list-style-type: none"> <li>Small children and pupils with complex needs should continue to be helped to clean hands properly. Skin friendly cleaning wipes can be</li> </ul>	<p>JR to discuss with GS.</p>		Before Sep 2020.	YES	



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		<p>used as an alternative.</p> <ul style="list-style-type: none"> <li>Alert premises staff of any risks that emerge during the day in toilets</li> <li>Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs</li> <li>Tissues readily available – pupils trained to ‘catch it, bin it, kill it’. Bins emptied daily.</li> <li>‘Deep clean’ for rooms that have been used at end of each day.</li> <li>All rooms well ventilated with windows / doors opened (fire regulations permitting)</li> <li>All parents to wear a face mask on the school site.</li> </ul>	<p>All staff aware of this requirement</p> <p>PH to have clear timetable of actions to complete</p> <p>Bins to be provided with lids and foot control.</p> <p>All classrooms cleaned daily</p> <p>Windows always open where possible. Staff aware.</p>	Caretaker/JR	<p>From Sept 2020</p> <p>Sept 2020</p> <p>Before Sep 2020.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
<b>Lack of staff to teach / supervise pupils due to high staff absence</b>	<p><b>Pupils</b></p> <p>Lack of supervision</p> <p>Risk of spreading virus if strict pupil grouping is not adhered to</p>	<ul style="list-style-type: none"> <li>All staff inform line manager by 7am if they will be unable to attend work due to illness, self isolating etc...</li> <li>Supply teachers / temporary staff can be used. Ensure minimal contact and maintain distance from other staff.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Pre-arranged plan to provide cover staff where possible</li> </ul> <p>Teaching personnel will be only company used if required</p>	JR		YES

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		<ul style="list-style-type: none"> <li>No splitting of a group between other classes to enable cover</li> <li></li> <li>Inform parents to keep pupils in the affected group at home if needed</li> <li>Staff access testing promptly to identify accurately when they can return to work</li> <li>Ensure numbers are up to date</li> </ul>	<p>Letter to parents</p> <p>Clear procedure for responding to a sick child or staff member</p> <p>Ensure Local Health Team and DFE are contacted for advice and support</p>	<p>JR</p> <p>JR</p>	<p>WC 13.7.20 And Sep 2020</p>	<p>YES</p> <p>YES</p>
<p><b>Pupils / staff becoming ill with symptoms whilst on site</b></p>	<p><b>Pupils / Staff / Families</b></p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> <li>All staff and parents informed that the school expects engagement with the NHS Test and Trace Process, including booking a test if they display symptoms and self isolating if required (see below)</li> <li>Clear information provided to staff and pupils regarding symptoms to be aware of – procedure in place to report these promptly to SLT</li> <li>Designated room to isolate pupils with symptoms set up (well ventilated and thoroughly cleaned after use) Checked daily</li> <li>PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical mask)</li> <li>Everyone who has been in contact with the person who has shown symptoms must wash</li> </ul>	<p>Inform through letter WC 13.7.20 of expectations regarding T and T</p> <p>Clear record of groupings to inform T and T team. SCANNED AND STORED WEEKLY</p>	<p>JR</p> <p>JR</p> <p>JR</p> <p>PH</p>	<p>WC 13.7.20</p> <p>From Sept 2020</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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		<p>their hands thoroughly for 20 seconds.</p> <ul style="list-style-type: none"> <li>Parents are contacted promptly to collect pupils with symptoms. Pupils with symptoms must be sent home.</li> </ul> <p>Additional training provided on the use of PPE</p> <p>Reminder for all staff on Training day in Sept – through PPT presentation</p> <ul style="list-style-type: none"> <li></li> </ul>	<p>Explain in letter to parents</p> <ul style="list-style-type: none"> <li>Staff with symptoms sent home</li> <li>Staff / pupils should access testing promptly and inform school of results if positive. Where the child, young person or staff member tests positive they must self isolate for 7 days. Other members of their household (including siblings) should self isolate for 14 days.</li> <li>Inform LH team and DFE, Trust for guidance.</li> </ul>	<p>JR</p> <p>JR</p>	<p>WC 13.7.20</p> <p>Ongoing</p> <p>Sept 2020</p>	<p>YES</p> <p>JR</p>
<b>Minimise contact with individuals</b>	<b>Pupils / Staff /</b>	<ul style="list-style-type: none"> <li>Staff, pupils or visitors must not come into school if they have symptoms of COVID-19 or</li> </ul>	JR to advise parents through	JR	WC 13.7.20	JR

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<p><b>who are unwell, have symptoms or live with someone with symptoms.</b></p>	<p><b>Families</b></p> <p>High risk of infection if exposed</p>	<p>have tested positive in the last 7 DAYS.</p> <ul style="list-style-type: none"> <li>Anyone displaying symptoms at home advised to self-isolate for 7 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils.</li> <li>Anyone living with someone who displays symptoms advised to self-isolate for 14 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils.</li> </ul>	<p>letter</p> <p>JR Advise as needed and contact Local Health Team or DFE to support.</p>			<p>JR/Admin clear messages</p>
<p><b>Manage confirmed cases of COVID-19 in school community</b></p>	<p><b>Staff, pupils, families</b></p> <p>High risk of transmitting and spreading virus</p>	<ul style="list-style-type: none"> <li>Maintain records of staff and pupils in each bubble.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Add any staff who have come into contact to lists. Sign in boards in each classroom. Explain to staff.</li> <li>Take swift action if made aware that someone in school community has tested positive for COVID-19</li> <li>Contact local health protection team</li> <li>Identify all members of school community who have been in close contact with the person who has tested positive (close contact = face to face within 1 metre / being coughed on, proximity contact 1-2 metres for more than 15 minutes / travelled in small vehicle eg: car. with infected person – Use class records to do this.</li> <li>If advised by health protection team/DFE, send home all members of school</li> </ul>	<p>JR</p> <p>JR</p>	<p>From Sept 2020</p> <p>From Sept 2020</p> <p>As need arises</p>	<p>JR</p>

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			<p>who have been in close contact and advise to self isolate for 14 days</p> <ul style="list-style-type: none"> <li>Act on advice from local health protection team/DFE if 2 or more cases are confirmed within 14 days and implement additional actions if advised.</li> </ul>			
<b>Exposure to virus when managing intimate care needs / first aid of pupils</b>	<p><b>Staff</b></p> <p>Risk of infection due to exposure to bodily fluids or physical contact</p>	<ul style="list-style-type: none"> <li>Identified room(s) for managing intimate care / first aid</li> <li>PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn).</li> <li>Daily checks of room and equipment in place to maintain hygiene and supply of PPE</li> <li>Waste and used PPE is disposed of daily</li> <li>Additional training provided on the use of PPE</li> <li></li> </ul>	Remind all staff	JR	Sept 2020	YES
<b>Supporting pupils with SEND or behaviour issues (eg: spitting, restraining etc...)</b>	<p><b>Staff / pupils</b></p> <p>Risk of infection due to exposure to bodily fluids or physical contact</p>	<ul style="list-style-type: none"> <li>Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Specific plans in place for children discussed with SB</li> <li>Provide specific information (eg: social stories) for pupils with SEND to support their understanding of new routines on their return to school.</li> <li>Specialists, therapists</li> </ul>	JR SB SB	By 7.9.20 Ongoing By Sept 2020	YES  YES

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			<p>clinicians and other support staff for pupils with SEND can be used. Maintain a record of all visitors into school and ensure social distancing. SB to provide a list of all of these services to JR</p> <p>Individual risk assessments in place for any pupils educated in more than one setting (eg: behaviour support) to minimise risks. JR to find out whether LU will be taught off site at any point from SB</p>	JR	By Sept 2020	YES
<p><b>High risk staff / pupils</b></p>	<p><b>Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</b></p> <p><b>Clinically vulnerable staff / pupils</b></p> <p>Higher risk of complications from the virus</p>	<ul style="list-style-type: none"> <li>Identify staff / pupils who are clinically extremely vulnerable / clinically vulnerable</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Individual risk assessments completed for vulnerable staff to ensure strict compliant with social distancing and to minimise risk.</li> <li>Individual concerns discussed for those members of the school community who may feel additionally vulnerable to review measures that are in place (eg: those who were previously shielding or living with someone who is vulnerable, those from Black, Asian and Minority Ethnic backgrounds or those with</li> </ul>	<p>JR</p> <p>SB/JR</p> <p>JR</p>	<p>By 17.7.20</p> <p>September/ongoing</p>	<p>YES</p> <p>YES</p>



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		<ul style="list-style-type: none"> <li>- Transport plan written in consultation with LA and transport providers to minimise risks</li> <li>-</li> </ul>				
<b>Educational Visits</b>	<b>Staff / Pupils</b> Wider risk of exposure to virus	<ul style="list-style-type: none"> <li>• Overnight and overseas educational visits will not take place</li> <li>•</li> </ul>	Non overnight educational visits can go ahead but a full risk assessment is completed, including a consideration of COVID-19 protective measures during transport and at the destination. All risk assessments must be approved by Head of School before booking.  <b>NO VISITS TO BE PLANNED IN FIRST HALF TERM – JR INFORM STAFF</b>	JR	WC 13.7.20	YES
<b>Sport, PE and extra-curricular provision</b>	<b>Staff / Pupils</b> Wider risk of exposure to virus	<ul style="list-style-type: none"> <li>• Individual risk assessments completed for all extra-curricular clubs to include a consideration of COVID-19 protective measures</li> <li>• Maintain existing bubbles where possible. If not, small consistent groups are used.</li> <li>• Maintain social distancing arrangements for collection from after school activities.</li> <li>• Ensure equipment is thoroughly cleaned or stored for 48 hours between use by other groups.</li> <li>• Contact sports are not permitted.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <b>NO PLANS FOR EXTRA CURRICULAR CLUBS IN FIRST HALF TERM –</b></li> <li>• Outdoor sports and games are prioritised. Indoor activities ensure maximum space between pupils.</li> <li>• Classes to be split for indoor PE where possible</li> </ul>	JR  Staff	WC 13.7.20  From Sept 2020	YES
<b>Mental health and wellbeing</b>	<b>Staff / Pupils / Families</b> Impact on emotional	<ul style="list-style-type: none"> <li>• Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs</li> </ul>	Ongoing support for staff from Educational Psychologist / counselling services	MH/KT	September onwards	



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	health and wellbeing. Anxiety, depression. Absence.	<ul style="list-style-type: none"> <li>Information sent to parents with sources of support for mental health and wellbeing</li> <li></li> </ul>	<p>Clear timetable in place for ELSA from Sept</p> <p>JIGSAW and well-being sessions incorporated into Recovery Curriculum</p>			YES  YES
<b>Emergency evacuation</b>	<b>Staff / Pupils</b> Increased risk of exposure during emergency evacuations	<ul style="list-style-type: none"> <li>Revised emergency evacuation plans in place for Stoneferry, including assembly points with social distancing arrangements.</li> <li></li> </ul>	<p>Markings needed for all classes.</p> <p>Complete in first 2 weeks of Autumn term</p>	JR/TC	Termly	YES
<b>Educational Visitors</b>	<b>Staff / Pupils</b> Increased risk of exposure	<ul style="list-style-type: none"> <li>All must visitors must sanitise hands on arrival in school</li> <li>No visitors should visit the site if they are displaying symptoms of COVID -19</li> <li>Where possible visitors should remain 2m from any school staff</li> <li>Where possible visitors should keep their distance from children in the school and avoid close contact for sustained period of time with any child or children they are working with.</li> <li>All visiting staff must sign record sheets of any classroom they enter.</li> <li>Where possible visitors remain in same area of school throughout visit to minimise movement.</li> <li>Visitors must wear a face mask in communal areas including corridors, staff rooms and reception.</li> <li>Guidance sheet for visitors visible in school office and read on arrival</li> </ul>	Share risk assessment with any visitors on arrival.	Office staff	As needed	YES



Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient. Assigning these actions to an appropriate manager or member of staff.

<b>RISK ASSESSMENT FOR:</b> Additional measures to protect staff – October 20		
<b>Establishment:</b>	<b>Assessment by:</b>	<b>Date:</b> 6/10/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Minimise contact between staff and maintain social distancing wherever possible.</b>	<p><b>Staff, pupils</b></p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>Risk of a high proportion of key staff being absent from school at the same time</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> <li>All adults wear masks in shared areas.</li> <li>Staff to maintain social distance in all shared areas and rooms.</li> <li>All meetings held via TEAMS wherever possible, including staff meetings, SLT meetings, phase meetings etc... to minimise adult to adult contact and only held when essential.</li> <li>Offices locked down as far as possible to minimise face to face contact. Signage on doors to prevent visitors – use of email rather than face to face as much as possible.</li> <li>All offices and shared areas have maximum capacity signs displayed on doors – to be strictly enforced.</li> <li>Monitoring protocol in place for lesson visits by SLT (face masks worn by observers, maintain social distance from staff/pupils, visits limited to 15 minutes).</li> <li>School buildings closed early where possible.</li> <li>All parents entering the school grounds will wear a face mask.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
<b>Tracking and tracing contacts for positive cases</b>	<p><b>Staff, pupils</b></p> <p>Risk of wider infection if positive cases identified</p>	<p>To enable identification of close contacts with anyone who tests positive...</p> <ul style="list-style-type: none"> <li>All staff to maintain records of any instances of close contact with other staff or pupils.</li> <li>For Key Stage 2, seating plans are in place for all</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		lessons, including interventions. Pupils remain in identified seats for as many lessons as practical.				

**RISK ASSESSMENT FOR:**  
Additional measures to protect staff – January 20

<b>Establishment:</b>	<b>Assessment by:</b>	<b>Date:</b> 6/10/20
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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Minimise contact between pupils wherever possible and practical</b>	<p><b>Staff, pupils</b> Exposure to virus through coughing, sneezing, physical contact</p> <p>Risk of a high proportion of key staff being absent from school at the same time</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> <li>Breakfast club will restart in the hall from 8<sup>th</sup> March</li> <li>RWI – groups are mixed year, however, children sit apart in year groups on separate desks.</li> <li>Extra curricular clubs – A selection of after school clubs will be offered to the children&gt; These will commence after the Easter break in discussion with staff.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all equipment is available as well as tables spread out and labelled.</li> </ul> <p>Remind staff that this must continue.</p> <p>Desks sprayed and wiped down following use.</p> <p>No use of shared pencils</p> <p>Make clear to parents that children may cross bubbles, but social distancing will remain as much as possible.</p>	<p>JR/PH</p> <p>JR/RS</p> <p>JR</p>		

**Risk assessment to be regularly reviewed throughout this during this situation or if additional year groups return**