

January 2022 RISK ASSESSMENT – COVID-19

Company Name:	Rose Learning Trust									
Location:	Woodfield Primary School									
Date of Assessment:	4/1/2022		Review Date:	29/012/2022		Revision No:	6 (WPS V14)			
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	410
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

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<p>Lack of Information</p>	<p>3</p>	<p>5</p>	<p style="text-align: center; color: white; font-weight: bold;">15</p> <p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> • UK Government (https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) • Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), • Department for Education (DfE) (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) • Department for Education Hub (https://educationhub.blog.gov.uk) • National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) • Health and Safety Executive (HSE) https://www.hse.gov.uk/news/coronavirus.htm <p>Updates are passed to all staff members to ensure that they are kept informed. This is in the form of notices, memos and meetings (face to face, videoconference or teleconference). The subject is of public concern and all newspapers and other news sources are providing daily information on this matter. All persons, therefore, are considered to have easy access to information at the present time.</p> <p>Information is provided throughout the school covering topics such as good hygiene, handwashing, and the ‘catch it, bin it, kill it’ message.</p> <p>Information is routinely provided to children via school assemblies and by class teachers.</p> <p>Information is routinely provided to parents via the school website, text or email services, and letters.</p>	<p>1</p>	<p>5</p>	<p style="text-align: center; color: white; font-weight: bold;">5</p>	<p>Posters should be reviewed to ensure that they remain in readable condition. Latest guidance November 28th 2021 ALL: Posters should be reviewed to ensure that they remain in readable condition.</p> <p>Pupils: Discussion and training for pupils on return to school. Ensure all routines for handwashing and toilet use are in place and pupils fully informed, discuss routines, use of toilets and still trying to maintain distance from other year groups.</p> <p>Staff: *Update RA and Action Plan. Ensure staff LFD 2 x weekly and wear face coverings around school.</p> <p>Clear communication Strategy Teacher 2 parents Google form for parents; application for CW provision. Inclusion identify and contact VP parents. VLE for pupils with their own log in Safeguarding phones (x2) Zoom Live teaching ready to launch. Remote Learning updated half – termly, ready for immediate use. Weekly Assembly by Zoom Communication is sent to all stakeholders in a timely manner. Communication is sent via Mrs Jayne Miller and Mrs Kate Hope AH and HT Communication systems clear. Staff access to Arbor Teacher 2 parents Google form for parents; application for CW provision. Inclusion identify and contact VP parents. Whole staff, SLT and Teacher Zoom briefings. Follow the Control measures. Follow RLT Outbreak management Plan RAG rated pupil list for welfare calls. Calls and Live teaching by teachers to pupils / parents as required Edulog – LA updates Weekly Trust updates Staff Briefings as needed via Zoom / email. Staff Termly calendar circulated. Main school Diary in use. Latest Government Operational guidance followed (Nov 29th 2021)</p>	<p style="text-align: center;">✓</p>	
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Use of Personal Protective Equipment Including Facial Coverings	2	5	10	<p>At the employee’s discretion, facial coverings may be worn within classrooms providing that this does not detract from the teaching activities.</p> <p style="background-color: #FFFF00;">Face coverings should be worn in communal areas (including staff rooms) by staff and visitors.</p> <p>Facial coverings must not be worn by young children or those with special educational needs as they may not be able to handle them as directed.</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. This includes care routines such as AGP.</p> <p>In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn.</p> <p>Schools have obtained adequate quantities of PPE and have trained staff in the safe use (such as doffing and donning). Means of disposing of used PPE has been considered and suitable bins are provided which are emptied regularly.</p>	1	5	5	<p>Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.</p> <p>Visors and masks purchased and disseminated to staff who request them.</p> <p>Notices at Reception for visitors to request they enter school with a mask / visor</p> <p>Regular reminders to staff about guidance and socially distancing procedures</p> <p>PPE is stored for 72 hours before being disposed on, separate bin for this.</p> <p>PPE is available daily for all staff, we recommend staff wear a visor / mask in communal areas still.. We will update staff via briefing (in – line with Covid cases and the Outbreak Management Plan) when we require them to wear a mask / visor at all times (unless exempt)</p> <p>PPE to be worn for intimate care – giving to those who have Intimate Care Plans</p> <p>PPE should be worn still for First aid, as per the First Aid Procedure.</p>	✓	

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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Contact with Others	4	5	20	<p>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed where possible.</p> <p>Facial coverings will be worn by all staff in communal areas.</p> <p>Movement along corridors will be reduced as far as possible.</p> <p>Staff required to mix with multiple groups must obey social distancing at all times and follow increased hygiene rules such as regular handwashing when moving from group to group.</p> <p>Timetables will be modified to ensure that breaks, assemblies and drop-off / collection times as staggered.</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</p> <p>Groups or phases should be restricted to phases</p> <p>Outside areas will be accessed directly from classrooms using external fire doors where possible to minimise use of corridors.</p> <p>Fire doors will be secured after use.</p> <p>Meetings, such as assemblies with more than one group, will be avoided.</p> <p>Toilets will be monitored to ensure that there is not overcrowding.</p> <p>Toilets will be allocated to individual groups only. If shared use of the toilet by more than one group is required, then thorough cleaning must be undertaken after each use. As this is not likely to be practicable, this should be discouraged wherever possible.</p> <p>Shared resources will be limited to use within single groups only. If sharing is required by multiple groups, then they must be cleaned or left for 48 hours between uses.</p> <p>Staff taking leave abroad will be required to follow applicable government guidance on isolation or quarantine following return to the country. Full advice to be followed can be accessed from: https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p>	1	5	10	<p>Briefings for staff</p> <p>Face coverings worn by staff in communal areas</p> <p>Separate staff rest areas</p> <p>Reduce external visitors</p> <p>Zoom assemblies and PDMs</p> <p>Able to mix classes, but stick to phases not mixing.</p> <p>NO staff sharing cars</p> <p>Request LFD but cannot refuse entry or demand testing for pupils.</p> <p>All staff have been double vaccinated at least.</p> <p>Although classes are allowed to mix, we will refrain from mixing outside of the phase.</p>	✓	

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<p>Persons at increased risk (Employees)</p>	4	5	20	<p>Details on the revised guidance is available from: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>In line with Government advice, as of 01/04/2021, all employees who are categorised as ‘Clinically Extremely Vulnerable’ will be permitted to return to the workplace if working from home is not practicable.</p> <p>Any persons with significant risk factors, will subject to a personal risk assessment so that control measures can be agreed by all parties and implemented accordingly. Control measures may include working from home and will be considered on a case-by-case basis.</p> <p>Social distancing will be maintained for all persons previously categorised as ‘Clinically Vulnerable’ or ‘Clinically Extremely Vulnerable’ wherever possible.</p> <p>All control measures are implemented by the school with the intention to protect all persons, regardless of background, to the fullest extent, and without exception.</p> <p>Pregnant employees will be subject to regular assessment to ensure controls are adequate.</p> <p>Guidance from the Royal College of Gynaecologists (RCOG) will be followed at all times. In line with this, social distancing will be implemented for all pregnant employees.</p>	2	5	10	<p>The school should ensure that medical records for children and staff are updated and kept on file.</p> <p>All staff are double vaccinated.</p>	✓	
<p>Persons with Increased Risk (Pupils)</p>	4	5	20	<p>All pupils, including those identified as ‘Clinically Extremely Vulnerable’ or ‘Clinically Vulnerable’ are expected to return to school and attend as normal.</p> <p>If specific medical advice is received to advise that a pupil must remain at home, then the school will provide the learning curriculum via remote learning.</p> <p>Control measures for ‘Clinically Extremely Vulnerable’ or ‘Clinically Vulnerable’ pupils will be agreed with parents and will be reviewed regularly to ensure that they are suitable and sufficient.</p>	2	5	10	<p>No pupils are identified across school</p>	✓	

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<p>Children with SEND requirements</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Children with SEND requirements are identified by the school. Groups will be formed of an appropriate size to avoid contact and mixing but without restricting access for support, specialist staff or therapies. The school will plan to assist children with changes to routines using social stories and other measures. Support and specialist staff who move between schools will be permitted, however they will observe strict social distancing from other staff and will obey enhanced hygiene rules including more regular hand cleaning. If a child with SEND requirements attends more than one setting, including NHS hospitals, then the school will communicate clearly with the other settings to ensure a uniform approach is agreed. Staff will wear appropriate PPE if the pupil requires intimate care. The school will ensure that travel arrangements are in place and agreed with the local authority if transport is required as part of the EHC. The school will ensure that there are appropriate measures to facilitate movement around school for those using wheelchairs or walking aids. This will include avoiding contact with others along corridors wherever possible.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>1:1 key worker support</p> <p>Vulnerable and SEND pupils identified and supported by Class teacher, LSAs, Mentors and Inclusion team.</p> <p>Effective communication with agencies and parents and child, lead by N.Fallon and SENMD team.</p> <p>Intimate care policy in place, 2 staff, PPE.</p>	<p>✓</p>	
<p>Classrooms (other than EYFS)</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Classes are expected to be at normal levels. Consideration may be given to the formation of groups based on year groups. The group size will not exceed 100 persons without additional justification. Classrooms will be arranged to provide 2m social distancing for adults. Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis. Younger children in primary schools are not subject to social distancing under the 22nd February revision of the DfE guidance. Due to this the classroom layouts will be revised accordingly to ensure that the required number of children can be accommodated without affecting fire evacuation plans. Older children will be seated shoulder to shoulder wherever possible to avoid face to face contact.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Classes can be mixed, but do not cross phase with pupil contact. Use of equipment within phases.</p> <p>Classes can mix, but not phases</p>	<p>✓</p>	

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<p>EYFS Classrooms</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Teaching and support staff will avoid physical contact wherever possible, however it is accepted that this might be necessary for these, younger, children. Adults will be required to wash hands following any contact.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</p> <p>Fabric resources should be cleaned regularly, or be retired from use for a period of 48 hours (72 for plastic items) after being used within the setting.</p> <p>Rotation of resources will be used wherever possible to allow items to be cleaned thoroughly to prevent surface transmission. Classrooms do not require to be organised on a shoulder-to-shoulder basis for children of this age group.</p> <p>All play items will be cleaned and sanitised regularly.</p> <p>Outdoor areas will be allocated to EYFS classes for their use only. If the total EYFS group size is large, then additional areas will be provided for their use alone.</p> <p>PPE should be worn when undertaking intimate care needs for younger children.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>None Required</p> <p>S.Watson EYFS Lead</p>	<p>✓</p>	
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<p>Spread of the virus via hand contact</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> • washing hands with soap and water often – do this for at least 20 seconds. • washing hands when you get home or into work. • using hand sanitiser gel if soap and water are not available. • covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. • put used tissues in the bin straight away and wash hands afterwards. • do not touch your eyes, nose or mouth if your hands are not clean. <p>Staff and students are reminded of the importance of good hand hygiene via briefings, assemblies and posters throughout the school.</p> <p>Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Hand washing facilities are available throughout the school building and includes sinks in toilets and classrooms. Bins will be emptied regularly, especially those used for disposing of tissues.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Training for pupils, with daily reminders of hygiene routines. Hand washing stations shown, routines put in place. Use of soap, paper towels and hand sanitor regularly during the day. Supplies of tissues, soap, paper towels checked daily by MSA and Ancillary team.</p> <p>Hand washing posters</p> <p>Mid – day cleaning of desks.</p> <p>Sink / soap / sanitiser / tissues in every classroom, corner of school and main entrance</p> <p>Large bins with lids on bought and are throughout school</p>	<p>✓</p>	
<p>Educational Visits</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Educational visits, including Domestic overnight stays are permitted.</p> <p>The school will undertake a thorough risk assessment of the visit, as normal, prior to commencement. This assessment will now include an assessment of the COVID-19 secure status of the desired venue.</p> <p>International visits are prohibited until the 1st September 2021 as per DfE guidance.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Monitor upcoming visits, do not book further ones.</p> <p>Postpone RC choir visit and performance.</p> <p>Restrict external visitors where necessary</p>	<p>✓</p>	
<p>Outside Play Areas</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Outside play areas will be provided for all Phases</p> <p>All groups will have their own designated play areas.</p> <p>Break time will be staggered to reduce numbers outside at any one time.</p> <p>Mixing of groups will not be permitted outside.</p> <p>Use of outside play equipment will be restricted to individual groups wherever possible.</p> <p>Outside play equipment will be regularly cleaned wherever possible and between uses if the equipment is to be shared between phases.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Phase playtimes and playgrounds. Equipment kept in phases, not shared between phases outside.</p>	<p>✓</p>	

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Break Periods	4	5	20	<p>Break periods will be staggered to reduce numbers outside of classrooms at any one time.</p> <p>Staff will be able to use welfare facilities away from the classrooms.</p> <p>Social distancing within any staff welfare areas will be enforced. Staff can mix with other from other groups providing that social distancing is maintained.</p>	1	5	5	<p>In phases.</p> <p>Staff and pupil briefing</p> <p>Staff have 3 staffrooms (EYFS / KS1 / KS2) and should socially distance</p>	✓	
Supply and Peripatetic Teachers	4	5	20	<p>Supply and Peripatetic teachers may be required to provide assistance to multiple schools. This is acceptable.</p> <p>All supply and peripatetic teachers will be required to comply with the school's arrangements for managing and minimised risk.</p> <p>These persons will be required to take extra care to maintain distance from other staff and pupils.</p> <p>Contact with children will be prevented wherever possible.</p> <p>This group also applies to sports coaches, those engaged to deliver before and after school clubs, and any volunteers used within the school.</p>	2	5	10	<p>RC</p> <p>Ukulele</p> <p>Creative Classrooms</p>	✓	
Items Removed from School	4	5	20	<p>Items can now be removed from school on a limited basis.</p> <p>Teachers and pupils will be allowed to remove items, such as books, provided that they do not share these materials with others outside the school setting.</p> <p>Resources which are required to be used by others in school should be cleaned thoroughly or left for 48 hours (72 hours for plastic items) upon return to school.</p> <p>Children will be allowed to bring everyday essential items only, such as lunch boxes, water bottles, hats, coats and books. Bags are permitted to be brought into school.</p> <p>Cloakrooms will not be shared by multiple groups and they will be monitored on arrival and leaving times to ensure that they are not overcrowded.</p>	1	5	5	<p>None Required</p>	✓	

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<p>Housekeeping</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Adequate supplies of cleaning materials are kept on site. Each classroom has been provided with cleaning materials so that teaching staff can clean the frequently touched areas (surfaces and chair backs) between professional cleaning periods.</p> <p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly.</p> <p>Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.</p> <p>The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.</p> <p>Paper towels and bins are provided in all toilets and hand dryers are not used.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p>	<p>✓</p>	
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Transmission of Virus / Hygiene	4	5	20	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> • washing hands with soap and water often – do this for at least 20 seconds. • washing hands when you get home or into work. • using hand sanitiser gel if soap and water are not available. • covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. • put used tissues in the bin straight away and wash hands afterwards. • do not touch your eyes, nose or mouth if your hands are not clean. <p>Staff are requested to undertake Lateral Flow Testing (see separate risk assessment). If a positive test is obtained then that person must self-isolate immediately for a period of 10 days. All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Hand washing facilities are available throughout the school building and includes sinks in toilets and classrooms. Bins will be emptied regularly, especially those used for disposing of tissues.</p> <p>Good levels of ventilation will be provided throughout the school and will include the use of open windows or air conditioning wherever possible.</p> <p>Facial coverings will be worn by all staff outside of classrooms (use within classrooms is at the teachers' discretions) and by all visitors at all times.</p>	2	5	10	<p>Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.</p> <p>Ventilation for all areas</p> <p>Air monitors in some classes</p>	✓	

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<p>Emergency Procedures</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>The school has formulated an emergency plan to follow should closure be required. Employees have been made aware of the emergency plan.</p> <p>The school has an Outbreak Management Plan (OMP) which covers the possibilities that it might be a necessity to reintroduce controls to manage the spread of COVID-19 at a local level. The OMP specifies the Single Point of Contact (SPOC) for the School. Advice from PHE / DfE will be sought. If several confirmed cases are reported in accordance with the definition of an outbreak specified in the OMP, the DfE helpline will be notified (0800 046 8687). Advice from the local Director of Public Health will be followed in stepping up or stepping down control measures. Where necessary, all or elements of the OMP will be put into place.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Emergency Plan Policy read by staff. J.Miller and K.Hope Lead. Liaise with Trust.</p> <p>Copy of the RLT Outbreak Management Plan shared with all staff. Opportunity to discuss. Use of the scenarios for positive covid cases in RLT OMP</p> <p>PH and Doncaster LA Advice on OMP for schools and settings followed and key points adopted, including LA and PHE contact details</p> <ul style="list-style-type: none"> you may have an outbreak and should call the dedicated advice service 08000468687 (option 1) for advice on next steps. You should also continue to inform Edulog edulog@doncaster.gov.uk and The Doncaster Public Health team of any positive cases within your school or setting. <p>01302 734581 Internal 34581</p> <p>e-mail: PHEnquiries@doncaster.gov.uk</p> <p>www.doncaster.gov.uk/publichealth</p>	<p>✓</p>	
<p>Employees Becoming Unwell</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Employees are requested to participate in Lateral Flow Testing and the results are shared with the school. The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation and testing procedures and the time that they are to remain away from school. If employees develop symptoms on site, they should be sent home to self-isolate and book a test. Given the reduced numbers of students in school, it is envisaged that there will not be a problem with staffing levels. Should this become an issue, however, then advice should be sought from the Trust and Education Authorities on how to proceed.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19. 3 x week LFD for staff Spring 1 2022</p>	<p>✓</p>	

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<p>Pupils Becoming Unwell</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>HT office for symptoms room. Secondary space is SBM office or Main Reception seating area. Spaces thoroughly cleaned after.</p> <p>Covid script and questionnaire for pupils which parents answer to ensure communication , return date, FSM, digital device are in place if required.</p> <p>Remote Learning is in place for all pupils. They have a Remote Learning offer they have received outlining how to support their child in continuing their education whilst absent from school with Covid related issues. Digital devices and FSM are available, and a survey is taken by Admin if a pupil has covid – related absences. This is communicated with the RLE lead (SW) and class teacher and HT.</p>	<p>✓</p>	
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<p>Confirmed Case of COVID-19</p>	4	5	20	<p style="color: red;">If any pupil or employee tests positive for COVID-19, the rest of their group will be advised to take a LFD test every day for 7 days and continue to attend as normal, unless they have a positive test result.</p> <p>Close contact with a positive case is defined as:</p> <ul style="list-style-type: none"> • Anyone in the same household as someone with symptoms or with a positive test. • Face to face contact (including being coughed on) within 1m. • Within 1m for 1 minute or longer with no face to face contact. • Sexual contacts. • Being within 2m for more than 15 minutes (either one-off contact or cumulatively throughout the day). • Travelling in the same vehicle or place <p>NHS Test and Trace will be engaged, and the school will co-operate fully with any investigation process. Information on the arrangements for compliance with NHS Test and Trace will be provided to all parents.</p> <p>If there are multiple instances, then the assistance of Public Health England will be sought.</p> <p>Any person who is tested and is the result is negative then they can return to school as soon as required.</p>	2	5	10	<p>Ensure that contact details for Public Health England are known.</p> <p>Inform parents and staff of new testing requests</p> <p>J.Miller and K.Hope maintain list of cases, return dates</p> <p>Staff test LFD day 6 and 7 and if negative return to work. If still testing positive return after 10 days</p>	✓	
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<p>Physical Education</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>PE sessions will be undertaken outside wherever possible. If PE sessions are required to be undertaken indoors, then increased distancing between children will be maintained. The indoor area will be cleaned between uses. Any high exertion activities must be undertaken outside and cooling down exercises undertaken before moving inside. This is due to the way that persons breathe during exercise. Activities such as active miles, making break times and lessons active and encouraging active travel will help to encourage physical activity whilst maintaining social distancing. Distance between pupils should be maximised during physical activity. Contact games or sports are not permitted. Changing within classrooms will be undertaken wherever possible. If changing within classrooms is not practical, then pupils will be permitted to wear PE clothing instead of school uniform on those days when PE is to be undertaken. Adoptions will be made in the required clothing for PE sessions to take weather conditions into account, such as the wearing of trousers and jumpers in winter. Consideration will be given to back up clothing in poor weather conditions. Changing facilities may be utilised but cleaning before and after use will need to be arranged. The use of external facilities will be considered based on a risk assessment which considers the COVID Secure nature of the facility and travel arrangements.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>None Required, use outdoors wherever possible.</p>	<p>✓</p>	
<p>Air Conditioning</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Air conditioning systems are maintained by competent persons. Only air conditioning systems used within the schools which draw fresh air from outside, and do not recycle used air, will be used. Air conditioning systems are fitted with good quality filters to reduce the likelihood for unclean air to be circulated. The filters are checked and replaced by a competent person where required.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Server room Air monitors in KS2 classes</p>	<p>✓</p>	

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Access and Egress to School	4	5	20	<p>The start and finish times of the school day will be staggered. If parents accompany their child to school, then they will be encouraged to hand the child over at the school gates. If parents are to enter the school grounds, then they must follow a one-way system and maintain social distancing with all other persons at all times.</p> <p>One-way routes will be clearly displayed for all persons. Adults will not be permitted to congregate at the access points to the school.</p> <p>Collection and drop-off times will be supervised by the school staff.</p> <p>Pupils will be encouraged to attend school by walking or cycling wherever possible, and provided that this can be done in a safe way.</p>	2	5	10	<p>Phase entry, parents not entering the building</p> <p>SLT at each door / gate</p>	✓	
Use of Public Transport	4	5	20	<p>The school will follow government guidance in respect of public transport and will liaise with any transport provider to ensure that controls for COVID-19 are implemented.</p>	2	5	10	<p>2 x school taxi – masks worn.</p>	✓	
Catering	4	5	20	<p>Kitchens will provide food for all persons within the school. The school will consult with the catering supplies as to the type of food provided.</p> <p>Consideration will be given to eating within classrooms to ensure mixing of groups does not occur.</p> <p>Eating within school halls will be acceptable providing that groups do not mix and that there is cleaning of surfaces between sittings.</p> <p>Catering suppliers will be required to demonstrate that they are following all COVID-19 guidance and that they maintain social distancing between themselves and others.</p> <p>Serving persons will be required to wear PPE, such as facial coverings, as they will be required to mix with multiple persons and groups and there is the increased likelihood that they will come into close contact with these persons.</p>	1	5	5	<p>Effective communication with kitchen.</p> <p>Packed lunches offered to FSM pupils on remote learning.</p> <p>Lunches in classes.</p>	✓	
Breakfast and After School Clubs	4	5	20	<p>Individuals within school groups or phases will be kept separate wherever possible.</p> <p>Parents will be encouraged to limit the number of wraparound providers as far as possible.</p> <p>Staff overseeing these clubs will be required to social distance wherever possible.</p>	1	5	5	<p>Cancelled when Covid cases rise.</p> <p>Effective and timely communication with parents and staff of changes.</p> <p>When clubs are on, in phases, with separate tables / areas for phases.</p>	✓	

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Visitors	4	5	20	<p>Only essential visitors should be permitted to attend school if possible.</p> <p>All visitors should wear facial coverings at all times, regardless of the location within the school.</p> <p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the school's policies in any way, then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	2	5	10	<p>Ensure that information posters and notices are prominently displayed in reception areas.</p> <p>Risk assessment shared</p> <p>Cancel external visitors when covid cases are high in school</p>	✓	
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Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority
Communication	School Leaders have clear communication strategies. Disseminate RA / OMP and housekeeping details. Staff: Review RAs, Remote Learning and logistics for CW and VPs. Organise staffing timetables. Staff Briefing weekly Communication with Trust, Parents, LA, Governors, Staff, share RA / OMP and sign as read and agreed.	SLT	On – going	
Staffing	Monitor and record staff absences related to Covid. Share Staff Covid crib sheet Complete daily DfE attendance register for staff.	J.Miller / Phase Leaders	On – going On - going	YES
Outbreak Management Plan	Update procedures with Admin, staff and in reporting Covid cases and follow the RLT outbreak Management Plan alongside the contacts from Doncaster LA / PHE guidance	K.Hope SLT	10.9.2021 cont..	YES
Classrooms and playgrounds	We are now under no further restrictions in terms of classroom layouts and use of soft furnishings and resources. We advise teachers to still allow for forwards facing teaching and to maintain a distance from their desk to pupils. All playground areas may re-open There are no restrictions on singing in classes or physical activity, but again, staff are requested to allow socially distancing and good ventilation and forwards facing for pupils during these activities.	SLT Teachers	On - going	

4.1.2022

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Severity		5	5	10	15	20	25
		4	4	8	12	16	20
		3	3	6	9	12	15
		2	2	4	6	8	10
		1	1	2	3	4	5
			1	2	3	4	5
		Likelihood					

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

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K.Hope

4.1.2022

Appendix 1 Staff and visitor Rules of Conduct

COVID-19

RULES WHILST IN SCHOOL (January 2022)

- All staff and visitors regardless of role are requested to carry on wearing a facemask and/or visor when in communal areas – these can be removed in classes/offices should you chose to do so.
- All staff and visitors regardless of role are requested to wear either a visor or mask and glasses when in the Main Hall or PE Hall with children undertaking singing, Ukulele, Creative Classroom etc.
- All Staff are requested to wear a facemask and/or visor when on playground duty including drop off and collection.
- When on breaks staff must stick to their designated staff zones maintain a social distance to any other member of staff.
- When carrying out day-to-day activities all staff must adhere to social distancing. Staff and visitors should maintain social distances unless it is a safeguarding or first aid emergency.
- Staff and visitors must adhere to the latest opening and closing times of the school day to allow thorough extended cleaning.
- There may be face-to-face meetings maintaining a social distance – all meetings, be that internal or external can be requested to be via Zoom/Teams by staff if they prefer to attend this way and may be directed to be via Zoom for all staff by SLT.
- Home visits are permitted for safeguarding emergencies, attendance concerns, for nee starters and must be authorised by the Head Teacher. If staff go together on a home visit they should try to travel separately, or travel with the windows slightly open and wear masks / visor.
- When on gate duty at drop off/collection staff must maintain social distance from each other and from parents.

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- Staff and visitors need to adhere to handwashing timescales in line with children – staff should be setting the example and be washing hands etc. too.
- All PPA should be in staff designated areas
- No positive handling of children unless it is a safeguarding emergency and authorised by the Head
- All correspondence being sent out to staff/parents must be undertaken centrally by Jayne or in her absence, Kate.
- Staff must read and adhere to the Covid-19 risk assessment and Outbreak Management Plan– all staff will receive this after every change and will be required to sign for it.
- In the event we have a positive case, and close contact is confirmed, you will be notified via telephone and email from either Jayne or Kate, you then have a legal responsibility to abide by the isolations guidance.
- Staff and visitors must inform Jayne Miller and Kate Hope of any breaches of the above.

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Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

Name	Signature	Date
<u>Senior Leadership Team</u>		
Kate Hope		
Nicky Fallon		
Jayne Miller		
Sarah Watson		
Tom Coe		
Chloe Langton		
Jemma Barrass		
<u>EYFS</u>		
Claire Kenny		
Dawn Hufton		

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Natalie Clark		
Charlotte Newey		
<u>KS1</u>		
Finlay Stinson		
Katie Purshouse		
Kath Frost		
Kirsty McGrath		
Rebecca Baugh		
<u>KS2</u>		
Jenna Clark		
Debbie Foster		
Janet White		
Janet Richardson		
Kelly Peebles		
Emma Miller		
Chloe Scargill		
Natalie Wroe		

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Rebecca Hanslip		
Sharron Heavisides		
<u>Inclusion</u>		
Nicky Cotton		
Olga Gill		
Rachel Davis		
Tracey Lawes		
<u>Admin, Facilities & MSAs</u>		
Dee Kaur		
Fiona Macdonald		
Gloria Afriyie		
Hana Cernohlavkova		
Mark Hassall		
Megin Williams		
Michelle Ashman		
Michelle Boyes		

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Sarah Gunn		
Tracey Simpson		
Kelly Carmoody		
Rikki Fort		
Nicky Harding		
Cook - Carol/Pauline		
Cook - Debbie		
Cook – Wendy		
Cook – Wendy B		
Brett Smith		
Creative Classrooms		
Cleaners – Jackie, Dave, Ann, +1		
Rainbow Connection Debbie / Paul		
Name	Signature	Date
Cindy Adamson (Volunteer)		