



**RISK ASSESSMENT FORM - REOPENING OF THE SCHOOL**


<b>Assessors name:</b> Senior Leadership Team (SLT)	<b>Date of Assessment:</b> First assessment 21/8/2020  UPDATE 2/9/2020  Further update – 8/9/2020 – revised drop off/ collection procedures  Update – 16/9/2020 – Visitors and curriculum  Update – 21/9/2020 – Confirmed case guidance – PHE – 0800 046 8687 (select option 1)  Update – November 4 <sup>th</sup> 2020 – National restrictions from 5/11/2020	<b>Activity/Task:</b> Full School reopening – September 2020
<b>Directorate:</b> Education	<b>Service:</b> Schools <b>Group:</b>	<b>Headteacher:</b> Petra Back

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Actions by whom & when	Implemented Y/N
Exposure to COVID-19 in School and to wider School Community	School Staff/Teachers/Parents/Visitors to School	SLT to check latest Government guidance on a weekly basis.  Good handwashing technique taught to pupils and staff.  Handwashing: (very useful resource with video to show/demo for children)	Risk Level: 8	Messages/current guidance to be reinforced and shared with staff regularly	SLT	Yes  Early Autumn – All classes taught hygiene in individual class assemblies

		<p><a href="https://www.nhsggc.org.uk/kids/life-skills/self-care/going-to-the-toilet/hand-washing/">https://www.nhsggc.org.uk/kids/life-skills/self-care/going-to-the-toilet/hand-washing/</a></p> <p>Staff and pupils to wash hands more frequently including:-</p> <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and activities</li> <li>• before food preparation</li> <li>• before eating, including snacks</li> <li>• before leaving school</li> <li>• After coughing or sneezing</li> <li>• Sanitiser can be used but should not be a replacement for good hand washing.</li> </ul> <p>Regular checks made to ensure a good supply of soap and paper handtowels are available at hand washing areas and toilets. Hand sanitisers to be used and supplied in every classroom.</p> <p>Coughs or sneezes should be caught in a tissue. Tissues and bins to dispose of tissues provided. Bins to be emptied lunchtime and straight after school by Site Team.</p> <p>Students dropped off and collected - Parent/carer not to enter the building.</p> <p>Nursery/reception/ year 1 children will follow a 1-way system when collecting/ dropping off children. Year 2 children will enter through the breakfast club door. KS2 children via the side KS2 gate (parents not allowed beyond the gate)</p> <p>Parents/carers reminded to observe social distancing when collecting and dropping pupils to and from. Staggered start/finish to reduce population on school premises.</p> <p>Regular cleaning schedule in place including spot cleaning of highly used areas e.g. handles, toilet areas (enhanced cleaning)</p>		<p>Teachers and LSA's to get children in a good routine of washing hands. Demo given to those who need it i.e. youngest year groups.</p> <p>Show video on suggested website/ use poster for children to refer too.</p> <p>Site team/cleaners to check to ensure that we hold sensible quantities in reserve</p> <p>1-way system in place – information shared with parents in letter correspondence (18/8/2020)</p>	<p>Class teachers</p> <p>Site manager/ cleaners</p> <p>Site manager/ cleaners/ class teachers/ LSA/ middays</p>	<p>Enhanced cleaning in place – ongoing</p> <p>Regular communication with parents (text/emails – reinforcing site rules/ expectations)</p>
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Suspected case of COVID-19 in School	School Staff/Teachers/Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature/ loss of taste or smell) then they should go home and follow the Government guidance on staying at home</p> <p>Guidance received from Thurrock LA – 1/9/2020 – current advice (See attached Appendix 1)</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use (SCHOOL OFFICE or MEETINGS ROOM – wherever is deemed safest at the time).</p> <p><b>UPDATE 17/9/2020 - If a confirmed case of COVID-19 is declared to the school, 0800 046 8687 – selecting option 1.</b></p> <p><b>Open hours:</b></p> <p><b>Monday to Friday 8am – 6pm</b> <b>Saturday &amp; Sundays 10am – 4pm</b></p> <p>(This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority)</p> <p>Recommended to also inform your Local Authority of a positive case within the setting (Thurrock Local Authority Public Health Team 07872009842 or 07748048612)</p> <p>Full PPE gear to be worn by any adult supervising a child with suspected COVID 19.</p>	Risk Level: 9	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. (SCHOOL OFFICE or MEETINGS ROOM – next to staff room)</p> <p>An adult should be asked to go home immediately</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area.</p>	<p>Member of First Aid team (Qualified first aider)</p> <p>Site manager/ Academy manager to organize</p>	Yes

		Need to make sure all PPE gear is disposed of appropriately after.				
Emotional well-being of children	Mental health of children	<p>Many children will return to school anxious – as an academy we have planned for as minimal changes as possible in order for children to feel as comfortable and happy as is possible during this challenging time.</p> <p>Miss Marianne Cartwright – Inclusion Manager/ Designated mental health specialist will be available to support children as will the designated class teacher/ LSA/ senior leadership team.</p> <p>Parents can contact the class teacher (telephone or email to discuss any concerns they have for their child’s well-being).</p>	Risk Level 9	<p>All children to be closely monitored by staff members and support given where needed.</p> <p>Possible Local authority support referrals made by safeguard lead if threshold met.</p>	<p>Class teacher/ LSA/ SLT</p> <p>DSL/ inclusion manager.</p>	Autumn term – whole school focus on mental health and well-being
Before school Risk of infection	<p>All members of our school community.</p> <p>Risk of sharing infection.</p>	<p><b>Before school</b></p> <p>Staggered start/finish times to reduce population on school site:</p> <p>School gates will open at 8.40am</p> <p>8.40am      Surnames A - K</p> <p>8.55am      Surnames L – Z</p> <p>9.05am      } 12.00pm    } All nursery children</p> <p>We will also urge parents not to gather at the entrance gates or classroom doors and not to enter the classrooms.</p> <p><b>Your child/ren must stay parents/carers at all times.</b></p>	Risk Level: 8	<p>Members of the SLT to be vigilant around the building checking that parents are adhering to safety measures in place.</p> <p>Should a parent wish to discuss any matter with the class teacher, they must make contact via email or telephone call.</p>	SLT	Yes covered in correspondence sent out on 18/8/2020

		<p>MINIMAL CONTACT WITH THE CLASS TEACHER – quick messages etc acceptable - any prolonged interaction via email/ phone call</p> <p>Nursery/ reception &amp; year 1 children to be dropped off via the 1-way system in place (entry through KS1 gate and exit via the nursery gate)</p> <p>Year 2 children dropped off via the Breakfast club door (Small hall entrance)</p> <p>KS2 children enter via the KS2 gate entrance.</p> <p><b>BREAKFAST CLUB</b> – will commence on September 1<sup>st</sup> 2020 – children to be dropped of at the ‘Breakfast Club’ entrance (as per normal) – children will be separated in Key Stages on arrival. (see below for further details)</p>		<p><b>8/9/2020</b> – revised plan – Reception children to be dropped off/ collected via the main playground (KS2) – much larger space for social distancing/ less crowding within KS1 1-way system</p>		
<p>Breakfast club (7.45am – 8.45am)</p>	<p>All members of our school community.</p>	<p><b>Breakfast Club</b></p> <p>On arrival parents will sign the children in outside and on the table provided – Hand sanitizer on table to be used by the parents</p> <p>Children once inside will sanitize their hands.</p> <p>KS1 pupils to leave bags in the small hall KS2 pupils to leave bags in main hall</p> <p>Both KS1 &amp; KS2 children allocated separate tables to avoid mixing</p> <p>Main hall is separated into 2 halves – KS1/KS2 split to avoid mixing.</p> <p><b>Toilets:</b></p> <p>KS2 to use yr5/6 toilets KS1 to use yr3/4 toilets</p>	<p>Risk level: 8</p>	<p>Hand sanitizer on the outside signing in table (parents)</p> <p>Children to hand sanitize on arrival and encouraged to throughout</p> <p>Enhanced cleaning - Site manager to clean high touch areas at 8.45am (both year 5/6 and ¾ toilets)</p>	<p>Academy Manager – Beverley Burgees to oversee breakfast club</p>	<p>Yes – ongoing review</p> <p>As of September 2020 when children return.</p>

		IPADS – Thursday/Friday – cleaned prior to use and after use by staff member so that they are hygienically clean.				
After school Risk of infection	All members of our school community.  Risk of sharing infection.	<p><b>After school</b> Parents are requested to social distance from others when on the school site in order to reduce any transmission risk.</p> <p>Leaving times will be staggered in order to minimise population on school site.</p> <p>3.05pm      Surnames A - K</p> <p>3.15pm      Surnames L – Z</p> <p>12.00pm                  All nursery children</p> <p>3.00pm</p> <p>We will also urge parents not to gather at the entrance gates or classroom doors and not to enter the classrooms.</p> <p><b>Your child/ren must stay with you at all times.</b></p> <p><b>NO DIRECT CONTACT WITH THE CLASS TEACHER – if you need to speak to the class teacher, please ring or email.</b></p> <p>Nursery/ reception &amp; year 1 children to be collected from their classrooms via the 1-way system in place (entry through KS1 gate and exit via the nursery gate)</p> <p>Year 2 children collected via the Breakfast club door (Small hall entrance)</p>	Risk Level: 9	<p>Members of the SLT to be vigilant around the building checking that parents are adhering to this safety measure.</p> <p>Should a parent wish to discuss any matter with the class teacher, they must make contact via email or telephone call</p> <p><b>8/9/2020 – revised plan – Reception children to be dropped off/ collected via the main playground (KS2) – much larger space for social distancing/ less crowding within KS1 1-way system</b></p>	SLT	Yes – communicated in correspondence 18/8/2020 and updates throughout Autumn term 1

		<p>KS2 (years 3-6) please wait as normal, on the key stage 2 playground and leave promptly.</p> <p>Please note – children <b>MUST NOT GO TO OTHER CLASSES</b> to meet siblings. Parents/carers must collect from their class only.</p> <p><b>NO EXTRA-CURRICULAR CLUBS</b> (to be reviewed early in Autumn 1 – ongoing review) -</p>		<p>Reviewed on a club by club basis.</p> <p>October 2020 – Yr6 study club commences – only year 6 and in own classrooms (Tuesdays only)</p>		
<p>During the school day</p> <p>Risk of infection</p>	<p>Pupils and staff</p> <p>Risk of sharing infection.</p>	<p><b>Throughout the school day</b></p> <p>Pupils to use hand sanitisers on entering the classrooms and when leaving (or hand washing) – children will be taught the importance of doing so and given the opportunity to regularly clean their hands (20 second hand wash cycles)</p> <p>Children will also be taught/ reminded about the 'catch it, bin it, kill it' hygiene practice (tissues will be available in each class)</p> <p>Hygiene will have the utmost priority and hand sanitiser will be present in all classes – cleaning kits will be in each class for regular cleaning by class staff team.</p> <p><b><u>GROUPINGS: in school groupings</u></b></p> <ul style="list-style-type: none"> <li>- <b>Nursery/ Reception</b></li> <li>- <b>Key Stage 1 (Years 1 &amp; 2)</b></li> <li>- <b>Lower Key stage 2 (Years 3 &amp; 4)</b></li> </ul>	<p>Risk Level: 9</p>	<p>Members of the SLT to ensure that staff are wearing the appropriate PPE. Not recommended by the DfE</p> <p>SLT to monitor the school in order to enforce this risk assessment</p> <p>Ipads/ computers cleaned/ wiped after use</p> <p>Staff to keep children in their designated areas/ learning spaces as much as possible.</p>	<p>SLT</p> <p>ALL staff responsible for the well-being of children and reinforcing this risk assessment</p>	<p>Yes</p>

		<p>- <b>Upper Key Stage 2 (Years 5 &amp; 6)</b></p> <p>There is no requirement for pupils to wear PPE</p> <p>- <b>Wearing of masks = UPDATED 4/11/2020 – (only worn by adults &amp; children aged 11 and above – not primary)</b></p> <p>Classrooms organised to support as minimal contact as is possible – classroom layouts will support safe learning.</p> <p>Windows to be opened to maximise ventilation (when/where possible).</p> <p>As much as possible – we will limit the amount of movement around the academy.</p> <p>Social distancing – the government guidelines recognises that this is not always possible for staff, however, staff advised to sensibly avoid close face to face contact.</p> <p>SEND – Children with SEND and complex needs should still <b>receive their support as normal</b>. The government states:</p> <p><i>'we recognise that younger children will not be able to social distance, and it is acceptable for them not to distance within their group'</i></p> <p><b>ALL TEACHERS/ STAFF CAN operate across the whole school (different classes/ year groups and groupings)</b></p>		<p>Primary School aged children/ staff – no statutory requirement for mask usage (11+)</p> <p>Marianne to arrange SEND support rota and deploy staff effectively to support SEND children (as per Government guidance)</p>		
<p>Breaktime</p> <p>Lack of social distancing and</p>	<p>Pupils and staff</p> <p>Risk of sharing infection.</p>	<p><b>Breaktime</b></p> <p>Staggered breaks should be at teacher discretion as and when there is sufficient space in their section of the playground</p>	<p>Risk Level: 8</p>	<p>Members of staff on duty to reinforce social distancing measures.</p>	<p>Class teachers/ LSAs/MDAs</p> <p>SLT to monitor</p>	<p>Yes</p>



<p>with it a greater risk of infection.</p>		<p>At Graham James Primary Academy we use a flexible break approach (no set time – teacher empowered to choose when their class would benefit from a 10 minute break in learning)</p> <p>When staff take classes out for flexible breaks they must consider if there are other classes outside already and avoid – especially if from different year groups.</p> <p><b>Designated play areas:</b></p> <p><b>Top playground – yrs 3 &amp; 4</b></p> <p><b>Bottom right playground – yrs 1 &amp; 2</b></p> <p><b>Bottom left playground – yrs 5 &amp; 6</b></p> <p><b>Outside yr6 classrooms – yr 6</b></p> <p>Children reminded about the importance of social distancing from other groupings (social distancing within own grouping is not necessary – as acknowledged by Government guidelines).</p> <p>Greater use made of the field whilst maintain social distancing at all times,</p> <p>End of breaktime, children line up sensibly in their designated line up area (class lines)</p>		<p>If field available (weather permitting – children can extend their 'zone' and further spread out (within their groupings)</p>		
<p>Movement around the school.</p> <p>Lack of social distancing and with it a greater risk of infection</p>	<p>Pupils and staff</p> <p>Risk of sharing infection.</p>	<p><b>Movement around the school</b></p> <p>Children will be extremely limited regarding movement around the school. On the rare occasion that they need to move around the school, children to ensure that they walk around the school in a sensible manner, keeping to the left side of the corridor at all times and</p>	<p>Risk Level: 8</p>	<p>Class teachers/ LSA/ MDA to supervise and monitor all movement around the academy</p>	<p>SLT</p>	

		maintaining a sensible distance between the person in front and the person behind.				
Lunchtime  Lack of social distancing and with it a greater risk of infection	Pupils and staff  Risk of sharing infection.	<p><b>Lunchtime</b></p> <p><u>Staggered lunch to minimise contact with other 'groupings' less contact with each other.</u></p> <p><b>Reception - 11.30am</b></p> <p><b>Key stage 1 – 11.40am - 12.45pm</b></p> <p>Yr1 – 11.40am to main hall</p> <p>Yr2 – 11.45am to main hall</p> <p><b>Key stage 2 – 12.15-1.15pm</b></p> <p>Yr 3 – 12.15pm to main hall</p> <p>Yr 4 – held in classes until the main hall is ready for them (space/ bubbles)</p> <p>Yr5 &amp; Yr 6 – go out with allocated MDAs and called in for lunch when the hall is ready.</p> <p>Pupils to wash/Sanitise hands before eating.</p> <p>Pupils to be seated at the dining room tables in their year groups.</p> <p>When outside – MDAs will reinforce social distancing with other year groups outside of their 'groupings' (those in different play zones/ areas). Children do not need to social distance within their own grouping.</p>	Risk Level: 8	<p>Staff to make sure lunches are staggered and follow the timings set.</p> <p>Sanitiser available in all areas</p> <p>If field available (weather permitting – children can extend their 'zone' and further spread out (within their groupings)</p>	<p>SLT</p> <p>Teachers/ LSA/ MDAs</p> <p>ALL STAFF</p>	<p>Yes – information sent out to MDAs and hard copy of classroom wall for reference</p> <p>Ongoing review</p>

		<p>The children must stay in designated areas at all times and not mix with other year groupings (MDA set for class – consistent MDA)</p> <p>If wet lunch – children to remain in class</p> <p>End of lunch – class teacher/LSA for each class will come and collect children from the playground</p> <p>First aid will be carried out in lunch time designated area by qualified first aider.</p> <p><b><u>Toilets during lunch time:</u></b></p> <p>Reception – to use year ¾ toilets  Yr1 &amp; 2 – To use KS1 toilets  Yr 3 &amp; 4 – To use lower KS2 toilets (ICT)  Yr 5 &amp; 6 – to Use upper KS2 toilets</p> <p>Enhanced cleaning - Site manager to clean high touch areas at the end of the lunch period across all toilets used.</p> <p>Hand sanitiser available to all returning from the toilet.</p> <p><b><u>Salad cart: (one visit rule)</u></b></p> <p>Reception staff to serve reception children  Yr1 staff to serve year 1's  Year 2-6 to self-serve using the tongs provided (of note – tongs changed after each year group)</p> <p><b><u>Serving trays:</u></b></p> <p>School dinner children to leave trays on tables and MDAs/ hall team will clear away trays to save unnecessary traffic/ movement (e.g. build-up of children waiting to clear trays)</p>		<p>Enhanced cleaning of high touch areas at the end of lunch.</p> <p>Catering team – to change serving tongs after each year group</p> <p>Trays to be cleaned by MDA/ hall team – Gloves available to staff when cleaning trays (hygiene)</p>	<p>Site manager</p> <p>Catering team/ MDAs</p> <p>MDA/Hall team</p>	<p>Autumn term review – new procedure in place</p>
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		<b><u>Tables/ seating – dining hall:</u></b>  After each year group, the tables and chairs are thoroughly cleaned by MDA/hall team – this means all surfaces are hygienically clean ready for the next year group. Also – all jugs and cups are changed for each year group.		Approved cleaning product used (Milton disinfectant) and disposable cleaning wipes.	MDA/ Hall team	
Morning assembly  Lack of social distancing and with it a greater risk of infection	Pupils and staff  Risk of sharing infection.	<b>Morning Assembly</b>  There will not be any assemblies or mass gatherings encompassing all children/ large groups.  Assemblies will be classed based, although there will still be themes provided/ whole school messages shared.	Risk Level: 4 (assemblies will not be happening)		SLT	Yes - NO ASSEMBLY  Own class assemblies can take place.
Staff breaks  Lack of social distancing and with it a greater risk of infection	Staff  Risk of sharing infection.	<b>Breaktime and lunchtime</b>  To allow staff to spread out more at lunchtimes – staff are advised to use additional spaces to relax. Staff can use the black leather chair area, their classrooms, corridor areas etc.  Classes will also have lunch at different times which will support fewer staff in the staffroom at one time.	Likelihood:  Consequence:  Risk Level: 8		SLT	Start or Autumn term – Staff made aware (continuation from 'Lockdown arrangements')
First Aid / illness  Risk of infection	Pupils and Staff  Risk of sharing infection.	<b>Additional Measures</b>  Any child displaying a temperature will be taken to the school office for parents to collect. (possible use of meetings room if needed)  As stated in the government guidance for full opening ((7/8/2020) – All schools must ensure	Risk Level: 9	New digital thermometers purchased and distributed  PPE supplied by academy to designated first aiders.	SLT	Yes

		<p>all staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>- Book a test if they or their child are displaying symptoms.</li> <li>- Staff and pupils must not come into school if they have symptoms, and must be sent home to self-isolate in they develop symptoms in school</li> </ul> <p>Anyone who displays symptoms of coronavirus (Covid-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>) or ordered by telephone via NHS 119.</p> <p><b>We will ask parents and staff to inform us IMMEDIATELY of the results of a test</b></p> <ul style="list-style-type: none"> <li>- <b>If someone tests negative</b>, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating and return to school.</li> <li>- <b>If someone tests positive</b> they should follow the 'Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection'</li> </ul>			Head Teacher/ Academy manager	
<p>Managing confirmed cases of coronavirus (Covid-19)</p> <p>Risk of school outbreak</p>	<p>Pupils and staff</p> <p>School &amp; local community</p>	<p>Managing confirmed cases of coronavirus (Covid-19) amongst the school community</p> <p>Graham James will take swift action if/when we become aware that someone has tested positive within the school community.</p>	Risk Level: 9	Head Teacher/ Academy Manager	Leadership teams	

		Graham James will contact the 'Local Health Protection Team' (The health protection team will carry out a rapid risk assessment and will guide schools on action needed to take)				
Pupil behavior  Risk of infection/ not able to keep a safe distance from others	Pupils and Staff  Risk of sharing infection.	Behaviour policy followed – updated for the 2020/2021 academic year	Risk Level: 9	Additional review at Autumn term 1 Governing Body meeting.	SLT / class teachers/ LSA's	Yes – Start of Academic year 2020/2021  On school website
Toilets  Risk of infection	Pupils and Staff  Risk of sharing infection.	<b>Toilets</b>  Site team to ensure toilets are being cleaned more regularly. High touch areas part of enhanced cleaning throughout the day.  Toilets to be used which are in designated areas – children instructed to only use these toilets.  Reception – own toilets Yr1 & 2 – KS1 toilets Yr3 & 4 – lower KS2 toilets (ICT suite) Yr5 & 6 – upper KS2 toilets (outside yr5)  Children must be encouraged to wash hands thoroughly and regular use sanitiser.  Staff to monitor toilet usage (only 1 allowed from each class at a time)	Risk Level: 8	Site manager – throughout the school day.	SLT  Site manager/ Academy Cleaners  All staff	Yes – ongoing reminders to children from class teachers/MDA
Exposure to COVID-19 in School	Pupils and Staff  Risk of sharing infection.	<b>Additional measures – pupils and staff</b>  In the event of a Fire Drill, pupils will be reminded to maintain social distances from children/classes outside of their groupings at all times and walk out sensibly and quietly. Use the line-up markers for each group	Risk Level: 8		SLT  Academy manager/ Site manager  All staff members	Yes

		<p>As of September 1<sup>st</sup> Children are to come into school wearing full school uniform.</p> <p>All children to be reminded to bring in their medicines, asthma pumps, on the day the school reopens. Please make sure they are clearly labelled with your child's name.</p> <p>Parents should avoid the school office where possible and contact the school by telephone or email. Emails will not always be answered but will be actioned. If a visit to the school office is unavoidable, please adhere to social distancing guidelines.</p>			Office staff	
Exposure to COVID-19 in School	<p>Parents and Staff</p> <p>Risk of sharing infection.</p>	<p><b>Additional measures – parents and staff</b></p> <p><b><u>The academy office will open – one person in the area at any time</u></b></p> <p>We will carry on communicating with parents via the school website, emails and phone calls. Should a parent have any queries, they can come into the school office – <b><u>1 at a time.</u></b></p> <p><b>Communicate through the glass window to reduce any transmission risk .</b></p> <p>Parents/carers can also use the school letterbox to drop off any notes/ information which you wish to share with the academy.</p> <p>Parents will not be able to see their class teacher in person. Again, should they wish to communicate, they must email or call the academy.</p>	Risk Level: 8	<p>Displayed on office main door – only 1 person allowed in the area at a time.</p>	SLT/ Office staff	<p>Yes – communicated in correspondence</p> <p>Parents evening communication via email/ phone or Zoom (November 2020)</p>

Those with specified health conditions	Staff	<p><b>Taken from the Government 'Full reopening document' (7/8/2020)</b></p> <p><b><u>Clinically vulnerable staff can return to school in September.</u></b> While in school they should follow the sector-specific measures to minimize the risks of transmission.</p> <ul style="list-style-type: none"> <li>- Good hand hygiene</li> <li>- Minimizing contact</li> <li>- Maintain 2m social distancing if possible, if not avoid face to face contact and minimize the time spent within 1m of others.</li> <li>- <b>People who live with clinically extremely vulnerable or clinically vulnerable <u>can</u> attend the workplace</b></li> </ul>	Risk Level: 9		Head Teacher/ Academy Manager	Ongoing review and guidance based on government.
Staff who are pregnant	Staff	<p><b>Pregnant women are in the 'Clinically vulnerable' category, therefore are generally advised to follow the following advice:</b></p> <ul style="list-style-type: none"> <li>- Good hand hygiene</li> <li>- Minimizing contact</li> <li>- Maintain 2m social distancing if possible, if not avoid face to face contact and minimize the time spent within 1m of others.</li> </ul>		If not already completed – Employers should conduct a risk assessment for Pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW)	Head Teacher/ Academy Manager	Yes
Staff working across year groups/ school groupings	Staff	<p><b>As stated in government guidance:</b></p> <p><b>ALL TEACHERS/ STAFF CAN operate across the whole school (different classes/ year groups and groupings)</b></p> <p>If possible – this will be restricted, however, children who are entitled to additional support/ SEND intervention MUST continue to receive tailored education</p>		Marianne – To organize SEND support – child centered approach – staff within SEND department to take precaution if working with children from different groupings (e.g. 1m distance from child – if possible)		Yes – ongoing review



Staff mental health and well-being.	Staff	<p><b>Staff Support</b> – Marianne Cartwright (inclusion manager) is the allocated well-being/mental health lead co-ordinator for Graham James Primary Academy.</p> <p>SLT members will have discussions with their staffing teams to monitor/support mental health/well-being.</p> <p>Posters placed in staff areas to give advice on mental health (Marianne)</p>	Risk Level: 9		SLT          Marianne – Mental health lead	Yes – Staff welfare checks ongoing throughout academic year
Visitors coming into the academy and bringing virus into the school	All	<p>External visitors will only be allowed under exceptional circumstances. Most communication will be completed remotely (e.g. Microsoft Teams/ Zoom etc)</p> <p>Staff aware that parental contact should be via email/ phone and only minimal face to face if absolutely necessary (remain a safe distance if doing so). This has also been communicated to parents/carers in school correspondence.</p> <p>Any external visitor/s will not have direct contact with the children and will have limited movement around the academy. Once the visit is over – enhanced cleaning will take place.</p> <p>As per Government guidance (10/9/2020) visiting specialists (e.g. social workers/ local authority SEND specialists) will be allowed within the school to support targeted children.</p>	Risk Level: 9		SLT/ Staff to discuss/ risk assess any visitors prior to visit	Yes – Ongoing review
Initial teacher training 2020/2021  Risk of additional adults within school – infection	All	<p>As stated in the Government guidance (7/8/2020)</p> <p>'We strongly encourage schools to consider hosting ITT trainees' p24</p> <p>GJPA have a working partnership with Thames/Essex SCITT – therefore, trainees will</p>	Risk Level: 4	Induction given on first day:  Safeguarding Behavior Expectations Covid organization DBS checks	Deputy Head Teacher	Completed on 7/9/20 & 8/9/2020  Ongoing for new staff throughout the 2020/21 academic year.

		be allowed to train at GJPA during the 2020/2021 academic				
Children's learning restricted by the curriculum (lack of progress/ gaps in learning)	Children/ learners	<p>As per Government guidance (Section 3 – Curriculum expectations – full reopening guidance)</p> <p><i>'Education is not optional. All pupils to receive a high quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</i></p> <p><i>The curriculum remains broad and ambitious. All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment'.</i></p> <p><b>Music, dance and drama</b> – when teaching music, dance and drama lessons, children are to observe social distancing where possible. Background or accompanying music should be kept at levels that do not encourage teachers or performers to raise their voice unduly.</p> <p>Playing musical instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p>Cleaning – any musical instruments that are shared need to be cleaned after use/ between users. Children must wash their hands before using musical equipment.</p> <p><b>Physical Education</b> – Outdoor sports should be prioritized where possible and larger indoor spaces used where it is not. Maximise ventilation by opening windows/ doors where it is safe to do so. Spacing between children should be considered and equipment is</p>		<p>15/9/2020 – SLT further discussions on remote learning approach and planning (As per Government guidance) – Remote education contingency plan in place 'by the end of September'.</p> <p>School choir – to be reviewed in due course (not allowed at present)</p> <p>Extra-curricular provision to be reviewed during Autumn Term 1 – in line with Government guidance</p>	SLT/ Teaching staff	

		<p>arranged for key stages. Children should wash/sanitise their hands prior to participating in sport and using equipment.</p> <p><b>ICT</b> – computer equipment touched during use (e.g. keyboards) cleaned after use using cleaning equipment supplied by the school.</p> <p><b>Reading books</b> – Once a child returns a reading book, it must be quarantined for 72 hours before another child can select that book.</p> <p><b>ALL CURRICULUM AREAS</b> - Any equipment which is to be shared between classes must be cleaned thoroughly before being used by another class/ child. Children also need to clean hands before using equipment.</p>			<p>Staff/ ICT staff (Jane)</p> <p>All staff</p> <p>All staff</p>	
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### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE

Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
Insignificant	1	1	2	3	4	5	
		1	2	3	4	5	
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
		LIKELIHOOD					