

# COVID-19 RISK ASSESSMENT



<b>Educational Setting</b>	<b>Brewster Avenue Infant and Nursery School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Becky Thompson, Headteacher 20 <sup>th</sup> July 2020 Updated 2 <sup>nd</sup> January 2021
<b>Review Date</b>	<b>Wednesday 6<sup>th</sup> January</b> Review planned weekly on a Friday, or more frequently as needed

This risk assessment is underpinned by the following principles:

### Prevention

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. [clean hands thoroughly more often than usual](#)
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. [introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach minimise contact between individuals and maintain social distancing wherever possible](#)
5. [where necessary, wear appropriate personal protective equipment \(PPE\)](#)

### Response to any infection

6. [engage with the NHS Test and Trace process](#)
7. manage confirmed cases of coronavirus (COVID-19) amongst the school community
8. contain any outbreak by following local health protection team advice

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Update 06/01/2021

## Lockdown 3: School open only to children that are vulnerable and those of Critical Workers

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Increased transmission rates locally and nationally</p> <p>Government legislation: STAY AT HOME</p>	<p>Staff, children and visitors may catch COVID-19</p>	<ul style="list-style-type: none"> <li>• School closed to all but vulnerable children and those of critical workers</li> <li>• 6 usual classes (plus am &amp; pm nursery) – maximum 12 children per class</li> <li>• If needed places will be prioritised for:                             <ul style="list-style-type: none"> <li>○ Vulnerable pupils</li> <li>○ Critical workers in the categories of Health &amp; Social Care; Education and Emergency Services</li> </ul> </li> <li>• Parents of critical workers asked to only send children to school when there is no other safe option for them to stay at home</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of laptops to families who do not have a device at home</li> </ul>	BT	08/01/21	
<p>Lost learning &amp; risk of isolation and mental health difficulties from not coming to school</p>	<p>Children &amp; families</p>	<ul style="list-style-type: none"> <li>• Delivery of remote learning (minimum 3 hours per day) to those at home (see school closure plan) – teachers to provide daily feedback via email and/ or Evidence Me</li> <li>• Teachers to teach in class in the morning and focus on remote delivery in the afternoons</li> <li>• Teachers to phone families once a week</li> <li>• Distribution of Wonde vouchers for children eligible for FSM</li> <li>• Teachers to be alert to potential safeguarding issues and log concerns as per the usual system</li> </ul>	<ul style="list-style-type: none"> <li>• Investigate possibility of weekly whole school assemblies delivered via zoom</li> </ul>	BT	15/01/21	

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Health and Hygiene						
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Hand washing	Staff, children and visitors may catch COVID-19. The disease is fatal in about 1% cases. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.	<ul style="list-style-type: none"> <li>Washing hands with soap and water often –for at least 20 seconds</li> <li>Use of hand sanitiser gel if soap and water are not available – hand sanitiser available in all classrooms, staff rooms &amp; school entrance</li> <li>Hand washing routines in place inc. as soon as they get to school and when they leave, after they blow their nose, cough or sneeze, before they eat or handle food.</li> <li>Handwashing reminders included in frequently in newsletter, posters and hand wash song displayed in sink areas</li> </ul>	Monitor via Health & Safety walks	Govs	12/02/21	
Respiratory Hygiene		<ul style="list-style-type: none"> <li>Tissues available in all classrooms</li> <li>Established routines to cover mouth and nose with a tissue or a sleeve (not hands) when coughing or sneezing</li> <li>Established routines to put used tissues in the bin immediately and wash hands afterwards</li> <li>All classrooms have lidded bins</li> </ul>				
Staff or children who become symptomatic		<ul style="list-style-type: none"> <li>Anyone displaying symptoms (high temperature over 37.8, new continuous cough, loss of or change to sense of taste or smell) should not come into school and should book a test</li> <li>All members of the household should isolate</li> <li>Symptomatic person should access a test as soon as possible – school can provide test kits for families who cannot travel to the test centre</li> </ul>				

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		<ul style="list-style-type: none"> <li>Where the child or staff member tests negative, they can return to school and household members can end their self-isolation</li> </ul>				
Children who become symptomatic in school	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Parent to be contacted and asked to collect immediately</li> <li>Child to be isolated behind a closed door, with adult in PPE if it's not appropriate to leave the child alone (see separate PPE section)</li> <li>Isolation spaces identified:                             <ul style="list-style-type: none"> <li>Deputy's office</li> <li>Finance office</li> <li>Nursery community room (use nursery staff toilet and parents to be escorted through the playground to collect from the nursery door)</li> <li>Consulting room in the family centre</li> </ul> </li> <li>Open a window for ventilation</li> <li>If they need the toilet use the staff toilets, which must then be cleaned before anyone else uses them (Disabled toilet in the Family Centre)</li> <li>Staff involved do not need to go home unless they develop symptoms themselves</li> <li>Wash hands for thoroughly for 20 seconds after contact with someone who is unwell</li> <li>Follow 'cleaning in non-healthcare setting advice'</li> </ul>				

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Contact with a positive case	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Staff or pupils identified as close contacts of a positive case should self-isolate for 10 days</li> <li>Rapid risk assessment to be conducted in conjunction with LA</li> <li>Plans already in place for closure of bubbles/ school</li> <li>School will provide home learning for children who cannot attend school</li> <li>Where the case is a pupil of member of staff in school, the LA will be contacted to support the rapid risk assessment process</li> <li>Contact will be made with staff and the parents/carers of other children <u>within the bubble</u> who will be advised on any steps which should be taken</li> </ul>				
Testing for Frontline Education Staff	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>From 5<sup>th</sup> October, BT to complete spreadsheet and email it to <a href="mailto:capccg.covid19staffswabbing@nhs.net">capccg.covid19staffswabbing@nhs.net</a></li> </ul>				
Personal Protective Equipment	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution</li> <li>Aprons &amp; gloves used when delivering intimate care (in the disabled toilet)</li> <li>Gloves used when administering first aid/ dealing with bodily fluids (in first aid kits – spares in the first aid cupboard)</li> </ul>	<p>Monitor via Health &amp; Safety walks</p> <p>Email <a href="mailto:PPE@cambridgeshire.gov.uk">PPE@cambridgeshire.gov.uk</a> for further supplies</p>	<p>Govs</p> <p>As needed</p>	12/02/21	

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		<ul style="list-style-type: none"> <li>PPE – masks, aprons, gloves &amp; a visor (for use of there is a risk of splashing from vomit, spit etc.) available for member of staff accompanying a child who is showing symptoms and is isolated prior to being collected by a parent (in the blue plastic crate with alcohol gel and clinical waste bags in the PPA room just outside Amanda's office, in clear wallets in other rooms, together with printed instructions)</li> </ul>				
Staff/Pupils within the shielded group	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Staff or pupils within the <a href="#">Clinically extremely vulnerable group</a> have a risk assessment (no CEV currently on the staff)</li> <li>Staff that meet the criteria as <a href="#">clinically vulnerable people</a> have a risk assessment which identifies suitable control measures</li> </ul>	<p>CEV pupils not currently attending</p> <p>Revisit CV staff risk assessments</p>	BT	08/01/21	
First Aid	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>All bubbles have First Aid and Paediatric First Aid trained staff</li> <li>Megan will continue to oversee medication, but will not be able to administer as she will be required to social distance from all bubbles – she will arrive at the classroom door and gain an adults attention and ask them to administer</li> <li>Each year group has their own first aid kit and accident book</li> <li>Ice packs are in labelled packs in the freezer, allocated to each bubble</li> </ul>	Monitor via Health & Safety walks	Govs	12/02/21	

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		<ul style="list-style-type: none"> <li>The thermometer will be kept in the KS1 wet bay cupboard – it must be cleaned thoroughly after use and hands washed</li> <li>Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> </ul>				
Accident reporting Covid-19 incidents	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> </ul>	Staff to report to MR who will complete a Frontline Incident Report	All staff	Ongoing	
Cleaning	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Cleaning is everyone's responsibility</li> <li>If you can't clean it, don't use it</li> <li>More frequent cleaning procedures (11am, 1pm &amp; 3pm) including:                             <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Phones, keyboards &amp; whiteboard remote controls</li> <li>Areas used for eating including chairs and door handles</li> <li>Photocopiers and other office equipment</li> <li>Classroom desks, chairs &amp; resources</li> </ul> </li> <li>Each classroom has a set of cleaning materials (red cloths for toilets &amp; washrooms, blue cloths for general cleaning including classrooms) and cleaning checklists</li> <li>Relevant COSHH circulated to all classroom staff (also displayed in cleaning cupboard)</li> </ul>	If a staff member or pupil has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.	LS	As needed	

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		<ul style="list-style-type: none"> <li>Caretaker cleans all touch points before school</li> <li>Bins emptied and central touchpoints cleaned at lunchtime</li> </ul>				
Ventilation	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Classroom windows to remain open to allow fresh air to circulate</li> <li>When the weather allows, open external doors to increase ventilation</li> <li>In cold weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space</li> </ul>	Monitor via Health & Safety walks	Govs	12/02/21	
Waste	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>All classrooms in use have lidded bins for tissues</li> <li>Bins emptied twice daily using protective gloves</li> <li>Hands washed after empty bins</li> </ul>				
Property Compliance	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>All relevant property statutory compliance checks are up-to-date</li> </ul>	Chase up PAT testing (due now)	MR	08/01/21	
Fire Safety	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) continue to be in place as relevant</li> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Evacuation point remains the same (playground) but groups must be lined up with 2m spaces between bubbles - Year 2 to the right of the trim trail, N, YR &amp; Y1 on the playground</li> </ul>	Spring term fire drill	BT	12/02/21	



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Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> <li>A equality impact assessment has been completed and can be found on the Staff Resources drive in the COVID-19 file</li> </ul>				

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Organisation and Logistics						
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Bubbles & social distancing	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Year group bubbles will operate</li> <li>Staff in school will be allocated to one bubble</li> <li>Staff should maintain social distancing (2m) between all other adults, including those in their own bubble at all times</li> <li>It is not expected that children will distance from adults or other children, due to their age and understanding and the nature of the curriculum</li> <li>Where it is essential that staff work in more than one bubble, social distancing between adults and children must be adhered to (e.g. PPA cover, covering staff absence)</li> <li>Non class-based staff must not come into close contact with children and staff in any of the bubbles</li> </ul>				
Access/Egress of school building	Staff, children, parents and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Aim to remove any large gatherings on the playground</li> <li>Parents will be asked to arrive on time and leave immediately and not congregate/ socialise</li> <li>Staggered school arrival and collection times and different entrances to reduce congestion</li> <li>One-way system implemented on driveway (lines painted) and box around the gate (to prevent a crowd at the gate)</li> <li>Staff must park in the rear car park and not at the front of the school building (except blue badge holders)</li> </ul>	Monitor via Health & Safety walks	Govs	12/02/21	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>The New Road gate will remain locked: there will be no access to the rear of the school (playground, trim trail etc.)</li> <li>Parents will be strongly encouraged to be on time as lateness will cause serious disruption and they may have to wait to drop or collect their children until other bubbles have left</li> <li>Office staff will not be able to take late children down to class, so parents may be asked to wait with the youngest children whilst they fetch a member of staff from the class team who can escort them</li> <li>Teachers should keep uncollected children in their classrooms – they will not be able to wait at the office</li> </ul>				
Movement around the building	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Children should remain in classrooms/ designated outdoor learning space except when going to the toilet or going to the dining hall</li> <li>Adults should collect milk and fruit, visit the office if absolutely necessary, and use the photocopier – children should not leave the classroom or accompany adults for these or other similar tasks</li> <li>Tape marks on the carpet will help children to line up away from the door</li> <li>Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to)</li> </ul>	Monitor via Health & Safety walks	Govs	12/02/21	

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		<ul style="list-style-type: none"> <li>Groups of children will only be in the corridor if going to the sinks for hand washing or going to the dining hall –adult to check that no other groups are in the corridor before moving around school</li> <li>Individuals may walk past one another in corridors – e.g. if a child is going to the toilet the risk of contracting the virus briefly passing one another has been assessed as minimal</li> </ul>				
Toilets	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Children should be allowed to go to the toilet as usual, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards.</li> <li>Each year group bubble will be allocated a set of toilets and sinks and individual cubicles will be relabelled as boys or girls</li> </ul>				
Uniform and belongings	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Children will use their own trays and coat pegs</li> <li>Wellies, splash suits and painting aprons should not be shared between bubbles, unless washed/ cleaned or quarantined between uses</li> <li>Children should bring a book bag and water bottle</li> <li>Children will wear PE kit on PE days (no changing in school)</li> <li>Staff should dress at least as smartly as the children in their uniform</li> </ul>				



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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
School staffroom & shared areas	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>• Strict social distancing should be maintained in the staffroom</li> <li>• Staggered lunch times for staff</li> <li>• Tables organised at 2m distances and one chair per table– clean table after use</li> <li>• Staff encouraged to eat outside or in own classrooms when possible, or to spend less than 15 minutes in the staffroom</li> <li>• Staff asked to bring own crockery and utensils</li> <li>• Anything used should be washed in the dishwasher</li> <li>• Staff emptying the dishwasher should wash hands before</li> <li>• PPA may be taken offsite</li> <li>• PPA area should be cleaned after use</li> </ul>	<ul style="list-style-type: none"> <li>• Work areas set up for all classroom teachers with appropriate sized furniture to allow work space for supporting home learning each afternoon</li> </ul>	07/01/21	BT	
Staff absence	Pupils	<ul style="list-style-type: none"> <li>• Staff should follow the usual procedures for reporting absence</li> <li>• All efforts will be made to cover absence within the bubble including:                             <ul style="list-style-type: none"> <li>○ Part time staff asked to work additional hours' overtime</li> <li>○ Staff taking shorter lunchbreaks</li> <li>○ TAs asked to supervise classes in a teacher's absence</li> </ul> </li> <li>• Where no other solution can be found and safe staffing ratios cannot be maintained, supply teachers will be used</li> </ul>				

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Communication with parents	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Parents encouraged to phone or email the office rather than visit</li> <li>If parents do need to visit, the window at the hatch is kept closed</li> <li>Weekly reminders on newsletter</li> <li>Posters/ signs on the driveway/ external doors/ gates updated regularly, particularly in response to changing national guidance/ tiers</li> </ul>	Weekly newsletters	BT	Every Thurs	
Contractors	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include Covid-19</a></li> <li>Details of visitors recorded to Test and Trace</li> <li>Children must be kept inside the building when Countrywide (grounds maintenance) staff are onsite</li> <li>All planned/reactive maintenance to be completed out of hours unless seen as an emergency</li> </ul>				
Visitors	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Parents asked to wear face coverings when on the school site and when talking to staff</li> <li>All visitors must use hand gel on arrival before signing in</li> <li>The office will keep a log of any visitors entering bubbles (e.g. supply teachers, speech therapists, play therapist) and which bubbles they have worked within for Test and Trace</li> <li>The use of volunteers e.g. Reading Buddies suspended</li> </ul>	<ul style="list-style-type: none"> <li>Further limit visitors during lockdown – only essential professionals and emergency maintenance during the school day</li> </ul>	BT/ MR	06/01/21	

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Transport	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>No children currently travelling to school on school transport</li> <li>School Streets project (road closure) in place from 29<sup>th</sup> September</li> </ul>				



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Teaching and Learning						
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Resources and minimising increased risk of transmission	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>• Classrooms prepared so surfaces are clear and resources are minimal</li> <li>• Adults and children should wash hands frequently, between activities – hand washing should be supervised</li> <li>• Limited soft furnishings e.g. seat pads acceptable within the bubble, but should be washed frequently</li> <li>• Soft toys and equipment with small parts that cannot be easily cleaned removed</li> <li>• Wellies, splash suits and painting aprons should not be shared between bubbles, unless washed/ cleaned or quarantined between uses</li> <li>• Resources remain exclusive to the year group</li> <li>• Children should keep frequently used items e.g. pencils, whiteboard and pens in their own trays</li> <li>• Sand must not be used</li> <li>• Water play is permitted but the water must be soapy, and changed frequently</li> <li>• Playdough is permitted but should be kept in individually named tubs or quarantined at the end of every session.</li> <li>• The trim trail and large equipment can be used with the following organisation:               <ul style="list-style-type: none"> <li>○ A rota system will operate with one year group a day accessing the equipment</li> <li>○ It is the responsibility of the bubble staff to clean frequently touched surfaces</li> </ul> </li> </ul>	Monitor via Health & Safety walks	Govs	12/02/21	

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		<p>(e.g. handrails &amp; monkey bars) before the equipment is used by their bubble</p> <ul style="list-style-type: none"> <li>○ Children should wash their hands when they have finished playing on the equipment</li> <li>● Frequent cleaning of shared resources included in cleaning checklists</li> <li>● At the end of each day resources must be either: <ul style="list-style-type: none"> <li>○ Cleaned thoroughly (Milton or warm soapy water)</li> <li>○ Placed in 'quarantine' in class cupboard 24 hours for books/ paper 72 hours for hard surfaces e.g. plastic: label with a post-it note date available again for use</li> </ul> </li> <li>● Reading books allocated to each year group (books should not be changed in the corridor)</li> <li>● If there is no option but to share resources between bubbles e.g. woodland equipment, it must be cleaned <i>scrupulously</i> after each use.</li> <li>● Woodland sessions, pond and bike use timetabled, so no more than 1 year group a day access the resources</li> </ul>				
Behaviour	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>● Use of visual timetables to provide structure and predictability</li> <li>● Use of positive reinforcement (verbal praise and SMILE stickers)</li> <li>● Individual risk assessments in place for identified pupils and agreed with parents</li> </ul>				

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		<ul style="list-style-type: none"> <li>If children's behaviour (e.g. not remaining in their own bubble) leads to us not being able to ensure the safety of others, in terms of the virus control, BT or AB informed on the same day and complete/ update risk assessment and discuss with parent</li> <li>Exclusion will be used for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing</li> </ul>				
Learning outside the classroom (day trips, etc.)	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>No trips planned in the spring term but teacher could choose to use outdoor spaces in the local area to support delivery of the curriculum</li> <li>Keeping children within their consistent group</li> <li>Staffing would need to be provided from within the bubble</li> </ul>	For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser.)</a>	As needed		
Extra-curricular activities (coaches, tutors, after school)	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li><del>Clubs will run for Year 2 in the spring term – postponed</del></li> <li><del>External coaches, clubs and organisations have been vetted for COVID-secure measures and will need to maintain social distancing</del></li> <li>Modified Breakfast and After school club provision is in place for a small, consistent group of 15-BA children – see separate risk assessment</li> </ul>	No external coaches etc to come into school during lockdown			

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PE	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided</li> </ul>	For more information contact <a href="#">Ian Roberts (Specialist Adviser - Physical Education and School Sport)</a>	As needed		
Contingency planning for a school closure	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> <li>In school provision maintained for children of critical workers and those who are vulnerable</li> <li>Daily home learning, set by class teachers and following existing long-term plans to be sent via email or Evidence Me and teachers available daily via class email inboxes and Evidence Me to support and provide feedback</li> <li>Teachers speak to all parents/ children by phone weekly</li> </ul>	See separate school closure document			