



Risk Assessment written in line with Waltham Forest Local Authority and Government guidance.

Risk Who is at risk	Risk Rating	Mitigating Actions	By Whom	Resources	Date action taken? Date completed?
<p><b>Children and adults spread Covid-19 via droplets from coughing and sneezing and through contaminated surfaces</b></p> <p>People at risk:</p> <ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Parents/Carers</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Higher risk groups include</li> </ul>	<p><b>High</b> <b>Medium</b></p>	<p><b>Good hand hygiene</b></p> <ul style="list-style-type: none"> <li>• Regular hand washing throughout the day including on arrival, before and after playtime and lunchtime and before leaving for the day – children and staff</li> <li>• SSM (Dale) to ensure soap dispensers, hand towels and sanitiser gel replenished daily</li> <li>• Bins with lids (25L with swing lid) placed in classrooms and emptied at least daily by SSM</li> <li>• Hand dryers off at all times and children to use paper towels to dry their hands</li> <li>• Children will enter the school through door near their toilets, this will lead straight to the toilet for them to wash their hands. Markings on the floor will identify 2m gaps</li> <li>• Year 6, Year 1 and Reception will all enter the building through doors which lead straight to the toilets where the children will wash their hands. Markings on the floor will mark 2m spaces where the children will stand.</li> </ul> <p><b>Cleaning</b></p>	<p><b>See individual actions:</b></p> <p>SSM (Dale)</p> <p>Teachers</p> <p>Support Staff</p> <p>Cleaners</p> <p>Teachers</p> <p>Dale</p>	<p>Soap, sanitiser gel (60% alcohol)</p> <p>Atlas (cleaning contractors – 10 hours daily)</p> <p>Spray bottles with cleaning solution – replenished daily</p> <p>Cloths for wiping –</p>	<p>Continuous</p> <p>Continuous</p> <p>Continuous</p>

(elderly, BAME, pregnant, those with underlying health conditions)		<ul style="list-style-type: none"> <li>• Regular cleaning of school and classroom surfaces including door handles, tablets, keyboards, pencils and whiteboards</li> <li>• Cleaning solution and wipes in all classrooms.</li> <li>• LSAs/teachers to wipe down surfaces before and after each break, and after children leave each day.</li> <li>• Cleaners to have clear expectations of what/how to clean each day. Deep clean carried out on a Wednesday and Friday/Monday. (change overs)</li> <li>• Dale to ensure corridor doors and rails and communal surfaces cleaned three times per day – before school, after playtime, after lunch.</li> <li>• Children reminded daily to catch it, bin it, kill it. Children reminded to use tissues.</li> <li>• Bins with lids (25L with swing lid) placed in classrooms and emptied at least daily by SSM</li> <li>• Windows and doors to be kept open, school kept well ventilated</li> <li>• Cleaning will be monitored daily by Dale</li> <li>• All cleaning staff to wear gloves.</li> <li>• Dale to clean between sessions in communal areas and LSAs/teachers to clean between sessions in the classrooms.</li> <li>• Dale to do a daily check of all soap, sanitiser, hand towels to ensure they are in plentiful supply for staff and children.</li> <li>• Playground equipment to be cleaned daily before being put away and kept separate for each group/bubble of children.</li> <li>• Staff to use solution to wipe all equipment before it is put away – wearing gloves.</li> <li>• Staff meeting and written communication about wipe downs. Communicate expectations to all staff.</li> <li>• Staff to ensure all soft toys and toys with tricky bits are removed from classrooms and stored safely elsewhere.</li> <li>• Staff and cleaning staff to ensure that all toys are cleaned between sessions, using gloves and appropriate cleaning products</li> <li>• 4 cleaners, cleaning supervisor and Dale to clean for a total of 12 hours a day.</li> <li>• Dale to clean classrooms while children are out at play daily.</li> <li>• Gloves provided in classrooms for staff</li> <li>• Dale/cleaners will empty bins on a daily basis</li> <li>• Air conditioning and hand driers off at all times</li> </ul> <p><b>Essential Visitors</b></p> <ul style="list-style-type: none"> <li>• Only allow essential visitors to enter the building and only those who have been arranged previously</li> <li>• Visitors to wash their hands as soon as they enter, before they leave and every hour</li> <li>• Meetings to be held over zoom or telephone rather than face to face as much as possible</li> </ul>	<p>Staff</p> <p>Dale</p> <p>Dale</p> <p>Staff</p> <p>Cleaners</p> <p>All Staff</p> <p>Teachers</p> <p>Midday assistants</p> <p>Dale</p> <p>Teachers</p> <p>Dale</p> <p>Teachers/All staff</p> <p>Midday assistants</p> <p>DSL</p> <p>All staff</p> <p>All staff</p> <p>Parents</p>	<p>replaced daily</p> <p>Tissues</p> <p>Bin bags</p> <p>Bins with lids</p>	<p>Completed 27<sup>th</sup> May 2020</p> <p>Continuous</p> <p>Continuous</p>
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	<ul style="list-style-type: none"><li>Shield for office staff who sit in reception to be put on the desk</li><li>Parents not to be allowed in the reception area. All communication via email or telephone</li></ul>	All staff		Before 1 <sup>st</sup> June												
	<b>Social distancing pupils</b> <ul style="list-style-type: none"><li>Children to be in 'bubbles' of no more than 15 at all times</li><li>Key Worker children will be maintained as a bubble of 15 or will join their year group. There will be no mixing of bubbles.</li><li>Bubbles to be maintained at playtime. Children to be reminded regularly about class bubbles. Those on playground to be vigilant and reinforce message.</li><li>Y1 and Reception children in Y1 playground – staggered playtime. Y6 children in top and bottom playground.</li><li>Corridors to be one-way and clear signage and posters will be in place.</li><li>In the dining hall, Key worker children will sit 4 children per table. Social distancing rules to be adhered to. Only KW and Vulnerable children to eat in the dining hall. Children reminded about social distancing in the playground.</li><li>Year 6, year 1 and EYFS children will have lunches delivered to them to be eaten in their classroom.</li><li>Toilets - during playtime member of staff on duty stands near the toilets and limits entry to one at a time during breaks. During class time, only one child at a time to be sent to the toilet with LSA to avoid another child going in. Y1 to use Y2 classrooms to allow use of different toilets to Reception children.</li><li>There will be no assemblies for the foreseeable future. Class teachers to hold mini-assemblies to introduce themes, star of the week, etc.</li><li>Each year group to have different start and finish times.</li><li>In order to minimise contact and movement around school, all bubbles will have access to their own first aid equipment as will MDAs. All minor first aid will be administered where possible without the child having to go to the school office. Parents will be notified by email rather than with an accident slip sent home. More serious accidents will be dealt with by the first aider in the office as required in line with the Safeguarding Policy.</li><li>Children to sit one child to a desk. No children on the carpet, where possible. Children to use the same desk each time i.e. no hot-desking</li><li>Staggered finish and start times and playtimes/lunchtimes</li></ul>	All staff		Before 1 <sup>st</sup> June												
		All staff SLT		Completed 27 <sup>th</sup> May												
		All staff		Continuous												
	<table><tr><td></td><td>Drop off</td><td>Pick up</td></tr><tr><td>Key worker</td><td>8.45 – 8.55</td><td>3.30</td></tr><tr><td>Reception</td><td>9.00 - 9.10</td><td>2.30</td></tr><tr><td>Year 1</td><td>9.15 - 9.25</td><td>2.45</td></tr></table>		Drop off	Pick up	Key worker	8.45 – 8.55	3.30	Reception	9.00 - 9.10	2.30	Year 1	9.15 - 9.25	2.45	All staff		Drop off times to be reviewed
	Drop off	Pick up														
Key worker	8.45 – 8.55	3.30														
Reception	9.00 - 9.10	2.30														
Year 1	9.15 - 9.25	2.45														

Year 6	9.30 - 9.45	3.00
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Playtime (15 mins)	
10.30 – 10.45	1IL
10.45 - 11	1AG
10.30 – 10.45	6JG
10.45 – 11.00	6SM
KW/Vuln	10.00 – 10.15
Afternoon play	Organised by teachers



- Children to have their own named pencil case with their own resources. These will be provided by school for Nursey, Reception and Year 1, Year 6 will bring their own.
- Children to have their own named water bottle which must be taken home and cleaned every day, children must be able to open the water bottle. Water fountains will be taped up and not in use.
- Water fountains will need to be flushed every week to prevent the potential build up of legionella
- Children must have their own whiteboard and pen which must be cleaned by staff daily.
- Nursery, Reception and Year 1 children are not able to social distance – clear communication to parents and carers.
- Where children are expected to queue e.g. handwashing or entering the school building at drop-off, there will be markings on the floor
- Children are able to exit their classrooms from external doors
- Children will enter the building through different doors which lead straight to toilets for hand washing

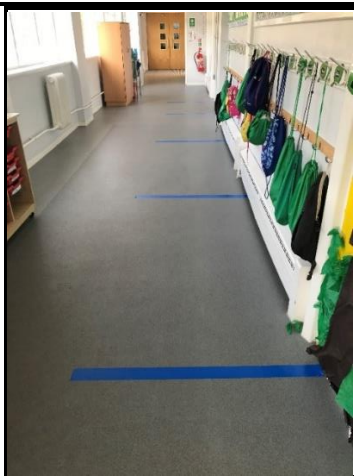
All staff

All staff

All staff

after week  
beginning  
1<sup>st</sup> June

Continuous



#### **Social distancing staff**

- Staff need to use their classrooms or outside area, where possible, to eat/drink
- Staff meetings to be in a larger space, or in smaller phase groups, or via zoom.
- Staff are not able to sit in the staffroom. Items must be thoroughly washed after use. Plates and cutlery to be returned to the staffroom and washed thoroughly. Lunch must be eaten in classrooms or in a designated area outside where social distancing can be adhered to.
- Staff are able to sit socially distanced (minimum of 2m) in an outside designated area during break time and lunchtime.
- Year group staff to identify an area outside where chairs can be put to allow for group of adults to sit and stay socially distanced.
- Use of photocopiers to be "zoned".
- Lunchtimes and break times to be staggered
- Office staff to be on rota
- Office staff will not hot-desk during the day and will use the same desk every time they are in the office where practicable
- Perspex screen to be in place at office window.
- Nursery staff to use toilets in nursery, reception to use disabled toilet in their corridor, year 1 to use toilets in main corridor, year 6 to use disabled toilet near year 6 classrooms.
- Staff to use tissue to turn toilet tap on and off after use. Toilets to be part of Dale's regular daily cleaning

#### **Social distancing staff**

- Reminders for parents to socially distance, posters around school
- One way system for drop off and collection
- Markings outside the school provided by the Borough

Dale

		<ul style="list-style-type: none"> <li>At pick up SSM and DH or HT to be outside to remind parents to keep their distance</li> </ul> <p><b>Teaching planning</b></p> <ul style="list-style-type: none"> <li>Teachers should plan lessons to avoid activities which encourage contact including:</li> <li>Avoid passing things around a circle – snack bowls, puppets</li> <li>Avoid PE equipment that has to be shared</li> <li>All staff to support cleaning of equipment after use – teachers to plan time for this into sessions.</li> </ul> <p><b>Marking policy / handling of books</b></p> <ul style="list-style-type: none"> <li>Books will not be marked by class teacher, verbal feedback will be given</li> <li>Children will be given their own reading book and work books which only they can touch. This will be kept with the individual child's items and is to be used on their day</li> </ul> <p><b>Use of outdoor space</b></p> <ul style="list-style-type: none"> <li>Outdoor equipment will be used for KS 2 Key Worker and Vulnerable group. All other bubbles will be given their own equipment which will be cleaned after use. Multiple groups do not use the same equipment.</li> <li>Cones to section off different areas to be used by the children</li> <li>Playground structure in top playground to be by Key Worker and Vulnerable children</li> </ul>			
<p>Staff working 1:1 with children with medical needs may be at increased risk of contracting Covid-19 as they will be in close proximity</p> <p><b>People at risk:</b></p> <ul style="list-style-type: none"> <li>Pupils</li> <li>Staff</li> <li>Parents/Carers</li> <li>Visitors</li> <li>Cleaners</li> <li>Contractors</li> </ul> <p>Higher risk groups include (elderly, BAME, pregnant, those with underlying health conditions)</p>	<p><b>High</b> <b>Medium</b></p>	<ul style="list-style-type: none"> <li>Children, young people and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way:</li> <li>Staff should wash hands thoroughly after each intervention with a child.</li> <li>Gloves must be disposed of immediately.</li> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	support staff	PPE, gloves, sanitiser, soap.	Continuous

Regular 1:1 support for children with EHCPs may not be available due to staff shielding.	Medium	<ul style="list-style-type: none"> <li>EHCP children in school will need support from an additional adult – it doesn't have to be the same adult as usual, but additional training may need to be considered where there are medical needs. Individual risk assessments must be completed.</li> <li>Staff need to be allocated according to need.</li> <li>Any additional training needs to be provided quickly in order to ensure the safety of both the child and the staff member.</li> </ul>	1:1 support staff	Training. Individual risk assessments	Continuous
Insufficient teaching staff to meet the needs of the school <b>People at risk:</b> <ul style="list-style-type: none"> <li>Pupils</li> <li>Staff</li> <li>Parents/Carers</li> <li>Visitors</li> <li>Cleaners</li> <li>Contractors</li> </ul> Higher risk groups include (elderly, BAME, pregnant, those with underlying health conditions)	High	<ul style="list-style-type: none"> <li>Phased return commencing with Year 6, followed by Year 1 and Reception and Nursery. Staff on rota system and teachers moved internally to ensure coverage.</li> <li>Full return – all year groups and all children – a further risk assessment will need to be carried out following government guidelines around all primary school children being expected to return to school.</li> <li>LSAs and /or supply teachers used to 'plug gaps' where necessary.</li> <li>Staff to report sickness absence following the usual procedure – CN/AA to ensure sufficient staff.</li> <li>SLT to monitor advice from Unions and respond accordingly (to be led by LA)</li> </ul>	SLT  Support staff	Supply Teachers	Begin 1 <sup>st</sup> June.   Continuous
Insufficient support staff to meet the needs of the school <b>People at risk:</b> <ul style="list-style-type: none"> <li>Pupils</li> <li>Staff</li> <li>Parents/Carers</li> <li>Visitors</li> <li>Cleaners</li> <li>Contractors</li> </ul> Higher risk groups include (elderly, BAME, pregnant, those with underlying health conditions)	High	<ul style="list-style-type: none"> <li>Where a member of support staff is allocated to work 1:1 with a child, they will either be replaced internally or with supply.</li> <li>Where neither of those is possible, a risk assessment will be carried out. Where the risk assessment indicates it is not safe for the child to remain in school, parents will be asked to collect.</li> <li>Where a member of support staff is unable to attend and this would not impact the education or welfare of the children, no replacement will be made.</li> <li>SLT will keep an overview of who is in school, who is available and where resources need to be moved or added to (with supply) on a daily basis.</li> <li>This will be communicated clearly to staff as needed and to parents as appropriate.</li> <li>Staff to report sickness absence following the usual procedure – CN/AA to ensure sufficient staff.</li> <li>Garvin to deputise in the event that the SSM (Dale) is unable to work.</li> <li>A qualified first aider will be on site at all times.</li> </ul>	SLT All staff       Garvin Dale	Supply Support Staff	To be monitored daily
An adult or child in school presents with Covid-19	High Medium	<ul style="list-style-type: none"> <li>If staff or children become unwell with a new continuous cough, a high temperature or loss of taste or smell in the workplace, they will be sent home and advised to follow the stay at home guidance.</li> </ul>	SLT	Public Health -	Monitored daily





		<ul style="list-style-type: none"> <li>Parents who have Children who are Clinically vulnerable (but not clinically extremely vulnerable) are advised to follow medical advice</li> <li>The number of shared resources removed from site by pupils and staff will be limited</li> </ul> <p><b>Shielded/clinically vulnerable household members</b></p> <ul style="list-style-type: none"> <li>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend</li> <li>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, the government have advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, the children are able to understand and follow those instructions. This may not be possible for all children as they may not have capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, these children will not be expected to attend. They will continue to be supported to learn or work at home.</li> </ul>	All staff		
<p>Staff may suffer anxiety or stress on return to work</p> <p><b>People at risk:</b></p> <ul style="list-style-type: none"> <li>Staff</li> <li>Cleaners</li> </ul> <p>Higher risk groups include (elderly, BAME, pregnant, those with underlying health conditions)</p>	High Medium	<ul style="list-style-type: none"> <li>Staff to receive a guide through the school systems and procedures on the morning before children arrive to go through fire exits/procedures, safe cleaning expectations, rules for children and social distancing expectations.</li> <li>Whole staff email to explain expectations beforehand.</li> <li>SLT to monitor staff and take feedback on a regular basis.</li> <li>All staff to recognise that this is a stressful situation and not to put pressure on themselves to do more than is reasonable or achievable.</li> <li>SLT to provide opportunities to share and discuss issues/concerns – either face to face or via zoom/surveys – so that general issues can be addressed early.</li> <li>Support from Vanessa</li> <li>Clear communication to all staff around what is/isn't expected, routines, safety measures, risk assessments, etc.</li> <li>Staff well-being to be added as a fixed agenda item to SLT meetings.</li> <li>Half-termly opportunities for staff to provide feedback – media to be agreed.</li> <li>Sign-posting of resources to staff to support generally and specifically as needed.</li> </ul>	SLT  Vanessa  All staff	Sign-posted resources	<p>Morning of children's return</p> <p>Monday 1<sup>st</sup> June</p> <p>Continuous</p>
Children are emotionally traumatised on return due to upheaval, bereavement, etc.	High Medium	<ul style="list-style-type: none"> <li>Timetables clearly identify ring-fenced PSHE /Circle time for developing 'habits' – e.g. daily well-being check-in (1-5) meditation etc.</li> <li>Baseline assessment of children's emotional health and well-being and physical activity carried out by teachers</li> <li>Children who are showing signs of emotional stress/trauma to be provided with support, school will work closely with parents.</li> </ul>	SLT  All teachers  All staff	Place2Be New PSHE curriculum Learning Mentors	Continuous

<b>People at risk:</b> <ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Parents/Carers</li> <li>• Visitors</li> <li>• Cleaners</li> </ul> Higher risk groups include (elderly, BAME, pregnant, those with underlying health conditions)		<ul style="list-style-type: none"> <li>• Staff to ensure that PSHE is given high priority on weekly timetables.</li> <li>• Staff to carry out a baseline assessment of all children and monitor closely for changes/concerns.</li> <li>• Children of concern will be referred either to Vanessa or Angela for Learning Mentor support.</li> <li>• Parents will be kept informed and where necessary additional referrals will be made.</li> <li>• Children and teacher to spend time outlining boundaries and expected behaviour in their bubble.</li> <li>• Teacher to hold regular circle time/PSHE sessions to address areas of concern</li> <li>• DSL and SENDco will be in regular contact with vulnerable pupils, including pupils with social worker and SEND needs.</li> </ul>	Vanessa Angela		
Increased anxiety or stress amongst parents and carers re sending children back to school  <b>People at risk:</b> <ul style="list-style-type: none"> <li>• Parents/Carers</li> </ul>	High Medium	<ul style="list-style-type: none"> <li>• Regular communications sent to parents to inform them of the controls in place, what they are required to do, with signage put in place at drop off and pick up times.</li> <li>• Communications to parents signpost government/Local Authority guidance and outline clearly the mitigating measures school has in place and where measures (e.g. social distancing of Reception children) are not possible so that they can make informed decisions.</li> <li>• Parents are informed that currently they will not be fined should they choose not to send their children to school and, where possible, staff will be providing an online curriculum which is close to that which is being provided in school.</li> <li>• All office staff kept well informed so they are able to give parents the information they need to make informed decisions and to give them reassurance.</li> </ul>	SLT  All Staff  Parents  Office Staff	Website	Continuous
Risk of infection during travel to school	High Medium	<ul style="list-style-type: none"> <li>• Staff, parents, children and young people are encouraged to walk or cycle where possible</li> <li>• Staff and parents are encouraged to read government advice Coronavirus (COVID-19): safer travel guidance for passengers</li> <li>• Staff using public transport should do so in line with government guidance</li> </ul>	SLT  Parents  All staff	Government guidance on safer travel	Continuous
Attendance of children at school may be sporadic which could lead to safeguarding issues		<ul style="list-style-type: none"> <li>• Registers to be kept on Sims – completed by class teacher.</li> <li>• First-day calling for children we have not been advised by parents are being routinely kept at home.</li> <li>• Parents reminded to keep school informed with attendance</li> <li>• Any notification of a suspected case of covid at home to be logged and parents to be told to self-isolate for 14 days and call 111</li> </ul>	Office staff  Parents	SIMS	Continuous
Emergency evacuation (e.g. fire alarm)	High Medium	<ul style="list-style-type: none"> <li>• Staff to ensure that they tap in and out of school to register their attendance in the building</li> <li>• Emergency Plan to be followed</li> <li>• Where possible assembly points will allow for social distancing.</li> </ul>	All staff  SLT	Emergency Plan	Continuous  Monday 1 <sup>st</sup> June

<p>increases risk of infection</p> <p><b>People at risk:</b></p> <ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Parents/Carers</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> </ul> <p>Higher risk groups include (elderly, BAME, pregnant, those with underlying health conditions)</p>		<ul style="list-style-type: none"> <li>• Emergency areas in the playground to be set up for social distancing</li> <li>• Staff to discuss individual travel needs and requirements with SLT where arrangements can be made to accommodate and solve issues.</li> </ul>			
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