



# Fulwell Infant School Academy COVID-19 Risk Procedures and Risk Assessment



## INFECTION CONTROL RESTRICTIONS / RESPONSE

Risk assessment carried out by - Wendy Angus, Anne Gibson, David Forster, Sandra Bell	Job title - Head teacher, Business Manager, Premises Manager	Date of assessment - August 2020.
Review interval - Weekly.	Date reviews carried out -17th June 2021 Updated in response to the continuation of measures from 21st June 2021.	

Staff covered by this assessment - <b>All Staff and Children accessing the school site/building</b>	Activities involved - All day to day activities involved in school.
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### RISK RATING:

Likelihood	Severity
1 - Very Unlikely	1 - Insignificant
2 - Unlikely	2 - Minor
3 - Fairly Likely	3 - Moderate
4 - Likely	4 - Major
5 - Very Likely	5 - Catastrophic

LIKELIHOOD	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
		SEVERITY				

1-2	No Action
3-6	Monitor
8-12	Action
15-16	Urgent Action
20-25	Stop

The school has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children's Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). -[Critical Workers who can access schools occupational settings](#)

School welcomed back children from Nursery, reception and year 1 from 8<sup>th</sup> June 2020. Year 2 children returned full time for the last week of term. The comprehensive measures put in place were successful and have been developed further in this risk assessment to welcome back all children. (COVID-19) Implementing protective measures in education and childcare settings

The School are also following the DfE guidance: [Actions for schools during the coronavirus outbreak](#)

The School have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#)

The School have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE; [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](#)

**Where need identified staff members continue to work at home.**

The School have also identified staff and pupils that are clinically vulnerable and are following the guidance from the Cabinet Office; [Staying at home and away from others \(social distancing\)](#) (Point 6). Where need identified individual risk assessments will be completed for identified staff members.

**The School are maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.**

Staff, Parents and Carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS.](#)

**Where need is identified for relevant pupils the School are following the DfE Guidance for [Conducting a SEND risk assessment during the coronavirus outbreak.](#)**

The School are following the guidance [COVID-19: Cleaning of non-healthcare settings](#)

The School have considered the guidance provided by the DfE- [Opening schools for more children and young people :initial planning framework for schools in England and Planning guidance for primary schools](#)

**Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the School communication links.**

**PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 - 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)**

Sunderland Local Authority are working with partner agencies and following national guidance.

**For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team**

This risk assessment becomes active from 18<sup>th</sup> June 2021.

The risk assessment will be continuously under review throughout each day and provision will be adjusted to respond to any emerging issue. Safeguarding adults and children is woven throughout this document and is of the highest priority in all aspects of our work. The risk assessment applies to all school staff, pupils, parents and visitors to school.

Should a local outbreak of COVID-19 result in a school closure, the previous lock down risk assessment will apply until the school re opens. At all times, guidance and advice from Public Health England will be followed.

HAZARD	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as.	Likelihood	Severity	Residual Risk L x S	By Whom & When
<p><b>HAZARD: Death or serious illness to staff members, children and families.</b></p> <p><b>INFECTION CONTROLS</b></p> <p><b>Minimising the SPREAD of Coronavirus (COVID-19) to the school community.</b></p>	<p>All children returned to the school site from 8th March 2021, with controls in place:</p> <p>Minimise Contact - (avoid contact with anyone with symptoms or signs of infection)</p> <ul style="list-style-type: none"> <li>• People who have 1 or more symptom of Covid, have tested positive or a member of their household (or support/childcare bubble) has Covid-19 symptoms must not come into school. Persons who are ill must stay home and follow current government guidance on self-isolation.</li> <li>• Parents/Carers are asked to notify school immediately they arrange a test and keep their child at home until the test result is known, for any family member. They must follow the current self-isolation guidelines if testing positive.</li> <li>• Staff members <b>MUST</b> remain at home and secure a PCR test if they have any of the following symptoms: <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• Loss of/change to taste or smell</li> </ul> </li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>• Head teacher to remind parents/carers and staff via newsletters etc. that where children or a member of their household displays symptoms of the COVID-19, they are to follow the Guidance for households with possible coronavirus infection.</li> <li>• Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have and immediately arrange a PCR test.</li> <li>• Families and their support bubble have free access to twice weekly lateral flow tests from 1st March.</li> <li>• Staff and pupils temperatures will be checked each morning before they are allowed on to the premises by hand held thermometers which read from the forehead.</li> <li>• If pupil or staff member has a temperature of 37.8 or above the parent will be asked to take them</li> </ul>	2	5	10	<p><b>Head teacher</b>  <b>Deputy Teachers</b>  <b>TA's</b>  <b>Lunch staff</b>  <b>Premises Manager</b>  <b>Cleaners</b>  <b>Admin staff</b>  <b>Daily</b></p>

HAZARD	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as.	Likelihood	Severity	Residual Risk L x S	By Whom & When
	<ul style="list-style-type: none"> <li>Children developing a rash, or with other symptoms that are emerging as 'signs' of COVID in children, will be isolated in the IT suite and sent home. (Rash, tummy upset, sore throat or any symptom above etc.) Staff supervising will wear full PPE (mask, visor, gloves, and apron). Staff will remain 2m+ away from the child and the IT suite door will be closed.</li> <li>Full PPE, including plastic gloves and aprons, in addition to face shields must be worn when providing intimate care.</li> <li>Parents advised that they must NOT bring a child who is unwell (any symptoms) to school.</li> <li>Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test &amp; Trace</li> <li>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene "catch it, bin it, kill it", not touching faces, nose, mouth, lidded bins.</li> <li>Washing hands before and after eating, on entry to school, before break time, before home time and after outdoor time.</li> </ul>	4	5	20	<p>home immediately to self-isolate and arrange a test. Staff will go home.</p> <ul style="list-style-type: none"> <li>Pupils and Staff displaying symptoms will not be permitted into school until <u>10 day isolation completed.</u> (The first day of isolation is day zero, isolation finishes at midnight on the tenth day with a return to school possible, if well, on day eleven)</li> <li>Staff members are required to wear face coverings at all times when moving around school and in close proximity to others.</li> </ul> <ul style="list-style-type: none"> <li>Soap dispensers and paper towels are provided in classrooms so that children can wash hands after sneezing/ coughing etc.</li> <li>Each classroom has hand sanitizer available (70%+ alcohol)</li> <li>Staff rehearse hand washing with children daily.</li> <li>Children reminded about toilet flushing and expected hygiene</li> </ul>	2	5	10	

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	<ul style="list-style-type: none"> <li>• Sufficient hand washing facilities available. Hand sanitisers (70%+ alcohol) available in the library, toilets, kitchen area, front entrance and teaching areas. Hand washing sinks in all teaching areas except the library.</li> <li>• Children will be encouraged to practice good and regular hygiene habits.</li> <li>• Lidded bins are in place in all teaching areas. Contents will be emptied at the end of the day.</li> <li>• Regular and increased cleaning - cleaning of frequently touched surfaces with zoflora solution.</li> <li>• Additional cleaning through service level agreement with Sunderland LA through SLA documentation.</li> <li>• The isolation room will be cleaned before re-use by a trained member of staff using PPE-face coverings, apron and gloves or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</li> <li>• Active engagement with NHS test, track and trace for all</li> </ul>	4	5	20	<p style="text-align: center;">standards at least weekly.</p> <ul style="list-style-type: none"> <li>• Additional cleaning ensures mid-day cleaning of children's toilet areas.</li> <li>• Caretaker will check toilet cleanliness mid-morning and address any issues.</li> <li>• Children will have access to a small number of toys for use outdoors.</li> <li>• These will be cleaned daily after use by teaching staff, using disinfectant hand wipes.</li> <li>• Cleaning products used are zoflora, disinfectant wipes and disinfectant spray, all are COSHH assessed, are readily available in the immediate area of the classroom/toilet areas for spot cleaning (sanitising wipes)</li> <li>• COSHH assessments are completed by trained member of staff and records available in the main office.</li> <li>• Cleaning products are stored in locked cupboard and COSHH assessed.</li> <li>• A column added to the visitor/trades person signing in book to record visitor mobile number will be recorded for contact for test, track and trace.</li> </ul>	2	5	10	

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	essential visitors/trade persons.	4	5	20	<ul style="list-style-type: none"> <li>There will be <b>NO</b> non-essential visitors to the school.</li> <li>Trade persons attending the school site to complete statutory testing to be permitted on site. Appointments to be made outside of school hours unless in an emergency.</li> <li>Visitors/trade persons are always supervised whilst on the school site. Social distancing and face coverings (mask or face shield) must be maintained.</li> </ul>	2	5	10	
<b>HAZARD: Death or serious illness to staff members, children and families.</b>  <b>VULNERABLE WORKERS</b>	<ul style="list-style-type: none"> <li>All clinically extremely vulnerable and vulnerable workers will be identified and a specific risk assessment will determine suitable &amp; safe working arrangements for each worker</li> <li>Pregnant workers will have the usual risk in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Staff members need to ensure that they wear face shield and/or face masks and gloves are provided when they judge a situation requires this.</li> <li>Staff must keep a safe distance from others. Floor tape will be used in the classroom to mark a safe distance away from children.</li> </ul>	3	5	15	
<b>HAZARD: Death or serious illness to staff members, children and families</b>  <b>INFECTIONS OR POSITIVE</b>	<ul style="list-style-type: none"> <li>Regular testing of asymptomatic staff will take place twice weekly using lateral flow tests. Staff <b>MUST</b> have a PCR test if unwell.</li> <li>Any positive lateral flow tests must be immediately followed up</li> </ul>	4	5	20		2	5	10	

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TESTING WITHIN SCHOOL	<p>with a PCR test and the staff member and household immediately self-isolate and follow guidance.</p> <ul style="list-style-type: none"> <li>• Lateral flow test kits are available to all staff.</li> <li>• Staff record their results on the Trust cloud account.</li> <li>• Staff follow current NHS Test &amp; Trace process.</li> <li>• Contact Public Health for advice &amp; support where there is a positive case within the school.</li> </ul>	4	5	20		2	5	10	
HAZARD: Death or serious illness to staff members, children and families  VENTILATION	<ul style="list-style-type: none"> <li>• Windows are opened to allow <b>natural ventilation</b> during the school day. Kick space heaters are available for cooler days to ensure heating remains adequate. (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space)</li> <li>• Internal doors will assist with creating a throughput of air and may be propped open NOTE: fire doors must be used as designed to prevent spread of smoke and fire</li> </ul>	4	5	20		3	5	15	

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<p><b>HAZARD: Death or serious illness to staff members, children and families</b></p> <p><b>CONTACT BETWEEN ANY PERSONS ON THE PREMISES</b></p>	<p>All contacts will be minimised and reduced as much as possible.</p> <ul style="list-style-type: none"> <li>Pupils are allocated into agreed and fixed groups/bubbles.</li> <li>Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be prioritized based on educational needs according to school</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Children organised into class bubbles. They will remain with their teacher, TA and lunch assistant at all times, unless operationally impossible.</li> <li>When a situation exists that is deemed of high importance and staffing is an issue, the following will apply: the hall will be used for a year group of 3 classes, sitting in lines forward facing, socially distanced by 3m between classes. One member of staff will supervise, from distance, with children watching an appropriate programme on the large screen.</li> <li>Timetabled outdoor sessions for morning break and lunch break to ensure no mixing between classes.</li> <li>All children to be asked to bring suitable footwear for use on the grassed areas in wet conditions. Classroom furniture will be re arranged to ensure social distancing from the teacher and where possible furniture not in use will be removed or placed around the perimeter of the class to allow as much clear floor space as possible</li> <li>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</li> <li>Rota in place for the lunchtime period to reduce the flow of pupils in the corridor areas. Movement of a class at</li> </ul>	3	5	15	



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	<ul style="list-style-type: none"> <li>Social distancing for the parent community.</li> </ul>	4	5	20	<p>a time.</p> <ul style="list-style-type: none"> <li>Access to outside areas from classroom doors. Classes 8 &amp; 10 to use central door in Reception corridor</li> <li>Main entrances -barrier system for vehicle entrance. There will be no entry to the car park by vehicles during drop-off and collect times.</li> <li>Secure main door and inner door.</li> <li>Parents are required to wear face masks when dropping off and collecting children and as they walk around the one-way system Parents advised via school communication links that only <b>one</b> parent/carer (accompanied by younger and/or older siblings who are not in school) are permitted to drop off/pick up their child.</li> <li>Children, Parents/Carers advised to maintain social distancing when entering the school site.</li> <li>A one way system is in place for parents dropping off and collecting children. Entrance via normal walkways and exit via car park which will be monitored by Premises Manager and no cars allowed in during the hours of 7.30 - 9.30am and 2.45 - 4.00pm Monday to Friday. All paths and playgrounds have safe distancing markers for parents.</li> <li>A footpath has been created to enable all pedestrians to follow the one way</li> </ul>	3	5	15	

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	<ul style="list-style-type: none"> <li>Staff, where possible, are to</li> </ul>	4	5	20	<p>system and safely leave the school site, separately to vehicles.</p> <ul style="list-style-type: none"> <li>The start of the school day has been staggered from 8:40 until 9:00am and from 3.00 until 3.30pm to avoid parent close contact and to allow controlled access into the school building by pupils.</li> <li>Parents not permitted to enter the school building unless need is essential.</li> <li>Staggered drop off and collection times in place from 8:40 until 9:00am and from 3.00 until 3.30pm to avoid parent close contact.</li> <li>Children will be dropped off and collected from classroom doors except childcare children or children where staggered entry times have been adjusted to accommodate sibling times, who will enter through the Main Entrance.</li> <li>Children not to bring any bags or items from home, except a coat when needed and their PE kit at the beginning of each half term.</li> <li>Nursery children may bring a packed lunch in a box to be placed in a tray. Receiving member of staff, wearing gloves, will wipe down each lunch container, using anti-bac wipes or spray.</li> <li>Staff must maintain 2m+ social distancing during breaks. At least 1m+</li> </ul>	3	5	15	

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	maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.	4	5	20	<p>distance, with masks and protection measures to be in place throughout the day.</p> <ul style="list-style-type: none"> <li>No staff mixing and timetabled use of kitchen facilities 1 at a time.</li> <li>PPA can be taken off site, at home and a laptop provided for this.</li> <li>The school office has clear screens installed between desks where staff work face to face. A <b>maximum of 4</b> people in the office area at any one time.</li> <li>Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Hand sanitizer (70%+ alcohol) or wipes may be used after each use.</li> <li>Lunch time and break time rota in place for staff accessing the staffroom. No more than 4 people in Staffroom at any time (1 using kitchen). The library has been equipped as a second staffroom for break and lunchtimes. This is well ventilated and can accommodate up to 6 staff socially distanced. During an outbreak, this will be limited to 4 staff. The music room (Monday to Wednesday) provides an additional space for 4 staff.</li> <li>PPA room to be used by 2 staff only,</li> </ul>	3	5	15	

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		4	5	20	seated at opposite ends of the room. Computer to be cleaned down before use with disinfectant wipes.	3	5	15	
HAZARD: Death or serious illness to staff members, children and families MUSIC PROVISION	<i>Music activities have been risk assessed in line with activities that may include aerosol transmission. The music room is fully ventilated.</i>	4	5	20	<ul style="list-style-type: none"> <li>When singing or group instrumental playing is involved, children will be taught in half class groups within the music room. The teacher will be 2m+ away from them at all times.</li> <li>When larger groups of children are singing, this will take place in the school hall or outdoors where there is plenty of ventilation. Separation of bubbles will continue to be in place throughout.</li> <li>During the spring term Year 2 music will include recorder.</li> <li>Children will have their own recorder that is kept in their personal tray.</li> </ul>	3	5	15	
HAZARD: Death or serious illness to staff members, children and families FIRST AID PROVISION	<i>First aid certification, including Paediatric, will be up to date and there will always be enough first aiders on site.</i>	4	5	20	<ul style="list-style-type: none"> <li>Where Paediatric First Aid PFA certificate re-qualification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related Government advice, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates which expired on or after 1 October 2020 and includes paediatric first aiders in provision registered on the General Childcare Register and all early years' provision.</li> <li>First Aiders must do their best to</li> </ul>	3	5	15	

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					<p>arrange requalification training at the earliest opportunity.</p> <ul style="list-style-type: none"> <li>E Learning or Virtual refresher training in the interim period will be used.</li> </ul> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p>				
<p><b>HAZARD: Death or serious illness to staff members, children and families</b></p> <p><b>CONTACT BETWEEN ANY PERSONS ON THE PREMISES WRAP AROUND CARE &amp; CLUBS</b></p>	<p><i>Rainbow childcare and after school club provision will operate with year group bubbles.</i></p> <p><i>Outdoor opportunities will be maximised.</i></p> <p><i>Staff will arrange children to sit in class groups within their year group bubble.</i></p> <p><i>Activities taking place indoors will be sedentary and avoid moving around.</i></p>	4	5	20	<ul style="list-style-type: none"> <li>Childcare to be located in the school library, a ventilated area.</li> <li>Food to be served and eaten at separate year group bubble tables in the school hall for both breakfast and tea time provision.</li> <li>Breakfast and after school childcare provision to resume fully from 8th March to support working parents.</li> <li>As this provision provides a service to families, there will be additional measures in place as bubbles could potentially mix within breakfast and after school childcare.</li> <li>Staff will support the children to sit within class groups at year group bubble tables and minimise mixing.</li> <li>All food will be served to the children.</li> <li>The room will be ventilated and outdoors used (including the pod) to support minimal group mixing.</li> <li>Hygiene practices, as outlined in the risk assessment will be rigorous.</li> <li>Children will be socially distanced when watching appropriate programs on the IWB.</li> </ul>	3	5	15	

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					<ul style="list-style-type: none"> <li>Some practical activities will be provided with equipment cleaned after each use and children given their equipment.</li> </ul>				
<p><b>HAZARD: Death or serious illness to staff members, children and families</b></p> <p><b>CONTACT DUE TO LAYOUT and AVAILABLE SPACE</b></p>	<ul style="list-style-type: none"> <li>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</li> <li>Groups should limit sharing of spaces, rooms as much as possible</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>In key stage 1 classroom tables have been grouped to facilitate teaching.</li> <li>Classrooms are reserved for the exclusive use of a class of children and their staff to support protection.</li> <li>Additional cleaning of surfaces and key touch points is in place throughout the day and classroom ventilation secured through open windows and internal doors.</li> <li>Table top screens are provided for close working with an individual child or small group. Face coverings should also be worn by staff in this situation.</li> <li>Teachers have a pointer hand stick to enable identification of improvements needed in children's work books. These are 24 inches long.</li> <li>Staff will not touch children's workbooks but guide them from distance.</li> <li>Soft furnishings, toys etc. are to be kept to a minimum during this period and stored away</li> <li>Children to be issued with a pencil case and contents that are specific to them (Year 1 and 2) Reception and nursery, staff will spray pencils and equipment during the day after use.</li> </ul>	2	5	10	

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HAZARD: Death or serious illness to staff members, children and families ACTIVITIES ENCOURAGING SPREAD OF COVID	Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary.	4	5	20	<ul style="list-style-type: none"> <li>No assemblies will take place other than by zoom</li> <li>No large gatherings of more than one class in the hall.</li> <li>No performances with an audience are permitted</li> </ul>	2	5	10	
		4	5	20		2	5	10	
HAZARD: Death or serious illness to staff members, children and families  LACK OF UNDERSTANDING	Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children.	4	5	20	<ul style="list-style-type: none"> <li>Social distancing will be encouraged but not expected of children in school, within their year group bubbles.</li> <li>Class staff will manage their class use of toilets - avoiding over crowding</li> <li>Display the posters / signs which are suitable for young children e-bug Information &amp; posters about Coronavirus</li> <li>Regular staff supervision of own class when children washing/sanitizing hands.</li> <li>Ticket system for use of year 1 and 2 shared toilets.</li> </ul>	2	5	10	
HAZARD: Death or serious illness to staff members, children and families  MESSY PLAY	Reception and nursery provide malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning.	4	5	20	<ul style="list-style-type: none"> <li>Materials will be handled by the children in the class only.</li> <li>Sand/mud will be cleaned daily through spraying with zoflora.</li> <li>Playdough will be changed weekly and hand sanitising will happen before and after use.</li> <li>Water will be changed daily.</li> <li>Children wash their hands thoroughly before and after messy play</li> <li>Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned</li> </ul>	3	5	15	

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					after use.				
HAZARD: Death or serious illness to staff members, children and families  OUTDOOR PLAY EQUIPMENT	<ul style="list-style-type: none"> <li>Outdoor play equipment will be used by one class of children and not shared between classes.</li> <li>Classes access their own areas for outdoor play (on a rota) and do not mix.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Alternative external routes to be adopted to access outdoor play areas etc. to avoid class mixing</li> <li>Cleaning regime in place for outdoor play equipment at the end of the school day. Zoflora (COSHH assessed) and disinfectant wipes used.</li> </ul>	2	5	10	
HAZARD: Death or serious illness to staff members, children and families  COMMUNICATION	Communication with the whole community will remain a priority.	4	5	20	<ul style="list-style-type: none"> <li>Regular communication with all staff re procedures, protocols and safety measures.</li> <li>Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc.),</li> <li>Communicate with visitors and contractors ahead of opening.</li> </ul>	3	5	15	
HAZARD: Death or serious illness to staff members, children and families  MENTAL WELLBEING	Emotional and mental wellbeing of everyone is a priority.	3	5	20	<ul style="list-style-type: none"> <li>Promote attendance at school for both staff and pupils</li> <li>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</li> <li>Communicate clear information on risks and controls measures in place - safe procedures, arrangements etc.</li> <li>Review workloads and timetables to ensure a good work life balance in possible</li> <li>Communicate clear expectations for all staff, pupils and parents. Work with</li> </ul>	1	5	5	



HAZARD	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as.	Likelihood	Severity	Residual Risk L x S	By Whom & When
					<p>external agencies and Social Workers where relevant</p> <ul style="list-style-type: none"> <li>Staff to be reminded of the counselling services available to all Sunderland Occ Health, AIS insurance or Ward Hadaway.</li> </ul>				
<p><b>HAZARD: Death or serious illness to staff members, children and families</b></p> <p><b>OUTBREAKS and LACK OF EMERGENCY PLANNING</b></p>	<p>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak - key contacts, reporting, record keeping, etc. Held by Headteacher, Finance Director, Business Manager and a copy located in the school office</p>	4	5	20	<ul style="list-style-type: none"> <li>Gather and record key information relating to the case immediately</li> <li>Public Health England, Health Protection Team at Sunderland to be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</li> <li>Local Emergency Plan in place to allow swift action to be taken - key contacts, action to take in event of a confirmed Covid19 case or an outbreak</li> <li>Understanding of NHS Test &amp; Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</li> </ul> <p>Train key staff in emergency procedures</p>	2	5	10	
<p><b>HAZARD: Death or serious illness to staff members, children and families</b></p> <p><b>DINING and CATERING</b></p>	<p>School Kitchen in operation - catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-</a></p>	4	5	20	<ul style="list-style-type: none"> <li>Timetable for lunchtime must be adhered to.</li> <li>Cold meals will be delivered to year 1 and year 2 classrooms.</li> <li>A class at a time will enter the hall for hot lunch serving.</li> <li>Hot meals will be limited to a complete</li> </ul>	2	5	10	

HAZARD	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as.	Likelihood	Severity	Residual Risk L x S	By Whom & When
	<a href="#">businesses-on-coronavirus-covid-19</a>	4	5	20	<p>meal, as in the current menu.</p> <ul style="list-style-type: none"> <li>Children will indicate their preference, at the beginning of the day, and receive their served meal from their class staff member in the hall, immediately returning to their classroom.</li> <li>Children take their tray to the classroom and sit at their table to eat in year 1 and 2 classes. Nursery children eat their meal in the hall. The hall is cleaned and then reception children eat their meal.</li> <li>Reception children will line up and receive their meals in class groups and sit in their class group at 2 class tables. Their member of lunchtime member of staff will support them.</li> <li>Children supervised by their class lunchtime supervisor throughout lunchtime.</li> <li>The class are supervised hand washing and then taken to their identified play area for outdoor provision.</li> <li>Children play in separate areas outdoors to maintain no class mixing.</li> </ul>	2	5	10	
<b>HAZARD: Death or serious illness to staff members, children and families</b>  <b>AFTER SCHOOL</b>	External coaches, clubs and organisations for curricular and extracurricular activities will resume	4	5	20	<ul style="list-style-type: none"> <li>Individual risk assessment in place.</li> <li>School staff will manage children to sit in class groups within the year group bubble to minimise mixing.</li> <li>Coaches will be supported in minimising class mixing as far as possible.</li> </ul>	3	5	15	

HAZARD	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as.	Likelihood	Severity	Residual Risk L x S	By Whom & When
CLUBS					<ul style="list-style-type: none"> <li>Outdoor provision will be the priority.</li> <li>Coaches will wear masks.</li> </ul>				
HAZARD: Death or serious illness to staff members, children and families  FIRE	Regular visual inspections to take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment  Responsible Person must carry out the Periodic Assurance Review (annually or where changes have been made)	2  2	5  5	10  10	<ul style="list-style-type: none"> <li>Regular fire drills will continue, at least twice a term.</li> </ul>	1  1	5  5	5  5	
HAZARD: Death or serious illness to staff members, children and families  PREMISES MANAGEMENT	All regular and periodic building checks to make the school safe must be in place.	2	5	10	<ul style="list-style-type: none"> <li>Daily visual checks by site &amp; teaching staffing their respective areas - report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action.</li> <li>All regular maintenance checks will be carried out in an appropriate way.</li> </ul>	1	5	5	

This risk assessment has been updated in line with the latest government guidance.

Wendy Angus  
18.6.2021

The following controls are in place to ensure regulations about a group of 30 adults or multiples of 30 outdoors are strictly applied to outdoor events in July 2021:

## **DANCE FESTIVAL**

All children will perform on each occasion. As we will only be allowed to have 30 adults in attendance in one session, we must restrict the audience to **Year 2 children's parents only**, class by class, over 3 days. This will be their last opportunity to enjoy the dance festival before the children move to Fulwell Juniors. This is why they have been prioritised.

The dance festival will be held on

Monday 5th July 2-3pm	Class 1 parents (1 per child) only to attend
Tuesday 6th July 2-3pm	Class 2 parents (1 per child) only to attend
Wednesday 7th July 2-3pm	Class 3 parents (1 per child) only to attend

Masks must be worn throughout.

DVD's can be bought by all families as we are forced to restrict the audience within the current guidelines.

## **BOOK SHARING**

This will take place on the school field and parents are asked to bring a rug or deck chair. A class at a time may attend as follows:

### **Monday 21st June**

- 10.00-10.45 Class 7 parents (1 parent per child)
- 10.45-11.30 Class 8 parents (1 parent per child)
- 1.15-2.00 Class 9 parents (1 parent per child)
- 2.00-2.45 Class 10 parents (1 parent per child)

### **Tuesday 22nd June**

- 10.45-11.30 Class 4 parents (1 parent per child)
- 1.15-2.00 Class 5 parents (1 parent per child)
- 2.00-2.45 Class 6 parents (1 parent per child)

### **Wednesday 23rd June**

- 10.45-11.30 Class 1 parents (1 parent per child)
- 1.15-2.00 Class 2 parents (1 parent per child)
- 2.00-2.45 Class 3 parents (1 parent per child)

## **YEAR 1 and YEAR 2 EVENTS** (these will take place outdoors)

On Friday 2nd July:

- 9.15am Class 4 parents (1 parent per child)
- 10.45am Class 5 parents (1 parent per child)
- 2.15pm Class 6 parents (1 parent per child)

On Thursday 8th July:

- 9.15am Class 1 parents (1 parent per child)
- 10.45am Class 2 parents (1 parent per child)
- 2.15pm Class 3 parents (1 parent per child)

Masks must be worn throughout.

## **INDUCTION MEETINGS FOR NURSERY and RECEPTION PARENTS** (these will take place outdoors)

As these meetings have already been planned to support social distancing and limiting the audience to a maximum of 30, they will go ahead as planned.

Reception meeting will take place in the reception playground.

Nursery meeting will take place in the nursery playground.

Masks must be worn throughout.

## **SPORTS DAY**

Field access will be clearly marked ENTRY through the pedestrian gate into the nature garden and EXIT through the double gates into the car park.

9.30-11.30 Nursery parents in groups of 15 (please check Seesaw and read Mrs Bell's letter)

9.30-10.30 Reception parents

10.45-11.45 Year 1 parents

12.45-2.45 Nursery parents in groups of 15 (please check Seesaw and read Mrs Bell's letter)

1.30-2.30 Year 2 parents

As this will be an event for parents that include 'multiple groups of 30', the start position for each class of children will be clearly marked with a post and colourful sign. Each family member will be checked off the list to ensure only 1 adult per child attends, at the gate entry point. They will then move to the class starting position and move around the events with their class. Nursery parents will watch and support their child in a separate area of the field.

**As this is a year group event, classes and accompanying family members must remain separate from each other and not mix.**

## **SUMMER FAYRE**

This is cancelled.