

7 - RISK ASSESSMENT FOR COVID-19: Schools coronavirus (COVID-19) operational guidance: return 19th April 2021

This document is part of the Health and Safety Report for: 7 - Health and Safety report for: Schools and childcare Settings: Return 19th April 2021 - Contingency Framework: education and childcare Settings - Precautionary Measures in relation to the COVID-19 pandemic, **and must work in conjunction with it.**

Where	GATEHOUSE SCHOOL
Date of assessment	18.04.2021
Year groups and numbers:	Nursery: NK 17 - NR 17 - NS 17 - NT 18 All year groups from Reception to Year 6
All staff/Teaching/supervisory staff:	SLT - Teachers - TAs - Nurse - PE staff - SEND staff - Premises Staff - Admin staff - kitchen staff
Who might be at risk?	ALL STAFF AND PUPILS

Date of Risk Assessment: 03.01.2021

Reviewed: 05.03.21

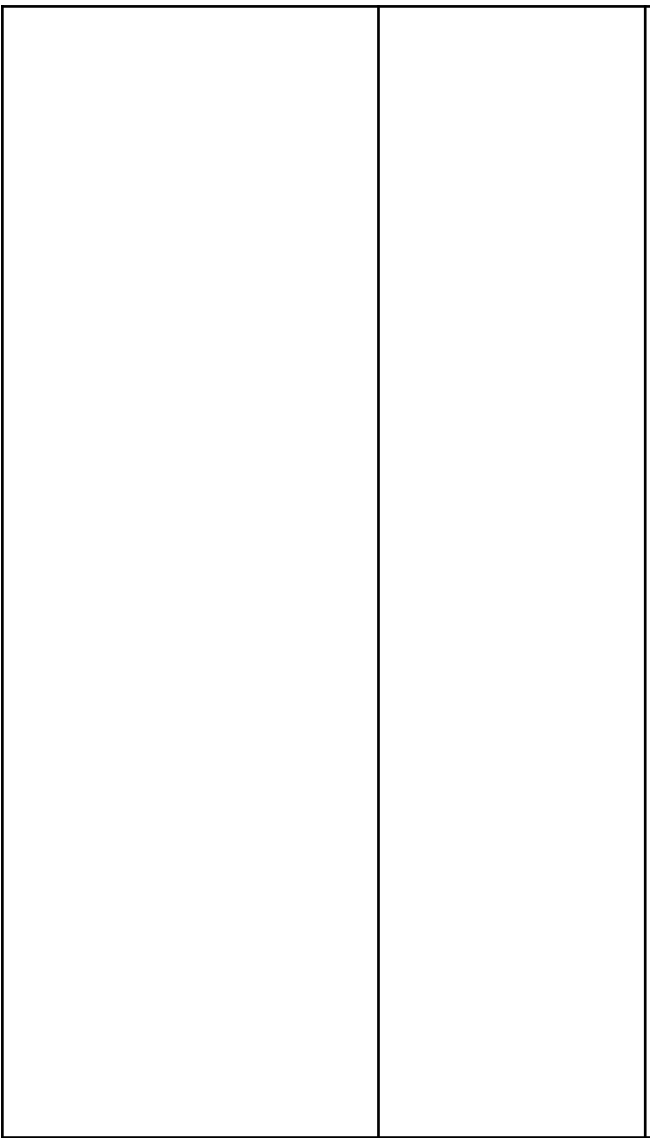
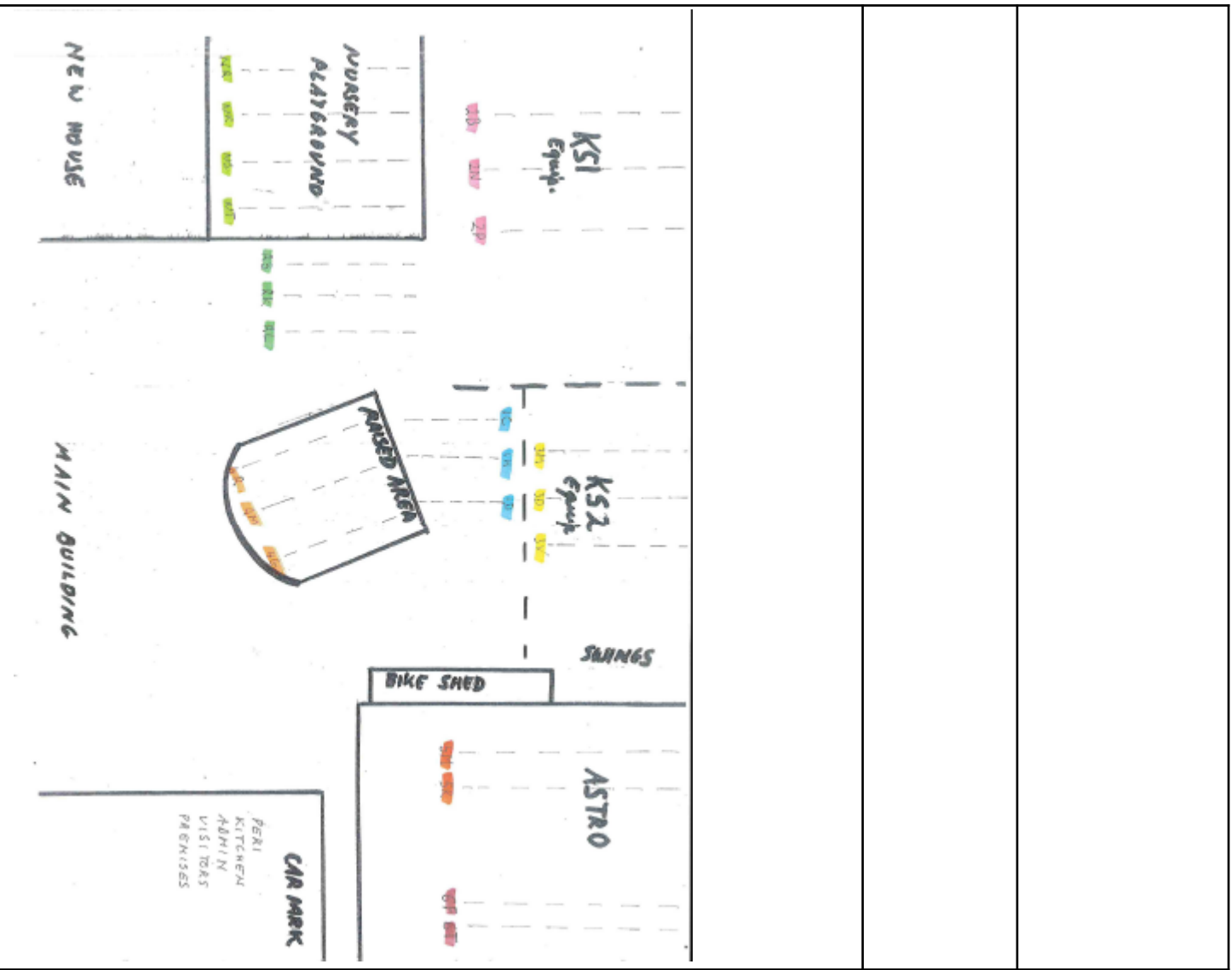
Reviewed: 18.04.21

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered.

Likelihood of exposure	Severity of injury or illness consequence and remedial action			
	Catastrophic Death or permanent disability	Critical Disability in excess of 3 months	Marginal Minor injury lost school day accident	Negligible First Aid or minor Medical Treatment
Frequent Likely to appear frequently	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High priority action	MEDIUM High priority action
Probable Likely to occur several times	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High priority action	MEDIUM High priority action
Occasional Likely to occur sometimes	HIGH Operation not permissible	SERIOUS High priority action	MEDIUM Take remedial action at appropriate times	LOW Risk acceptable, no further action required
Remote Not likely to occur	SERIOUS High priority action	MEDIUM Take remedial action at appropriate times	MEDIUM Take remedial action at appropriate times	LOW Risk acceptable, no further action required
Improbable Very unlikely –may assume exposure will not happen	MEDIUM Take remedial action at appropriate times	LOW Risk acceptable, no further action required	LOW Risk acceptable, no further action required	LOW Risk acceptable, no further action required

HAZARD	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING	Is the risk adequately controlled? If not list further action required
Safeguarding	Pupils	<p>All staff have had safeguarding training. Children are correctly supervised and are accompanied to changing rooms/loos by a member of staff of the same gender. Contact DSL in case of a query. Registration will continue to take place and be reviewed on Friday by our DSL. Child protection during the covid-19 measures (via FT, JV,SK).</p>	low	yes
Providing staff and pupils with a safe working environment	Staff and pupils	<p>Risk Assessment and Health and Safety report put in place. Contacted Insurers and discussed the Risk Assessment, the Health and Safety Report and Safeguarding policy, Covid Safeguarding Policy who are satisfied with all documents. All documents have been signed off by the Governors.</p>	Low	Yes
Safeguarding - communication with pupils	Pupils when a Bubble is isolating	<ul style="list-style-type: none"> ● Pupils will communicate through their own school email ● All Zoom meetings' setting have been made to record the meetings ● Teachers will only admit children in the meeting as soon as there are 3 pupils in the waiting room ● All backgrounds are to neutral ● No other adult must appear unless working from school ● Formal wear must be worn by all parties ● Refer to to the Code of Behaviour for Remote Learning 	low	yes

<p>Fire drills and emergency evacuation</p>	<p>Pupils, staff (and visitors if during arrival and dismissal)</p>	<p>Children will follow the normal procedures practised during our fire drills.</p> <ul style="list-style-type: none"> ● Nursery (NR, NK, NS,NT) will use the Nursery Playground ● Reception will go to the Lower Junior area by the Nursery fence ● Yr 1 will go in front of the Upper Junior equipment ● Year 2 will stand on the Lower Junior equipment floor ● Year 3 will stand on the Upper Junior equipment floor ● Year 4 will go on the raised area ● Years 5 and 6 will use the Astro Pitch ● Subject teachers and all other staff will go to the car parking area. 	<p>Low</p>	<p>Yes</p>
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Lateral Flow Device (LFD)	All staff at school working with the Key Worker, Vulnerable children and those with a EHC Plan	<p>Freya has received the LFDs to test the staff working in school. She will offer it to all staff who wish to test for COVID-19. It has been pointed out that a positive result is a clearer indication that a person may be positive than a negative result insuring that a person is negative.</p> <p>In the case of a negative test, then Staff must continue to adhere fully to our precautionary measures.</p> <p>If the test is positive, they should follow up with a PCR test to confirm.</p> <p>LFDs are not 100%.</p> <p>Any person having had Covid-19 or a Pfizer or Oxford AstraZeneca vaccine will not get an accurate reading, likely to test positive, due to the presence of the virus in their system.</p>	low/medium	yes
Systems of control for prevention and response to any COVIS-19 infections	All staff and pupils	<p>Prevention:</p> <ol style="list-style-type: none"> 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 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary (see below), wear appropriate personal protective equipment (PPE) <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 	Low	Yes

		9) contain any outbreak by following local health protection team advice		
Roadmap out of lockdown STEP 2 Transmission of Covid-19	Staff and pupils	Information about the roadmap out of lockdown can be found by following this link: https://www.gov.uk/government/news/prime-minister-sets-out-roadmap-to-cautiously-ease-lockdown-restrictions	low	yes
Socialising in groups- Covid-19 transmission	Staff	It is advised that staff do not socialise If teachers/TAs/Admin/Premises staff need to meet with any other member of staff, the meeting must not exceed 10 minutes and a distance of over 2.5m must be kept at all times. Only 1:1 meetings will be permitted. Adults will need to continue to remain 2m apart at least where possible.	Low -medium	Yes Staff have been briefed
Use of PPE (Personal Protection Equipment)- Covid-19 transmission	Staff	School can offer basic PPE which is made available to all staff who must wear it in class if possible. (Masks, aprons, gloves.) If a visor is worn, it must be worn with a mask. A visor alone is not deemed as being as protective as a mask on its own. It is advised that masks/face coverings must—should be worn by all staff at all times, in class and when in communal areas (corridors, staffroom, stairwells etc, in the playground, outside the building...) Any staff member taking temperatures-is advised to wear gloves but must wear a mask. Any member of staff present at the school gate or during arrival and dismissal times must wear a face covering.	low	yes

		PPE needs to be changed daily if worn, and disposed of properly in a bin or washed.		
Social Distancing - staggered arrivals and dismissals- Covid-19 transmission	pupils	There are staggered drop and pick up times. Am: 8.30/8.45/9.00 Pm: 3.15/3.30/3.45 Temperatures will continue to be taken at the entrance points of the stairs by BC, Nurse Freya and JV. Reception teachers will take the temperatures of the Reception children.	low	yes
Social Distancing - staggered morning and lunch playtimes - Covid-19 transmission-	pupils	The playgrounds have been divided into 8 different areas including the Nursery playground, to accommodate all the year group bubbles and the rota has been organised so that the TAs and Teachers (who have now been added to the rota), are allocated to each year group in order to limit transmission. The staff supervise their own bubbles.	low	yes
Social Distancing and Bubbles- Covid-19 transmission	All staff and children	Staff and children should try to keep at a safe distance from one another where possible. The recommendation for adults is 2m+ apart where possible and older children should be encouraged to keep apart. Children will remain in their small groups (Bubbles) but for the Summer term, bubbles will be in class groups with numbers up to 24 pupils in a class bubble. Within each Year group, children should sit with children from their own class and use the same desk daily where possible. Year group bubbles will be able to mix when needed in order to access the curriculum and during playtime breaks in the playground. The different year group bubbles should be kept apart. For the younger groups, it will be acceptable for them not to distance within their group. Siblings may be in different bubbles because of age differences but we have ensured that twins have been kept in the same class bubble.	low	yes

		Whole school assemblies will still need to be avoided. The Head and JV will take Year group assemblies on a rota.		
Mixing Bubbles- Covid-19 transmission	Staff children	Staff who have children in school will not be able to look after them in their own classroom if they do not belong to the same bubble. Children who are in the Lower Junior department or EYFS will need to be supervised in an area that is not a designated school bubble. If the children are only able to be in a bubble that is not their own, clothes must be changed before returning to their own bubble and all areas and materials must be sanitised upon leaving the area.	low	Yes
SEND 1:1 Lessons Transmission of COVID-19	SEND Staff and children	All 1:1 lessons will be timed and will not exceed 14:59 minutes without a break. Staff to wear a mask at all times and a shield where possible. Only children from the same bubble will be taught on the same day. All surfaces are sanitized between children. SEND teachers collecting children may use the stairs that are closest to the SEND department to avoid the busy year 2 and Reception corridors.	Low/medium	Yes
Music lesson - singing Transmission of Covid-19 with new variant	Staff and children	Singing during music lessons must be kept to a minimum to reduce the transmission of the virus. Children may be able to sing in groups no more than 5 at one time. Teacher must be facing in another direction, use mask and shield and sneeze screen for increased protection. Singing lessons outdoors are recommended.	low/medium	Yes. To wear 1 PPE and use sneeze screen

<p>Movement around the school - social distancing- Covid-19 transmission</p>	<p>Pupils</p>	<p>All classes will be attending lessons in the subject rooms. Children should not congregate outside the rooms and should enter as quickly as possible to avoid transmission. Whilst in transition, the tables need to be sanitised between all lessons. TA or teachers can do this, depending on who is escorting the children to their next lesson. All pupils and staff need to wash or sanitise hands when leaving and re-entering a new room. Classes attending these lessons need to be collected and returned by the teacher/TA taking them for that lesson. Timings will need to be respected leading to possibly very slightly shorter lessons. EYFS and KS1 teachers will need to take and collect their classes themselves.</p>	<p>Low</p>	<p>Yes</p>
<p>Movement around the school - social distancing- Covid-19 transmission</p>	<p>Staff</p>	<p>Some subject teachers will teach different classes and will adhere to social distancing avoiding face to face contact with pupils and other staff and stay where possible 2m away. For younger pupils this may not be possible. When we return to full opening, Subject Teaching will be reviewed with time breaks.</p>	<p>Low</p>	<p>Yes</p>
<p>Movement around the school - social distancing- Covid-19 transmission</p>	<p>Staff and pupils</p>	<p>Children and staff will adhere to the ONE WAY system in the stairwells.</p>	<p>Low</p>	<p>Yes</p>
<p>Measures in classroom - Social distancing- Covid-19 transmission</p>	<p>Staff and pupils</p>	<p>All children will need to stay at the same desk or table, as much as possible (Nursery children and Reception may have more of a free flow within their 'bubble'). For whole class teaching, children in EYFS and KS1 may sit on the floor area as long as they are all forward facing and sitting 1m behind the children in the line in front of them.</p>	<p>Low</p>	<p>Yes</p>

		<p>Face to face contact must be avoided and contact time within 2m must be kept to a minimum where possible.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs.</p> <p>Make small adaptations to the classroom to support distancing where possible. This should include seating pupils side by side and facing forwards.</p>		
ASC Measures in classroom - Social distancing- Covid-19 transmission	Pupils and staff	<p>Children sanitize upon entering the room.</p> <p>Each will try to sit at the same desk as much as possible and all the desks will be sanitized.</p> <p>Children sit in their class bubbles and children belonging to the room being used should sit at their own desk.</p>	low	yes
After School Activities (ASA) Covid-19 transmission	Pupils and staff	<p>ASA are resuming in bubbles.</p> <p>All social distancing and H&S precautionary measures apply.</p> <p>Dismissals will take place in the playground.</p> <p>If the same areas are used for several clubs, sanitising of equipment/furniture will take place.</p>	low	yes
Furniture and classroom materials	Pupils and staff	<ul style="list-style-type: none"> ● All soft furnishings are removed and stored away. ● All materials used by the children in terms of toys and shared apparatus are to be cleaned/sprayed regularly ● Board games and card games should be limited and cleaned between each use and not to be shared with other bubbles even within the year group. ● Furniture should be wiped regularly, the school cleaners will conduct a thorough clean of all furnishings each day. ● Daily cleaner on site ● Each child should be given their own set of materials required throughout the day (pencil, ruler, rubber etc...) for their sole use, where possible. The materials will need to stay on their 	Low	Yes

		<p>table or inside their desks. (applicable to Lower and upper Juniors)</p> <ul style="list-style-type: none"> • If children have pencil cases in their desks, they may bring them to their lessons. • If communal pencils/equipment is used by pupils, it needs to be sprayed with sanitizer before handed to other pupils. • Nursery equipment (pencils etc...) will need to be sprayed. 		
Staffroom - social distancing Covid-19 transmission	Staff	<p>The staffroom will be open to no more than 6 members of staff for breaks and PPA.</p> <p>The staffroom will be accessible for making refreshments/hot drinks/microwave exceeding the above number of 6.</p> <p>Staff are encouraged to continue to find an empty room for breaks and can only be in the presence of another member of staff if they belong in the same bubble making sure that they are socially distanced if using a music cell or another small room.</p> <p>Staff will adhere to the 2m + social distancing rule as much as possible.</p>	Low	Yes
Staff meeting - Social distancing Covid-19 transmission	Staff	<p>All staff meetings are to be conducted via Zoom.</p> <p>As stated above: If teachers/TAs/Admin/Premises staff need to meet with any other member of staff, the meeting must not exceed 10 minutes and a distance of over 2.5m must be kept at all times. Only 1:1 meetings will be permitted.</p> <p>If staff need to communicate anything to SLT or SK, to meet with CM first, then BC and lastly SK.</p> <p>Adults will need to continue to remain at least 2m apart where possible.</p>	Low	Yes

Health and Safety check for social distancing and good hygiene	All staff and pupils	SK and CM will continue to conduct regular checks around the main building, New House and outdoor spaces to ensure that the information and requirements in this RA are being adhered to. SK and CM to meet weekly to review the COVID precautionary measures.	Low	Yes
Staff and pupils' travel to school - social distancing and public transport	Staff and pupils	Staff and pupils are encouraged to travel to school on foot or by cycling. Where not possible and public transport needing to be used, each individual will need to adhere to social distancing rules (2m) and to wear a face covering. Wash hands upon arrival and have temperature checked.	Low	Yes
Bags and personal items from home - transmission	Pupils and staff	Pupils and staff may bring bags from home, bringing in essential items only. To be clear, no other items must be brought in from home such as toys (soft or other), activities and games, books, stationary or paper.	low	yes
Reading books, records and spelling books to and from school/home transmission	Reception, KS1 and KS2 Pupils and staff	Reception, year 1 and year 2 take their book bags home over the weekend and return them to school on Monday where they are quarantined for 48 hours.	low	yes

Risk of coronavirus infection spreading to children and staff at school	Pupils and staff	<ul style="list-style-type: none"> ● Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. ● A daily cleaner will continue to be present throughout the day to clean communal parts of the school. ● Daily morning temperature checks for all staff and pupils at the start of the day. ● Members of staff will be in their allocated indoor places and will use Thermoscan thermometers ● Any staff member or pupil who is found to have a high temperature (37.8°C) should not be allowed into school (or be taken to the Nurse's room for an assessment and will need to get tested for Covid-19) ● On a daily basis, teachers are to share key information with children about hygiene. ● 'Catch it, Bin it, Kill it' poster and handwashing video made available https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/ and explain posters via IWBs: https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1 https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1 ● Pupils, students, staff and visitors should wash their hands: before leaving home, upon arrival at school, after using the loo, after breaks and sporting activities, before food preparation, before and after eating any food, including snacks and before leaving school. ● Staff need to continue to remind pupils to wash their hands or use hand sanitizer regularly and between each lesson. They will not send children in groups more than 2 to use the loos ● Soap and water is as effective if not more effective than using sanitisers. (Hot water is not necessary) 	medium	yes
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		<ul style="list-style-type: none">• Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin, and wash their hands• All classroom/teaching room bins need to have lids/covers• If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. (it is noted that there are bins provided all around the school)PPE made available for staff.• If tissues are unavailable, they should cough and sneeze into the crook of their elbow.• Instillation of more hand sanitisers around the entrances and exits as well as in all the classroom.• When soap/sanitizer runs out, the teachers are to ask the premises team to replenish the containers.• 3 free standing water hand-washing stations have been added to the Yr3/1, Yr 5 and Yr 6 landings. These are to be refilled by the premises team and used regularly by staff and children. They are for handwashing only.• Check with Lee for ordering more sanitising gels and boxes of tissues (Nurse Freya has a supply)		
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<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ● Child/ Adult is sent to the Nurse who will assess them ● PPE to be worn. ● Call the parent (if a child) or discuss with the adult and explain reasons for suspicions of exposure and ask for the parent to come to school and collect the child. Ensure parent / adult has contacted NHS111 for further advice ● Call for Nurse Freya who will assess the situation who may call 999 if they are seriously ill or injured or their life is at risk. ● They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. ● They will be kept in a separate room until someone can collect them from the Medical room. ● If they need to go to the bathroom whilst waiting for medical assistance, they should use the Nurse's loo that can be sanitised after use. ● They will need to get a test and inform the Headteacher ASAP. 	<p>medium</p>	<p>yes</p>
<p>A case of COVID-19 (pupil or school adult) is suspected at our settings.</p>	<p>Pupils and staff</p>	<p>Follow the above procedures. Seek advice from Public Health England. Follow the Government's latest procedure of Test and Trace.</p>	<p>Medium</p>	<p>yes</p>

<p>A case of COVID-19 (pupil or school adult) is confirmed at our settings.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> ● Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken and follow the Test and Trace procedures. ● An assessment of the school premises will be undertaken by the Health & Safety Adviser, Nurse and SLT. ● Head to contact the Chair of Governors. ● Advice on the management of pupils or students and staff will be based on this assessment. ● Health & Safety Adviser, Nurse and SLT will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. ● Advice on cleaning of communal areas such as classrooms and loos will be given. ● The Bubble in which the infected person was in and any other bubble that may have come into direct contact with him/her will be sent home and asked to isolate for 14 days. ● Parents will be contacted as soon as a positive test has been confirmed. 	<p>Medium /high</p>	<p>yes</p>
<p>Presence of signs of any other illness symptoms including gastric issues, vomiting, diarrhea, sore throat, sore ears</p>	<p>Staff</p>	<p>The person in question will be asked to go home and will need to follow up by booking a CoronaVirus test as soon as possible in order to rule out any concerns in connection with Covid-19.</p>	<p>Low</p>	<p>Yes</p>

Testing negative for Covid-19	Pupils and staff	<ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. 		
Testing positive for Covid-19	Pupils and staff	<ul style="list-style-type: none"> • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 	low	yes
Travelling back to the UK from abroad - risk of infection of Covid 19 via travel and close contact with carriers in aeroplanes and airports	Children and parents	<p>When travelling back from another country, parents must check the latest quarantine guidance to determine what the quarantine procedures are. https://www.gov.uk/travel-abroad.</p>	low	Parents have a duty to inform the school as they have been informed of this procedure via email

School, access to the building	Staff	<ul style="list-style-type: none"> • Hand washing, temperature checks and PPE to be collected upon arrival from the office area as they arrive. Face masks must be worn in all areas of the school (in class and all communal areas) • If a visor is worn, it must be worn with a mask. A visor alone is not deemed as being as protective as a mask on its own. 	low	Yes
Return to school, access to the building and arrivals/dismissals	Pupils and parents	<ul style="list-style-type: none"> • Staggered arrivals and dismissals for all year groups: <p>Nursery (Nursery gate) Drop off: 8.50 Pick up: 3.00</p> <p>Reception (Terrace upper and lower) Drop off: 8.30 Pick up: 3.15</p> <p>Yr 1 (Nursery Wall) Drop off: 8.30 Pick up: 3.15</p> <p>Yr 2 (raised area) and Yr 3 (Astro) Drop off: 8.50 Pick up: 3.45</p> <p>Yr 4 and Yr 5 (Nursery wall) Drop off: 8.45 Pick up: 3.40</p> <p>Yr 6 (Astro)</p>	Low	Yes

		<p>Drop off: 8.30 Pick up: 3.30</p> <p>The gazebos in the “car park” area will be spaced out to allow for parents to socially distance if their child has not yet arrived for collection.</p> <ul style="list-style-type: none">● Daily morning temperature checks for all staff and pupils at the start of the day.● Any child found with a temperature exceeding 37.8C will be sent home after Nurse Freya has been called over to speak to the family.● 7 members of staff will be checking temperatures and will use 7 ThermoScan thermometers● The Nursery children and parents will go the long way around to access the Nursery playground, signaled by barriers. Parents will leave the same way, practising social distancing as it is a large area.● All other teachers will be waiting in the areas named above or teachers will send the children, as they arrive, in bubbles into the building where temperatures will be taken at the bottom of the stairs (this is to avoid queues outside in the playground).● Parents will leave them at the barriers and leave the playground through the vehicle gates, promptly. (Except Yr 6)● Yr 6 will say goodbye to their parents at the main gates and enter the building via the office and to go straight up to their classrooms following the ONE WAY system● They will need to use the hand sanitizer before they go to their classrooms.		
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Leaving school and dismissals	Pupils, staff and parents	<ul style="list-style-type: none"> ● All children have to be prepared with all their belongings including drinking bottles. ● No child/carer will be able to re-enter the building after dismissal. ● Once classes are in dismissal spots at their allocated times, children with bikes and scooters will be sent to collect them quickly before parents are let in, before returning to dismissal lines. 	low	Yes Dismissal will continue to be reviewed day by day.
One Way System Avoid Bubbles crossing	Pupil Bubbles and staff	<p>A One Way System for entering the building from the playground and exiting the building to go into the playground is in place and the following doors and staircases need to be used:</p> <ul style="list-style-type: none"> ❖ Entering the building via the doors by the Art Room. The staircase is for going up the building. (Yr 6 Bubbles will then use the bursary corridor to find the last flight of stairs. Yr 6 Bubbles will take turns on the last flight of stairs and are always led by an adult.) ❖ Exiting the building via the doors by the Music Room. The staircase at that end is for going down the building to the lower floors. (Yr 6 Bubbles will take turns on the last flight of stairs and are always led by an adult.) ❖ All Bubbles will take turns in order not to cross or join. <p>Signage is in place on the playground doors and on the floors/stairs in the form of arrows to show direction.</p> <p><i>All bubbles need to be led by the Form Teacher/TA. No Bubbles are to be sent unaccompanied.</i></p> <p>The year 6 Bubbles are at risk of crossing on the last set of stairs on the top floor. It is down to the adult leading the group to assess the</p>	Low	Yes All staff are to assist with the One Way System.

		situation and to hold their Bubble until the other Bubble is back in class or further down the stairs.		
Games lessons - Transmission of Covid-19	Staff and pupils	Games lessons will take place on site. PE staff to collect children from the classroom, but not to enter the class. Games will resume in Victoria Park for the summer term.	low	Yes
Swimming lessons at York Hall Transmission of Covid-19 Possibility of drowning	Staff and pupils	Swimming lessons continue to be suspended until further notice Children from yr 1 upwards have had swimming lessons that ended in March 2020. Children will not be put into a situation where they will be exposed to deep water under the supervision and responsibility of school staff. If the children are taken to Victoria Park, they will stay at a safe distance from the lake/pond.	Low	Yes
PE office	PE staff	Where possible, avoid being more than 2 staff in the PE office. The hall can be used for breaks if not in use.	Low	Yes
PE Injury	Pupils	Correct materials for age groups will be used. First Aid and call Nurse Freya.	Low/medium	yes
PE staff - transmission	Pupils	PE staff will be working across the school. Where possible they will stay in as few Bubbles as possible. Bubble closure procedures will apply.	Low/medium	yes
PE equipment - transmission	Pupils and staff	PE staff will clean all PE equipment between uses within different year groups. Drills instead of games and matches	Low	Yes
PE and Games	Pupils and staff	UJ games will take place in Victoria Park. Each year group will send their smaller group (either girls or boys) And the larger group will stay onsite.	low	This improves the ratios

		It will mean, as usual, that teachers will need to be flexible with their planning and adapt.		
Transmission via laptops and staff personal space	Staff	Staff can only use their own laptop. If possible, form teachers will provide a separate area for visiting teachers to sit/teach/work. If an area has been used, it must be sanitised after use.	Low	Yes
ChromeBooks and ICT suite computers and keyboards/ screens Transmission	Pupil and staff	All Chromebooks and computers need to be disinfected before use (for added precaution) and especially after every use.	low	yes
Measures in classroom - Teachers' desk and chairs - Covid-19 transmission	Staff	When staff are using another classroom other than their own, either for teaching or for PPA, they must avoid sitting in the Teachers' office chair (soft furnishing) or at the teachers' desk in order to reduce transmission. If this is not at all possible, they should try and use a plastic chair and if the desk is used, it needs to be sanitized before leaving the area. The same applies when sitting at a pupil's desk, it needs to be sanitized.	low	Yes
Measures in classroom - Using school phones - Covid-19 transmission	Staff	If any member of staff needs to use a phone that is not their own, they need to sanitize their hands before and after use and use a face covering whilst on the phone. Telephones need to be sanitized regularly.	medium	Yes, sanitizer and disinfectant available in all rooms.
Vulnerable person (including pregnant person)	Staff	There are separate Risk Assessments for each individual. At the beginning of the Spring term, each person on the vulnerable person list has been contacted by Conti Moll in order to ensure that they are comfortable with all the precautionary measures put in place and if there is anything more that the school can do to support them and meet their needs. Ongoing.	Low/medium	Yes, see separate RAs

Peripatetic lessons - transmission due to close contact	Pupils and Peripatetic staff	Peripatetic staff will return to teach the children face to face following social distancing rules and use of PPE.	low	yes
Occupational Therapy and Counselor sessions Transmission of Covid-19	Pupils and visiting staff	1:1 sessions will return to face to face sessions following social distancing rules and use of PPE.	low	yes
Interviewing external candidates Transmission of Covid-19	Staff and pupils	All interviews will be conducted via Zoom Lesson observations will be postponed until further Government guidance.	low	yes
Playtime supervision Injury	Pupils	Timetabled with TA supervision. First aid and call Nurse Freya who has a first aid tent in the Transmission of Covid-19 playground by the “in stair”	low	yes
Lunch time supervision and social distancing	Pupils	<ul style="list-style-type: none"> Nursery: fruit platters will continue to be delivered, Nursery staff will hand out fruit using gloves and children will use green tissues for multiple pieces of fruit. <p>Reception, years 1, 2, 3, 4, 5 and 6 will have lunch in the dining hall adhering to the following times:</p> <p>Monday, Tuesday, Wednesday, Friday</p> <ul style="list-style-type: none"> 11.45 - Nursery - in the Nursery 12.00 - Reception 12.10 - Year 1 12.20 - Year 2 12.30 - Year 3 12.40 - Year 4 12.50 - Year 5 1.00 - Year 6 <p>Thursday: Earlier lunch as the Nursery has dance at 1.30.</p> <ul style="list-style-type: none"> 11.45 - Nursery - in the Nursery 	low	yes

- 11.50 - Reception
- 12.00 - Year 1
- 12.10 - Year 2
- 12.20 - Year 3
- 12.30 - Year 4
- 12.40 - Year 5
- 12.50 - Year 6

Each year group will stick to the same side of the hall. If facing the servery children will sit either on the left or the right.

Reception - right

Year 1 - left

Year 2 - right

Year 3 - left

Year 4 - right

Year 5 - left

Year 6 - right

There is a one way system in the hall. **ENTER** using the doors by the science lab and **EXIT** using the doors by the office area. There will be 2 stations by the exit for emptying trays, one on each side to be used by the group on the same side.

- Lunch is served between 11.45 and 1.30
- Children will make their choice of lunch
- Teacher and TAs will take lunch orders from the children and communicate them to the kitchen via the Google Docs sent by JV
- Staff will need to wear gloves to serve food
- Children and staff will wash their hands before and after eating.

		<ul style="list-style-type: none"> • Lunches will be delivered to the Nursery where children and teachers will eat their lunch. • Subject teachers, TAs and all other staff will be able to collect their lunch from the servery. • If used, non disposable Cutlery will be collected in boxes and returned to the kitchen, all other items will be disposed of. 		
Decreasing the risk of contracting Covid-19 during playtime	TAs/staff on duty	<ul style="list-style-type: none"> • As a result of the increased amount of time spent outside when staff are on playground duty, there is a decrease in the risks involved in contracting Covid-19, therefore making it safer for staff. • There is consistency throughout the week with the staff supporting the same year group bubbles. 	low	yes
Decreasing the risk of contracting Covid-19 during MUSIC lessons	Pupils and Staff	<p>Anyone who enters the Music room must use hand sanitizer before handling any equipment or pieces of furniture. At the end of the lesson, hand sanitizer must be used again upon exiting. Use the one-way system: ENTER the music room from the playground door and EXIT the music room via the door that leads to the stair/ICT suite.</p>	low	yes
Decreasing the risk of contracting Covid-19 when using the ICT SUITE	Pupils and Staff	<p>Anyone who enters the ICT suite must use hand sanitizer before handling any equipment or pieces of furniture. At the end of the lesson, hand sanitizer must be used again upon exiting.</p>	low	yes
AIR CONDITIONING - transmission of Covid-19	Pupils and Staff	<p>Air-conditioning units can be used. All windows must be kept open. All doors must be kept open where possible.</p>	low	Yes
Dedicated transport - School buses and travel to school - transmission of Covid-19	Pupils and staff	<p>As a result of not being able to adhere to class and year group bubbles and social distancing due to the size of the mini buses, Gatehouse is currently unable to offer the bus service to pupils.</p>	medium	Yes, the bus service has been suspended

Brought in food- Cross contamination (for instance birthday cakes)	Pupils and staff	<ul style="list-style-type: none"> • All food brought in from off premises must be from a catering organisation that follows all Health and Safety procedures and have their own Risk Assessment. • All products must be nut free and have a list of ingredients • An email has been sent to all parents explaining the above. • A safe suggestion for cakes is from https://www.justlovefoodcompany.com/ this company offers free from nuts available at most leading supermarkets. • If a label says “not suitable for nut allergy sufferers” the cake must not be given out. • If there are any doubts, please see Conti Moll 	low	yes
<ul style="list-style-type: none"> • Breakfast Club • After School Club • After School Activities Transmission of Covid-19	Pupil and staff	These services have been suspended until further notice.	low	yes
Holiday Club provision Transmission of Covis-19 Mental health	Pupils and staff	Gatehouse will be running Holiday Club during the Summer break. TBC.	Low/medium	TBC
Prospective parents/pupils tours Transmission of Covis-19 Taster Days	Staff	Prospective parents/pupils tours will resume after school hours and with social distancing in place. All parties will wear a face covering and sanitize when entering and exiting the building. Taster Days for pupils have resumed.	Low	yes
SEND and dysregulated children	Pupils	<ul style="list-style-type: none"> • Keep an eye out for those who may be worried about their parents who are Front Line Workers. 	low	yes

Review will take place if issues have been flagged up in the evaluation.

Date of Risk Assessment: 16.07.20	Name of document:	4 - RISK ASSESSMENT FOR COVID -19 Full Opening September 2020
Reviewed: 19.08.20	Name of document:	4 - RISK ASSESSMENT FOR COVID -19 Full Opening September 2020
Reviewed: 30.08.20	Name of document:	5 - RISK ASSESSMENT FOR COVID -19 5th November Lockdown
Reviewed: 03.01.2021	Name of document:	6 - RISK ASSESSMENT FOR COVID-19: Schools and childcare Settings: Return in January 2021
Reviewed: 05.03.2021	Name of document:	6 - RISK ASSESSMENT FOR COVID-19: Schools and childcare Settings: Return in January 2021
Reviewed: 18.04.21	Name of document:	7 - RISK ASSESSMENT FOR COVID-19: Schools coronavirus (COVID-19) operational guidance: return 19th April 2021

