

Risk Assessment – COVID-19 (v3)	Reviewed: 10/05/21	Ham Dingle Primary
Responsible Person	Deb Hunt - Interim Head of School	
Other Persons Involved	Rachel Garratt – School Business Manager Ross Taylor – Site Manager Cath Feane – Assistant Headteacher Sam Matthews – Assistant Headteacher Michelle Green – Executive Headteacher	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (6 April) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (13 April) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (7 April) • DfE – Face coverings in education (6 April) • DfE - Safe working in education, childcare and children’s social care (1 March) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (7 May) • NHS - Test and Trace – How it works (27 April) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Additions in Red relate to details specific to Ham Dingle

Details **DFE Coronavirus Helpline 0800 046 8687**

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Deleted: f

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace – Where CEV staff request to attend the workplace an individual RA will have been completed prior to them attending. • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. Staff to self-administer LFD tests twice weekly on a Monday and Thursday morning. COVID co-ordinator to record results. Volunteers and trainees are also testing twice a week. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school will contact the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school contact<u>s</u> the DfE helpline for advice on any further action required ○ The school review<u>s</u> the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.

		Pupils contracting COVID-19	<ul style="list-style-type: none"> Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. A negative result means the pupil can return to school. Secondary pupils are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate The school must be notified of the test result in the case of testing from home Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. Clinically extremely vulnerable pupils are advised not to attend school at this time. Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. Details of any specific local procedures are communicated to all visitors before they come to site. Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. Any pupil who displays signs of being unwell is immediately referred to Head of School or Assistant Head. Arrangements for child to be sent home to be made by office staff. The pupil will be taken to the ARC by a member of staff from their bubble where they can be monitored and supported until they are collected by their parents or carers. The supervising member of staff calls for emergency assistance immediately if the pupil's symptoms worsen and informs the office. The parent will need to enter the main reception area to sign out their child and then walk across to the ARC where the supervising adult will release the child.

			<ul style="list-style-type: none"> • If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products. The toilet facilities in the ARC are designated for use by children who fall ill. If the bathroom is used, a 'Covid - out of use' sign will be placed on the toilet door until deep cleaning has taken place. Office staff to warn cleaning staff of the incident/ need for protective measures when cleaning. If no cleaning staff are on site, then the bathroom and isolation area will be cleaned by the person supervising the child. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings. Any waste from isolation room will be sealed in yellow hygiene bag and disposed of immediately into the large outdoor bins • Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children's Social Care Settings • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation 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.
Infection Control (practices)	Staff, Pupils, Visitor s	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Early years and Primary</u> Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions) The wearing of face shields must be accompanied by a face covering too. Where a parent has requested permission for their child to wear a face mask, this will be permitted All parents and carers dropping off or collecting their child will also be requested to wear a face mask when doing so • <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these. Reusable masks to be stored in own plastic bag during day, disposable masks to be placed in lidded blue bin on arrival in class ○ The school holds a small supply of disposable face coverings ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available • Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • 'Catch-it, bin-it, kill-it', promoted throughout school. • The school provides tissues and sufficient bins to support disposal of waste.

Deleted: S

- The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.

Details specific to Ham Dingle:

Pupils and staff will be required to clean their hands at the following times during the school day:

- when they arrive at school,
- before eating their morning snack
- when they return from morning break
- when they change rooms
- before eating their lunch
- after eating their lunch
- when they return from their outdoor lunch break
- After every PE lesson
- After every visit to the toilet
- After sneezing

If a child cannot appropriately wash their hands, then skin friendly skin cleaning wipes can be used as an alternative. Where required, staff are to request these packs from the office.

Hand hygiene protocols are to be re-visited on Monday 8th March when the children will receive reminders about the expectations of practices and protocols in school.

As part of the reopening, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are used that they should be disposed of immediately in the swing- lidded bins in each classroom and their hands must be cleaned afterward

Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)
- Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.

Details specific to Ham Dingle

- A cleaner is on site all day and enhanced programmes in place.
- All cleaning and lunchtime staff have been trained in cleaning expectations under Covid regulations by the SBM using the LA training materials.
- Wipes/sprays are next to photocopiers/printers etc
- Standards of cleaning in school are monitored by the Site Manager
- At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment.
- Each class has their own allotted set of classroom cleaning equipment which is stored appropriately within the classrooms and topped up as needed.

- All desks will be cleaned down either by the class teacher, the TA or SS, twice during the day. This will include when pupils are having their **mid-morning break** and before the arrival of the pupils back into class from their **lunch break**.
- Shared spaces will be cleaned more frequently. Cleaning times and areas are as follows:

TOILETS	EYFS Toilets	KS1 Toilets Boys & Girls	KS2 Toilets Boys & Girls
11.00am	LR/EC	RT	RT
1.00pm	TL	SS	SS

Handrails	KS1 playground steps
9.30am	RT
11.30am	RT
1.00pm	SS

Daily Cleaning Rota of Shared Areas			
Time	Cleaning Activity	Enhanced	Who
7.00 am	Check & replenishment of sanitiser, cleaning materials etc	Y	RT
9.30am	KS1 Handrail	Y	RT
11.00am	Staff Toilets	Y	RT
11.00am	KS1 pupil toilets	Y	RT
11.00am	KS2 pupil toilets	Y	RT
11.30pm	KS1 Handrail	Y	RT
1.00pm	KS1 Pupil Toilets	Y	SS
1.00pm	KS2 Pupil Toilets	Y	SS
1.00pm	EYFS Toilets	Y	TL
1.00pm	KS1 Handrail	Y	SS
3.00pm- 6.00 pm	Whole school Deep Clean	Y	SS, JD, CB

Grouping and Measures Within Classrooms

• Early Years

- Normal group sizes in place, but mixing between groups minimised wherever possible
- No expectation that young children distance within their groups
- Focus is on consistent groupings and the robust practising of the other points in the system of controls

• Primary

- Consistent grouping practised as much as possible
- Mixing between groups is minimised
- Mixing in wider groups for specialist subjects & wraparound care is managed
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups. **Volunteers and trainees are kept to a maximum of 2 bubbles.**
- In primaries, staff practise distancing from pupils and staff whenever circumstances allow
- Pupils sit side by side and facing forwards where possible. **In KS1, pupils may sit facing across a table in small groups**
- Education and care support for those with complex needs is provided as normal.

• Wrap-around provision/extra-curricular activities

- Only provided for vulnerable children, young people or,
- Other children, where the provision is:
 - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
 - being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education
 - being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments
- Children are kept in the same groups as during the normal day. If this is not possible groups are limited to 15 and efforts are made to keep these groups consistent at each session

Details specific to Ham Dingle

Bubble Groupings from March 8th			
Bubble	Year Group	Number of Pupils	Staff
Bubble 1	Reception	38	SM, SWi, EC, LR
Bubble 2	1H	21	CH, KG

Bubble 3	1W	22	LW, JP
Bubble 4	2H	29	SH (SWi)
Bubble 5	2W	27	SW, SK
Bubble 6	3C	31	LC, HC
Bubble 7	3H	27	BH, LG
Bubble 8	4DH	31	AH, SB
Bubble 9	4H	29	KH, DP
Bubble 10	5E	30	RE, ZB
Bubble11	5L	29	HL (LG/CF)
Bubble 12	6P	30	TP, LP
Bubble 13	6TW	28	ST/EW, DH

Wrap around care is for members of Breakfast and Acorns Clubs only. Pupils are kept within their class bubbles in both clubs

Measures Elsewhere

- Groups are kept apart where possible. Assemblies/worship are held one group at a time.
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Break and lunch are staggered whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.

Details specific to Ham Dingle

There will be no whole school events where children and adults are required to congregate.

Time tables are in place for breaks and lunch to keep bubbles apart and minimise movement around the site.

The playground is zoned into marked areas to keep each bubble separate during playtimes.

Group	Morning Break Time	Outdoor spaces allocated for play (Cath with cover if no-one due to absence)
1H & 1W	10.15 – 10.30am	Zone 1 & Zone 2 KS1 Playground - Year 1 Staff
2H & 2W	10.15 – 10.30am	Zone 3 & Zone 4 KS1 Playground - Year 2 Staff + Simon
3C & 3H	10.35 – 10.50am	Zone 1 & Zone 2 KS1 Playground - Year 3 Staff
4H & 4DH	10.15 – 10.30am	Zone 1 & Zone 2 KS2 Playground - Year 4 Staff
5E & 5L	10.15 - 10.30 am	Zone 3 & Zone 4 KS2 Playground - Year 5 Staff (+ earlier transition of pupil)
6TW & 6P	10.35-10.50am	Zone 3 & Zone 4 KS2 Playground – Year 6 Staff

Groups	Eat in Classroom 11:45 – 12:15	Outdoor play 12:15 – 12:45
RM	Sam Matthews / Tina Lawson	Emily Clarke / Lauren Ravenscroft (in own area)
1W	Louise Walker / Elaine Downing	Tina Lawson Zone 1
1H	Claire Homer / Rachel Garratt	Kay Gaymer Zone 2
2H	Sophie Hill / Laura Meese	Laura Meese Zone 3
2W	Shelley Whitmore / Zoe Bashford	Zoe Bashford Zone 4
3C	Lisa Clay / Hannah Cooper	Elaine Downing (KS2) Zone 1
3H	Bal Huggins- Tom Kay / Carmen Black	Carmen Black (KS2) Zone 2
		(Hannah Cooper and Joy Powell – own lunch)
Groups	Eat in Classroom 12:15 – 12:45	Outdoor play 12:45 – 1:15
4H	Kat Humphreys	Tina Lawson Zone 1
4DH	Anji Hale	Laura Meese Zone 2
5E	Renee Edwards	Zoe Bashford Zone 3
5L	Harry Lord	Elaine Downing / Dawn Penn Zone 4
6P	Tina Parkes	Lin Parry / Carmen Black (Stage area/Field)
6TW	Sally Thorogood / Elisha White	Shelley Brown / Denise Hebberts (Field/Hall)

- Use of the staff room should be minimal. The staff room will remain open to adults to eat their lunch and make drinks, however, strict social distancing must be in place – a maximum of 5 staff in staff room at any one time in line with the break and lunch timetables above
- Staff encouraged to use personal laptop during PPA time - Any shared computers to be cleaned before and after use

Other Considerations

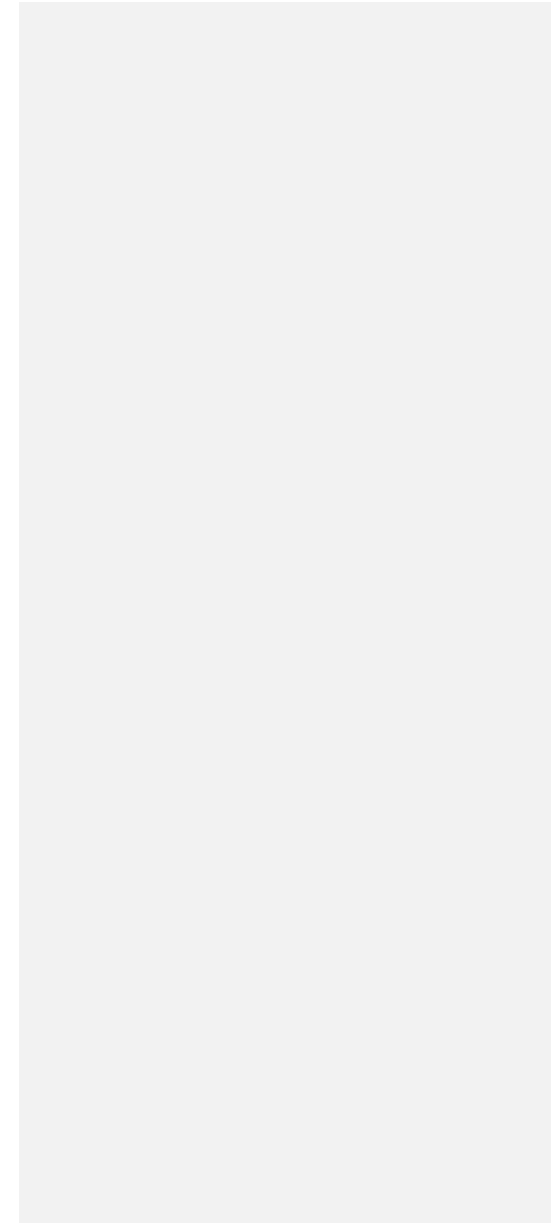
- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates
- Dual registered children can attend, but the two settings will liaise to agree controls.
- Equipment:
 - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible
 - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning
 - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).

			<ul style="list-style-type: none"> o Outdoor play equipment is cleaned more frequently – climbing wall is not to be used as this cannot be cleaned properly between use o Pupils are advised to limit the amount of equipment they bring to school – coat, book bag and lunch box only o Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above. • <u>Early years:</u> <ul style="list-style-type: none"> o Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups. o Parents can settle their children but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited. o Supervised toothbrushing is carried out using the dry-brush method. <p>Details specific to Ham Dingle</p> <ul style="list-style-type: none"> • Where it is necessary to use supply staff they will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff. School have requested that the supply agency provides one person for the booking to reduce the number of supply staff coming into the building. • Staggered start to day (8.45-9.15 am) and at end of day (3.00-3.30pm) to avoid groups of parents congregating on site. Path splits on entry through main gate so KS1 parents & KS2 parents can arrive at anytime during the staggered start/finish and not come into contact with each other. Waiting areas have been created on KS2 playground to keep one-way path free flowing. Years 5 & 6 have been asked to be in school by 9.00am and stay until 3.30pm to catch up on lost learning. Year 4 will leave at 3.10pm • Members of staff who also work in another setting should ensure they minimise contact and maintain as much distance as possible from other staff. • Parents are requested to wear masks when dropping off and picking up children. Staff on the playground will also wear masks at the beginning and end of the day when on duty. • Leaders will be on gate to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' points or wait for other parents. Once their child is in class they must continue to proceed to the exit gate following the one-way system. • When the main gates are open, children should not be outside of the main building (e.g., walking around the one-way system to go to the toilet) • Each child will have their own personal stationery pack (pen, pencil, ruler, rubber, sharpener, whiteboard & pen). Classroom based resources, such as books and games, will be used and shared within their classroom only. These will be cleaned regularl and after every use. • In Reception, Sand and water trays will be used with the contents sterilised using Milton fluid between use.
--	--	--	---

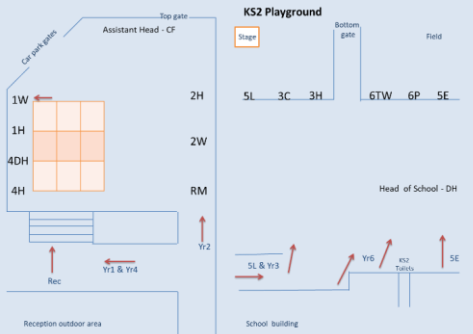
Commented [MW1]: Do you have a list of start/end times for each class/year group? Just to be absolutely explicit

			<p style="text-align: center;"><u>Dedicated school transport</u></p> <ul style="list-style-type: none"> • Educational visits can now be carried out within Covid guidelines, <ul style="list-style-type: none"> • Consistent grouping applied where possible • No one with symptoms or a close contact is to travel • Social distancing practised as far as possible • Children sit within their groups/bubbles as far as possible <ul style="list-style-type: none"> • Ventilation of fresh air maximised • Hands cleaned before boarding and again on disembarking
			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> • Steps are taken to depress demand at peak times (Stagger start/finish times) • Walking, cycling, scooting to and from school are all promoted • Face coverings are required by law on public transport for all over 11 years old. • Wrap around care provision to enable parents to travel at quieter times
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact <p>Details specific to Ham Dingle</p> <ul style="list-style-type: none"> • The playgrounds are zoned into marked areas to keep bubbles apart during playtimes. • A cleaning kit will be located next to the photocopiers and will be cleaned/wiped down each time it is used. Staff will also be encouraged to sanitise their hands before use, using the hand sanitising stations provided. To encourage social distancing in reprographic areas – no more than one person at a time must be in the room or queuing to use the copier. • Each class will have windows and non-fire doors open for ventilation. Windows in the main hall and staff room will also be open. However, all fire doors will remain closed. Rooms should have air refreshed at break times by opening all doors whilst children are outside. • Staff to avoid entering front office—main copier moved into lobby area. Conversations with office staff should take place from other side of the sneeze screen. • SBM office has no window so door will be kept open and top window in main office kept open • Staff PPA room has no window so door kept open and window on corridor will be kept open.

<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users • DPA are delivering lessons directly to pupils via live streaming. <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment pr <p>Educational Visits</p> <ul style="list-style-type: none"> • Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance • Primary and Secondary – Trips will not take place at this time.
--	----------------------	--	---



<p>Anxiety, stress and worry</p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming to work or school may be anxious, worried or stressed</p>	<ul style="list-style-type: none"> The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures This risk assessment and its findings have been shared with staff and published on the school website. Staff have access to Group's occupational health and counselling service Weekly messages of encouragement are posted on the Friday Flyer Any changes and updates will be communicated by letter sent via Parentmail and the school website and via weekly Friday Flyer Social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) shared with parents and pupils prior to pupils returning to school. Time has been built into every class' timetable to address well-being each day
<p>Intimate Care/Higher Dependency Pupils</p>	<p>Staff, Pupils</p>	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).
<p>Failure to follow local rules</p>	<p>Staff, Pupil, Visitors</p>	<p>Persons fail to follow local rules due to lack of awareness or persons who violate local rules</p>	<ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements
<p>The school lapses in following national/group guidelines and advice</p>	<p>Staff, Pupil, Visitors</p>	<p>Lack of awareness leads to failure to follow required controls</p>	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Headteacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly The LGB is kept informed on changes in guidance and school approach <p>Details specific to Ham Dingle</p> <ul style="list-style-type: none"> HT to review the risk assessment weekly, in conjunction with Business Manager, Site manager and other senior leaders. All members of staff will be encouraged to report any omitted risks which the HT will then add into the risk assessment. The amended risk assessment will be shared with staff weekly and updated on the school's website. Parentmail alerts will be sent to parents to alert them to the changes if relevant and also published on Friday Flyer.

<p>Other Risk Assessments</p>	<p>Staff, Pupils</p>	<p>Other risk assessment that aren't updated and therefore become invalid</p>	<ul style="list-style-type: none"> • Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment • Fire safety procedures have been amended to support COVID-19 infection control arrangements • Staff training schedule monitored and any slippage identified and managed <p>Details specific to Ham Dingle</p> <ul style="list-style-type: none"> • Class bubbles are maintained in wraparound care provision • Staff providing wrap around care are designated to specific bubbles • Parents using Breakfast Club must walk child to door & sign them in & be off site by 8.15am. • Registers for Wrap Around care will be kept by the Manager of the clubs. This will ensure that we can quickly and easily identify which group an individual is part of so that pupils who have come into close contact with an infected person can be quickly and easily identified • A revised fire evacuation plan is in place  <p>The diagram is a site map of Ham Dingle school. It shows the layout of buildings and outdoor areas. Key locations include: <ul style="list-style-type: none"> Reception outdoor area at the bottom left. Reception (Rec) and classrooms Y1 & Y1d above it. School building with rooms 1W, 1H, 4DH, 4H on the left and 2H, 2W, RM on the right. KS2 Playground at the top, containing a Stage and classrooms 5L, 3C, 3H, 6TW, 6P, 5E. KS2 and Talents areas below the playground. Head of School - DH located near the KS2 area. Top gate and Bottom gate at the top and right edges. Assistant Head - CF located near the top gate. Field to the right of the playground. Car park gates on the left side. </p>
<p>Temporary Home Workers</p>	<p>Staff</p>	<p>Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues</p>	<p>DSE</p> <ul style="list-style-type: none"> • Staff are allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on HSE website • Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> • Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Deb Hunt	Date: 10/05/21	Date of next review:	17/05/21
---------------------------------	----------	-----------------------	-----------------------------	----------