

## Risk Assessment – Changes effective from 17 May 2021

As a result of the recent updates to Government Guidance, the following updates to the risk assessment are effective from 17 May 2021.

This document will be communicated with Trustees, Unions, Staff, Visitors and made available on the school / trust websites.

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> <li>The relevant (updated) control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes instructing children old enough not to touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.</li> </ul>	✓	This will be communicated as appropriate.	Low
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> <li>Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus:               <ul style="list-style-type: none"> <li>a new, continuous cough</li> <li>or a high temperature</li> <li>or has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> <li><a href="#">PHE Campaign posters are available here.</a></li> </ul>	✓	These processes are already in place and there will be continual reminders as necessary. There is also signage around the site.	Low
	<ul style="list-style-type: none"> <li>The school informs parents that if their child has symptoms, they must arrange for a PCR test. In the event that they receive an LFD negative test result this does not allow them to return to school early.</li> </ul>	✓	These processes are already in place and there will be continual reminders as necessary.	
Performances and end of year gatherings	<ul style="list-style-type: none"> <li>Alternatives to live audience performances, such as live streaming and recording performances, subject to the usual safeguarding considerations are considered.</li> <li>Outdoor performances and gatherings are prioritised over indoor.</li> </ul>	✓	This will be considered on a case by case basis as appropriate.	Low

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	<ul style="list-style-type: none"> <li>• The school follows legal and recommendations on the number of attendees at these events:               <ul style="list-style-type: none"> <li>○ <b>Step 3 (from 17 May) legal limits:</b> Indoors: a group of 6 people or 2 households Outdoors: a group of no more than 30 people (unless an exemption exists).</li> <li>○ <b>Step 4 (no earlier than 21 June):</b> The school considers limiting both the number of events and gatherings and the number of attendees (whilst still complying with social distancing requirements) at these.</li> </ul> </li> <li>• The school will complete a risk assessment for any performance, taking into account the latest advice in the <a href="#">working safely during COVID-19 in the performing arts guidance</a>, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the <a href="#">guidance on delivering outdoor events</a>.</li> </ul>	<p style="text-align: center;">✓</p>	<p>This will be considered on a case by case basis as appropriate.</p>	
<p>Arrangements for transition days (primary)</p>	<ul style="list-style-type: none"> <li>• “COVID-safe” arrangements that follow the usual visitor covid protocols are in place for parents and new reception pupils to visit the classroom on their transition day. e.g.               <ul style="list-style-type: none"> <li>○ Preventing symptomatic or self-isolating visitors attending</li> <li>○ Hygiene considerations (hand hygiene, touch points, cleaning)</li> <li>○ Limiting the numbers on site at any given time</li> <li>○ Social distancing, where possible</li> <li>○ Limiting the time in school and especially where there is unavoidable close contact.</li> </ul> </li> </ul>	<p style="text-align: center;">✓</p>	<p>Transition arrangements will follow guidance as appropriate.</p>	<p style="text-align: center;">Low</p>

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	<ul style="list-style-type: none"> <li>Hygiene, cleaning and ventilation measures are considered for any classroom moves undertaken as part of the in-school transition day.</li> </ul>	✓	Transition arrangements will follow guidance as appropriate.	
	<ul style="list-style-type: none"> <li>Arrangements have been made with secondary schools for them to share any reports of positive covid cases that were close contacts (including pupils from other primary schools) of any of your year sixes undertaking their transition day.</li> </ul>	✓	Transition arrangements will follow guidance as appropriate.	
Arrangements for transition days (secondary)	<ul style="list-style-type: none"> <li>A “COVID-safe” programme have been devised for year sixes undertaking their transition day by following the principles of this risk assessment, or by completing a separate risk assessment.            The benefits of the different aspects of the transition day are considered when completing the risk assessment. The school retains some flexibility to the arrangements and activities as they may be influenced by the local transmission levels or school cases nearer the time of the visit.           <ul style="list-style-type: none"> <li>Symptomatic or self-isolating pupils to be kept away.</li> <li>Alternative arrangements in place for these pupils.</li> <li>Usual visitor hand hygiene routine.</li> <li>Cleaning arrangements before and after the visit</li> <li>Consider limiting the number of rooms visited.</li> <li>Groups may not socially distance, therefore accurate records are kept to identify close contacts if one develops symptoms and tests positive and this is shared with the relevant primary school</li> </ul> </li> <li>Groups are kept in their primary school bubbles where possible, however the school may justify mixed school groups if there are sound transition benefits or other operational reasons that prevent this.</li> </ul>	✓	Transition arrangements will follow guidance as appropriate.	Low

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Staff social meetings / events	<ul style="list-style-type: none"> <li>Staff are reminded that once social contact restrictions are relaxed, meetings between staff from different bubbles out of school, especially indoors, has the potential to increase the risk of virus transmission and may result in close contacts requiring to self-isolate.</li> </ul>	✓	Staff are continually reminded of the importance of social distancing etc.	Low
School Visits	<ul style="list-style-type: none"> <li><b>Day visits:</b> Any educational day visits are conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. The School undertakes full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely and the School follows any additional advice and guidance from their educational visits advisor.</li> </ul>	✓	All day visits will be conducted in line with guidance and will have separate risk assessments.	Low
	<ul style="list-style-type: none"> <li><b>Domestic residential educational visits:</b> The school may choose to resume domestic residential educational visits from 17<sup>th</sup> May (Step 3). Schools considering booking a new visit ensure that any new bookings have adequate financial protection in place: many providers are now offering no cost deferral to a later date or a full cash refund of all monies paid against a new booking should a deferral not be acceptable. The school meets conditions within <a href="#">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a> and follows any additional advice and guidance from their educational visits advisor when planning and undertaking a residential educational visit.</li> </ul>	✓	All such visits will be conducted in line with guidance and will have separate risk assessments.	

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	<ul style="list-style-type: none"> <li><b>International visits</b> The school does not organise any <b>international visits</b> this academic year up to and including 5 September 2021. (The position beyond 5 September will be reviewed again by the DfE in advance of Step 4).</li> </ul>	✓	No such visits to be booked or organised.	
Test and Trace	<ul style="list-style-type: none"> <li>Swift action is taken when you become aware that someone who has attended school has tested positive for coronavirus (ref. symptom summary sheet v.6) The school provides parents and carers of children advised to self-isolate with the PHE template letter, detailing the child's name and the dates of their isolation period. The parent or guardian will need to use this letter as supporting evidence as part of their application to their local authority for a payment from the Test and Trace Support Payment scheme.</li> </ul>	✓	These processes are already in place and there will be continual reminders as necessary.	Low
Hygiene – Classroom group bubble	<ul style="list-style-type: none"> <li>Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol.</li> </ul>	✓	These processes are already in place and there will be continual reminders as necessary.	Low
Curriculum: Science	<ul style="list-style-type: none"> <li>CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> <li><a href="#">GL343 - Guide to doing practical work during the COVID-19 pandemic - Science - Version 3.05 - 29/04/21</a></li> <li><a href="#">GL336 - Advice for schools with only key worker pupils on site</a></li> <li><a href="#">GL338 - Practical activities for pupils attending school during extended periods of closure</a></li> <li><a href="#">GL339 - Practical activities for pupils at home during extended periods of school closure</a></li> <li><a href="#">GL345 - Guidance for science departments returning to school after an extended period of closure</a></li> <li><a href="#">GL352 - Guidance for practical work in non-lab</a></li> </ul> </li> </ul>	✓	Noted – schools to ensure this information is filtered to the relevant departments.	Low

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	<p><a href="#">environments</a></p> <ul style="list-style-type: none"> <li>○ <a href="#">GL353 - Guidance for schools where pupils spend all day in a lab</a></li> <li>○ <a href="#">GL362 - Sanitising eye protection</a></li> </ul>			
Curriculum: D&T, food & art	<ul style="list-style-type: none"> <li>• CLEAPSS guides are followed as necessary:               <ul style="list-style-type: none"> <li>○ <a href="#">GL344 Guide to doing practical work during the COVID-19 Pandemic; D&amp;T, food &amp; art, version 3.03, 12/04/21</a></li> <li>○ <a href="#">GL354 Managing Practical Work in non-specialist rooms</a></li> <li>○ <a href="#">GL348 practical DT activities for pupils at home</a></li> <li>○ <a href="#">GL347 returning to school after an extended period of closure</a></li> <li>○ <a href="#">GL355 Using workshops, food rooms and art studios for alternative activities</a></li> <li>○ <a href="#">GL356 Guidance for spending all day in a practical room</a></li> <li>○ <a href="#">GL360 Advice for schools with small numbers of pupils on site</a></li> </ul> </li> </ul>	✓	Noted – schools to ensure this information is filtered to the relevant departments.	Low
Curriculum: School Sport	<ul style="list-style-type: none"> <li>• Both Indoor and outdoor competition between different schools can take now place.</li> <li>• The school refers to guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance.</li> </ul>	✓	Noted – schools to ensure this information is filtered to the relevant departments.	Low
Face coverings in school  (Face coverings are instead largely intended to protect others, not	<ul style="list-style-type: none"> <li>• Face coverings (or only where necessary for communication purposes - transparent face coverings) are worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</li> </ul>	✓	Face coverings will continue to be used in communal areas across the Trust as the risk remains high locally.	Low

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the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection)	<p>Face visors or shields are not worn as an alternative to face coverings.</p> <p>The school notes that some individuals are exempt from wearing face coverings:</p> <ul style="list-style-type: none"> <li>○ people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>○ where putting on, wearing or removing a face covering will cause people severe distress</li> <li>○ people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate</li> <li>○ to avoid harm or injury, or the risk of harm or injury, to the wearer or others</li> </ul> <p>Face coverings are not necessary in the classroom even where social distancing is not possible.</p>			
Breakfast, after school and holiday clubs	<ul style="list-style-type: none"> <li>• The school is working to resume all your before and after-school activities and wraparound childcare for pupils.</li> </ul>	✓	Noted	Low
	<ul style="list-style-type: none"> <li>• Although the school is <i>legally</i> able to hold indoor provision in groups of any number, the school:               <ul style="list-style-type: none"> <li>○ Continues to minimise mixing between children, where possible – children are kept in consistent groups every time they attend the setting.</li> <li>○ Considers smaller groups when it is not possible to do this.</li> <li>○ Considers recommended occupancy levels of the premises they are operating from, the levels of ventilation and the type of activity. For example, <a href="#">guidance for providers of grassroots sport and sport facilities</a> recommends that the maximum occupancy of</li> </ul> </li> </ul>	✓	The guidance will be followed as appropriate.	

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	an indoor facility should be limited by providing a minimum of 100sqft (9.29 square metres or 3.05m <sup>2</sup> ) per person.			
Remote Education	<ul style="list-style-type: none"> <li>The school has published information about their remote provision on their website. An <a href="#">optional template</a> is available to support this legal requirement.</li> </ul>	✓	Remote provision information is published on each website	Low