



Risk Assessment



Key to Residual Risk Assessment


	The residual risk is unacceptable. Further action must be taken to mitigate the risk
	The residual risk is acceptable
	There is no residual risk




School Name: Mandeville Primary School
 Updated: 25.02.2021

1. START OF THE DAY AND END OF THE DAY



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
1A Parents/ carers	Parent contact with pupils and staff	<ul style="list-style-type: none"> All communication via email, phone or app to parents Allocated entrances continue per class Parents continue to be reminded not to gather at school gate and 2m distances will be marked around the perimeter of school site Continue to encourage families to walk or cycle to school The bike and scooter shed will be used by staff only. Site manager to use gloves when/ if handling bikes. Antibacterial spray to be stationed at bike shed and premises team to check it is there and full. All staff are responsible for alerting the premises team if it is not Parents and carers are not permitted on the school site Meetings with parents and carers will be conducted by telephone or virtually on Teams/ Zoom 	SLT Newsletter Letters to parents by class	Please assess the residual risk. <div style="display: flex; align-items: center; gap: 5px;"> <div style="background-color: red; width: 20px; height: 15px;"></div> <div style="background-color: yellow; width: 20px; height: 15px; display: flex; align-items: center; justify-content: center; font-size: 8px;">x</div> <div style="background-color: green; width: 20px; height: 15px;"></div> </div>



		<ul style="list-style-type: none"> • Visitors/parents who have an appointment, or in cases of an emergency, will be allowed on site • Parents collecting children early/unwell children are not permitted on site and must wait outside the main Reception gate – children will be escorted to the main gate 		
1B Staff arrival/leaving	Staff contact with each other on arrival to school	<ul style="list-style-type: none"> • Markers on floor at entrances to show 2 metre distance from entrance. • Hand sanitiser at all entrances into the building • Main office window (glass pane) at desk closed at Reception, conversations take place through glass • Hand washing of all staff once in the building with warm water and soap for a minimum of 20 seconds • Non-contact digital thermometers will be kept in the office for staff to use, if necessary. • Face masks must be worn by all staff unless member of staff is working on their own in a room or when they are sitting down to eat or drink. • Staff members travelling with reusable face masks must remove them before entering the building and place them in a labelled plastic bag. Disposable masks should be removed and placed in the lidded bin before entering the building. Staff to wash their hands following this. 	SLT	<p>Please assess the residual risk.</p> 
1C Drop off	Social distancing on drop off	<ul style="list-style-type: none"> • All gates labelled showing which gate classes need to line up outside at the beginning of the day • 2m markings at school entrances • Staff presence at drop off at all entrances – SLT and Inclusion Team – The presence is not to greet, but to observe and monitor the safe arrival of children to their staff in their class. 2m will be maintained. Role is 	SLT will monitor this on a daily basis	<p>Please assess the residual risk.</p> 

		<p>to support staff taking in children who may need assistance from a distance</p> <ul style="list-style-type: none"> • Parents reminded that children must arrive on time – usual punctuality and attendance checks to resume • Late children will sign in at the office and be sent to class • Children wearing face masks should remove these before entering the building • Children are not allowed to bring in personal items to school e.g. mobile phones, book bags, toys etc. If mobile phones are essential for children who are travelling home alone and have a long commute (Year 5 and 6) they need to be labelled and collected in a box at the gate and stored in the main office. 		
1D Pick up	Social distancing on collection	<ul style="list-style-type: none"> • 2m markings at school entrance • Staff presence at pick up - SLT and Inclusion Team – The presence is not to greet, but to observe and monitor the safe arrival of children to their staff in their pod. 2m will be maintained. Role is to support staff. Communications to parents in opening letter, reminding them about not gathering together on the street • Year 5 and 6 children will have permission to go home alone but clear guidance/ expectations will be sent to parents re. SD as they travel home. Year 5 and 6 pupils will also be given clear guidance on their home time procedures • Children who are late to be collected will remain with a member of the inclusion team at 2m distance in their separate pods and parent /carer will be notified. • Parents can form a support bubble with another household to help with informal childcare. This does 	<p>Who will monitor this on a daily basis?</p> <p>SLT</p>	<p>Please assess the residual risk.</p> <p>High level of concern that older children will leave without parent and gather outside ‘pods’ after school.</p> 

		<p>mean that some children may be collected by another family at the end of the day by prior agreement</p> <ul style="list-style-type: none"> The school will encourage families to follow the New National Restrictions Guidance regarding support bubbles with childcare 		
1E Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class	<ul style="list-style-type: none"> Children will stay in Pod groups (EYFS + y1, Y2,3,4, Y5,6) No gathering in larger groups (no assemblies etc.) Briefings to staff – Weekly updates Briefings to children – daily in class bubbles Messaging to parents – weekly newsletters Increased staff presence during the period of transitions. Two members to staff, where possible, to accompany children in each class bubble No crossing of classes in corridors. One way systems in use throughout school where appropriate. 	<p>Who will monitor this on a daily basis?</p> <p>SLT</p>	<p>Please assess the residual risk.</p> 
1F Kitchen staff: changing room	Confined space Personal items coming into contact with staff uniforms	<ul style="list-style-type: none"> Stagger start/finish times to avoid need for more than one person to change at a time Ventilate by keeping windows open at all times Changing room to be sanitised after use ready for the next person to use, particularly chair and door handle One kitchen staff member changing at a time No personal items should be brought into the kitchen Keep changing room door closed 	Kitchen Team	<p>Please assess the residual risk.</p> 
1G Kitchen staff: uniform	Uniforms being cleaned at home and transported to school	<ul style="list-style-type: none"> Wash uniforms daily in school, if not possible, put uniforms into a separate bag to be taken home to wash Wash uniforms at highest temperature possible 	Kitchen Team	<p>Please assess the residual risk.</p> 




2. IN CLASS/LEARNING ENVIRONMENT



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
2A Classroom	Observing social distancing	<ul style="list-style-type: none"> • Signage across the school as visual reminder • Positioning of tables in rows for years 3-6. EYFS and KS1 to position tables as normal. • Positioning of staff (2m apart where possible) • A 2m distance line marked in all Key Stage 2 classrooms as a visual reminder to staff to keep their distance from children. When not behind this line, it is recommended that this is only for short periods of times (less than 15 mins) • In Key Stage 1, where keeping 2m away from children is more challenging, staff are advised to keep close interactions to a minimum and to follow all other measures • Training the children on distancing and the rules in the classroom - flipchart used as a reminder where necessary • All off- site visits suspended for Spring Term when public transport is needed. Local trips can take place with usual RA processes in place • Signage up in classrooms promoting the 'Catch it, bin it, kill it'. 	SLT Individual class teachers Support staff with group	<p>Please assess the residual risk.</p> 
2B Classroom	Children requiring additional support	<ul style="list-style-type: none"> • Specific staff assignment (see support staff allocation for Spring 2021) - Familiar adult for child with EHC plan • Limited movement of support staff between classes where possible • Staff PPE if appropriate (intimate care) 	SLT Support staff with group	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> • Staff briefing for individual adults working as 1:1 • Resource Team will be responsible for cleaning resources on a daily and weekly basis • Where possible, cover for 1:1 adults will be within a pod. If this is not possible, due to staff shortage, staff may need to move across pods. If they do, 2m distance should be observed where possible. • Children not capable or deemed a risk in terms of social distancing, Reception and Nursery children may not be able to SD which is unavoidable. • Individual risk assessments for children with additional needs. 		
2C Classroom	Children leaving the classroom	<ul style="list-style-type: none"> • On call system (SLT member on site) to respond to children leaving class without authorisation (behaviour issues). • Use of staff mobile phones to highlight any issues that arise unexpectedly. • Children to either wash hands or use hand sanitizer when leaving/returning to the classroom. 	SLT Support staff with group	<p>Please assess the residual risk.</p> 
2D Classroom	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> • The building is well ventilated at all times. Windows must be open at all times, where safe and classroom doors must be kept open. This will be checked twice a day. It is the responsibility of staff in the room to ensure this happens. Windows must be closed by staff in classes before leaving at the end of the day. Premises manager to make sure all windows are closed at the end of the day. • Resources team will be formed from existing staff with responsibility for practical hygiene measures and distribution of resources (e.g. breakfast club staff reallocation of jobs) 	Premises manager SLT individual class teachers Support staff with group SENCO Cleaners	<p>Please assess the residual risk.</p> 


		<ul style="list-style-type: none"> • Hand sanitisation stations at all entry points to the school building and at entrance to spaces without handwashing facilities • Antibacterial gel available in all classrooms. Premises manager to check levels each day and staff to notify PM if supplies are running low • Regular breaks for handwashing • Soap available for handwashing in all classrooms where there are sinks. • Each class to teach pupils correct handwashing processes including washing hands for at least 20 seconds. Handwashing will be supervised at all times in the classroom in order to monitor this • Supervision of handwashing/support for pupils unable to complete appropriately • Monitoring of frequency of handwashing by pupils and staff. • Signage with instructions and key messages including 'catch it, kill it, bin it' • Lidded bins will be located in each classroom, playground, hall and toilet and at entrances for mask disposal. Bins will be double bagged for disposal • Premises Team to ensure that antibacterial sprays, hand gel, and blue roll is full at all times. This needs to be checked throughout the day. This also requires a collective responsibility approach and if any member of staff notices that a spray is missing/ running low, they must alert the admin team who will notify the premises manager. • Children to use individual cups (allocated with their names on daily) and kept on shelf. Adult fills cups for children. Adults to fill water jugs from staffroom. 		
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		<ul style="list-style-type: none"> • Fountains outside to remain switched off. • Good supply of disposable tissues in each classroom and enough to top up regularly - class staff responsible for checking stock is up to date. • Each classroom provided with gloves and disinfectant spray to clean equipment/table in case a pupil coughs or sneezes without appropriate covering • All classroom spaces will have a window which must be open to allow for good ventilation, even in colder weather – the heating is on full and children and adults have been advised to wear layers in colder weather • A system of checking will be used to ensure that windows are open at all times • Additional PPE ordered and available from independent suppliers or if needed HLT. • Doors will be kept open, where possible, to allow for good ventilation in line with Fire Risk Assessment with Premises Manager • Separate Risk Assessments will be carried out for individual children who may need additional support to stay in their classroom if the door is open • Classrooms in use will be cleaned daily, with a focus on surfaces that are touched by multiple people and will be cleaned additionally throughout the day in shared spaces by the premises and resources team. • Outdoor equipment will be more frequently cleaned (plastic handles/slide etc. at the end of each day) • Resources shared between classes (art, science equipment will be cleaned frequently and always between classes, or rotated to allow them to be left 		
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		<p>unused and out of reach for 48 hours (72 hours for plastics)</p> <ul style="list-style-type: none"> Playground zoned areas for each class will be designated each week and not shared between pods 		
2E Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> Pods to use classroom resources as much as possible. Children and adults to have individual equipment that is very frequently used (pencil, green pens, pens, rulers, whiteboard pens, and whiteboards). Cleaning of any shared areas within and across class bubbles and pods Adults working in class to clean larger shared resources - instruments/clocks/shapes after use. Cleaning of equipment daily (more frequently if needed) 	<p>Premises manager SLT Rotas – Phase Leads Support staff with group Resources team</p>	<p>Please assess the residual risk.</p> 
2F Shared spaces		<ul style="list-style-type: none"> Shared spaces must be well ventilated Multiple pods must not use a shared spaces at the same time 	SLT	<p>Please assess the residual risk.</p> 
2G Toilets	General hygiene	<ul style="list-style-type: none"> Adults to remind children of handwashing after use of toilets Reception and Y1 children to use the ground floor toilets Years 2, 3 and 4 to use middle floor toilets (ground floor toilets during break and lunch) Years 5 and 6 to use the top floor toilets Nursery to use the toilets in the nursery Toilets and toilet door handles wiped down regularly Children to sanitise their hands when coming back into the classroom as they may have touched 'heavy traffic points' 	<p>SLT Individual class teachers Support staff with group</p>	<p>Please assess the residual risk.</p> 

2H Toilets	Intimate care	<ul style="list-style-type: none"> • Trained staff available • PPE available and used • Handwashing • Staff briefing 	SLT SENCO	<p>Please assess the residual risk.</p> 
2I Corridors	Movement around the school	<ul style="list-style-type: none"> • Staff will be given documentation which shows entry/exit points and routes for their class • A flipchart will be shared with children about their entry/ exit points and how to behave on stairs/corridors. • All systems will be monitored by adults with the class and SLT • Children walk through all corridors in single file and timetabling of playtimes and lunchtimes will minimise classes crossing in corridors. • Signage to keep to left of corridors to maintain SD of 2m • No resources will be kept in corridors • Staff will maintain, where possible, 2m distance. • Signage inside and outside of the school building will be used to remind staff and children of systems. • No assemblies will take place • Staff who need to move between classes and pods e.g. music / PE teachers will maintain strict SD from children and other members of staff. 	SLT Staff in classes	<p>Please assess the residual risk.</p> 



3. LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
3A Lunch service	Lunch Service	<ul style="list-style-type: none"> Each class will sit together in the lunch hall in their Pods with groups 2m apart Lunchtime staff to monitor, ensuring there isn't a cross-over of groups when children are leaving. Lunchtime staff to SD, while also helping to clear and wipe down tables when the children have left There will always be an allocated member of staff monitoring the groups (see lunchtime rota) 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 


		<ul style="list-style-type: none"> • Lunchtime staff working in the dining hall to SD where possible and wear masks or visors while also helping to clear and wipe down tables. • There will always be an allocated member of staff monitoring the lunch hall. • Kitchen staff included in whole school Health and Safety training. • Kitchen staff to wear masks or visors when serving the children and preparing food. • Pods to follow wet play arrangements if necessary. (see wet play rota for cover for each class) • All play outdoors except in the most extreme weather – families to be advised of this and to send children in wearing weather appropriate clothing. • Once in the playground, same practice as break time is adhered to • Plates/cutlery /cups cleared at the table once whole class has finished into plastic containers to be removed by allocated staff 		
3B Lunch Hall - surfaces	Tables must be cleaned thoroughly before and after people eat at them	<ul style="list-style-type: none"> • Sanitise all surfaces and allow full contact time for sanitiser to act • Dry with disposable towel (blue roll) 	SLT Lunchtime staff Kitchen Team Resources Team	Please assess the residual risk. 
3C Lunch Halls – cutlery	Cutlery on tables	<ul style="list-style-type: none"> • Cutlery is placed on tables. Any unused cutlery pots to be changed between pods 	SLT Lunchtime staff Kitchen Team Resources Team	Please assess the residual risk. 
3D Lunch Halls – use of cutlery	Hand-held food items present a transmission pathway	<ul style="list-style-type: none"> • Kitchen to limit amount of hand-held food items served • Staff to remind children to use cutlery to eat instead of their hands 	SLT Lunchtime staff Kitchen Team Resources Team	Please assess the residual risk. 

3E Lunch Halls – staff uniform	Uniform	<ul style="list-style-type: none"> Kitchen staff should wear PPE (aprons, gloves, masks) when serving food 	SLT Lunchtime staff Kitchen Team Resources Team	Please assess the residual risk. 
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4. BREAKTIMES

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
4A Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> Use of equipment will be allowed. Cleaning of equipment daily – this will happen at the end of the day. The playground may be divided. The divides used will not be a trip hazard. Site manager will check this daily Children in each class to have set zoned areas of the playground for playtimes and lunchtimes. Different Pods will not mix in areas of the playground. 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 
4B Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> Children do not need to SD within Pod when outside playing. 	SLT Individual class teachers Support staff with group	Please assess the residual risk. 



5. FIRST AID PROVISION



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
5A First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> • PPE identified as required * in place in first aid station • PPE used whilst treating injuries • First Aid for minor injuries treated outside as much as possible. • Cleaning of areas after each use – First Aid worker wipes down surfaces. • Trained staff available within each pod with up to date training • Suspected Covid - 19 room (Nursery classroom 2) is separate to Medical Room sufficient ventilation – door/windows open • PPE available in room • Deep clean of room following use by cleaning staff 	SLT Trained first aid member of staff on duty	Please assess the residual risk. 





6. GENERAL WELFARE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
6A Child develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> • Parents are informed that any child displaying symptoms must not come to school and school to be informed and child tested. Child to be kept at home for 10 days or until negative test result. 	SLT	Please assess the residual risk. 

		<p>Household members to self-isolate for 10 days or until negative test result.</p> <ul style="list-style-type: none"> • Protocol in place for identification, isolation and return home of any symptomatic child – shared with all staff and parents/carers. • Child to be isolated immediately in designated room (Nursery classroom 2) and temperature taken. Child with symptoms to be sent home, cleaning of the room and toilet they were in. • PPE to be worn by staff if a child becomes symptomatic • Child’s family instructed to get a test for the child for Covid-19, (a limited supply of tests will be available in school) and kept at home for 10 days. • School to follow up via phone call to check that test has been taken and to get results of test. • The member of staff attending to the symptomatic individual should not have to isolate as they were wearing PPE - and should have been protected. • Log of all tests and isolated staff member and children kept • Description of symptoms communicated in Staff Guidance document • Family members must also get tested and self-isolate for 10 days. • If test negative child and close contacts can return to school. • If a child’s household member develops symptoms, the child must self- isolate until the result of a test is received. If the result is negative, as long as they themselves do not have symptoms, they can return 		
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		to school. If the test is positive, they must self-isolate for 10 days		
6B Staff member develops symptoms of Covid-19	Risk of transmission to others	<ul style="list-style-type: none"> All staff briefed on procedures if they become unwell with symptoms of COVID 19. If any staff member is unwell with symptoms they must not attend work and absence reporting procedures in place are used. If any staff members have symptoms, they must be tested for COVID 19 If a staff member develops symptoms in school compatible with coronavirus, they should be sent home and get tested. Staff member with with a positive test must self-isolate for 10 days and household members for 10 days If test negative staff member and close contacts can return to school. If a member of staff's household member develops symptoms, the member of staff must self- isolate until the result of a test is received. If the result is negative, as long as they themselves do not have symptoms, they can return to work. If the test is positive, they must self- isolate for 10 days 	SLT	<p>Please assess the residual risk.</p> 
6C A confirmed case of Covid-19 in the setting	Risk of transmission to others	<ul style="list-style-type: none"> Hackney Health Protection Team contacted and advice followed. All children and staff from class (close contacts) must self- isolate for 10 days - if positive test is confirmed. Other close contacts must also self – isolate for 10 days. 	SLT	<p>Please assess the residual risk.</p> 




		<ul style="list-style-type: none"> As much as possible, staff and children should reduce contact with anyone from outside of their class and pod at 2m 		
6D General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> All staff/ team reminded on cleaning and hygiene measures School cleaning team will be in each morning and evening All spaces that have been in use will be cleaned daily in addition to premises team and resources team surface cleaning Regular wipe down of high traffic touch points with cleaning substance by premises staff Doors left open where possible, in line with Fire Risk Assessment and Premises Manager Classroom staff to check soap provision and sanitiser provision in classrooms alerting premises manager if refilling is needed Soap provision and sanitiser provision checked by premises manager 	Premises manager SLT Staff with bubbles of children	Please assess the residual risk. 
6E If staff have concerns about the environment		<ul style="list-style-type: none"> There should always be these members of staff on duty: SLT DSL SENCO/ Inclusion Manager Premises staff Resources staff All staff must wear a face mask when not alone in a room or eating/drinking Staff to continue with home testing cycle (twice a week) 	SLT	Please assess the residual risk. 

<p>6F Risk to children’s family members after sending their children to school.</p>	<p>Children catching the virus at school and spreading it at home.</p>	<ul style="list-style-type: none"> • Advise parents that the school cannot guarantee to be able to keep their children socially distant. Inform parents of all the safety and hygiene precautions we have in place in September. Inform parents of how class and pod system will work, staggered start and end of days, playground spaces etc. Also make parents aware that all children need to be back in school in September, as attendance is now compulsory • Advise parents of importance of procedure in place should a child or family member develop COVID 19 symptoms at home. • Staff to continue with home testing cycle (twice a week) 	<p>SLT</p>	<p>Please assess the residual risk.</p> 
<p>6G New staff starting work at school</p>	<p>All staff needing to know new procedures</p>	<ul style="list-style-type: none"> • All staff briefed on any changes to the guidance and procedures 	<p>SLT NQT and SD mentors</p>	<p>Please assess the residual risk.</p> 
<p>6H The virus impact disproportionately on some key groups</p>	<p>Office for National Statistics shows a greater impact of Covid – 19 on BAME people</p>	<ul style="list-style-type: none"> • Research is being used to further protect BAME staff and reduce risk • Staff are identified from this group • Individual risk assessments will be reviewed with all BAME staff spring 2. • All vulnerable staff or 1:1 staff to complete HE individual risk assessment and send to line manager. Staff identified as critical or vulnerable will have individual discussion with Head teacher. 	<p>SLT All staff to share any research</p>	<p>Please assess the residual risk.</p> 
<p>6I Visitors/Contractors</p>	<p>Risk of transmission to office staff/school community</p>	<ul style="list-style-type: none"> • Visitors by appointment only at the discretion of the Associate Headteacher • All visitors/contractors to be made aware of safety procedures on arrival 	<p>SLT</p>	<p>Please assess the residual risk.</p> 

		<ul style="list-style-type: none"> • Details of all visitors/contractors kept for contact purposes 		
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7. STAFF WELLBEING


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
7A Staff travel	Staff travelling on public transport at higher risk	<ul style="list-style-type: none"> • Staff encouraged to travel by bike or walk where possible • Loans of school bike will be given if needed • Staff travelling on public transport should try to avoid peak hours • Parking permits will be requested from Hackney Council for staff at amber on the individual risk assessment • Staff meetings will be arranged remotely 	SLT	Please assess the residual risk. 
7B Health	Staff who are clinically extremely (CEV) vulnerable or clinically vulnerable	<ul style="list-style-type: none"> • From 4th January 2021, under TIER 5, those who are extremely clinically vulnerable (ECV) are advised to work from home and not go into work • Individuals from this group will have been identified through a letter from the NHS or their GP and may have been asked to shield in the past. • All other staff should continue to attend work, including those who live with someone who is clinically extremely vulnerable • Staff room and other shared areas to have routines and procedures which maintain safe distance between staff e.g. limited number of adults using at one time and enhanced hygiene protocols 	SLT	Please assess the residual risk. 

<p>7C Staff mental health</p>	<p>Staff will need support returning to school setting</p>	<ul style="list-style-type: none"> • All staff to continue to have a point of contact with a member of SLT (line managers) • School to offer support for members of staff who have experienced bereavement as a result of Covid-19 provided by HE • Staff to communicate any individual concerns with their line manager 	<p>SLT</p>	<p>Please assess the residual risk.</p> 
<p>7D Well-being/safety</p>	<p>Staff will need support with new systems and management of classrooms</p>	<ul style="list-style-type: none"> • Risk Assessment updates shared and feedback from all staff members is encouraged • Whole school Teams updates will be provided when new guidance is issued • In school SLT member on call throughout the school day • Use mobile phones to get in touch with SLT on call • Opportunities for staff to review systems that are in place • Staff are entitled to a break of twenty minutes every 5 hours. School will try and ensure that this amount is exceeded and in line with usual practice • In emergencies staff may be asked to assist in managing day 	<p>SLT</p>	<p>Please assess the residual risk.</p> 
<p>7E Staff mixing with each other</p>	<p>Staff need to ensure that they are not spending time with each other to lower the risk of transmission</p>	<ul style="list-style-type: none"> • Staff to stay in their own class as much as possible – class teams must not mix with other staff teams • Staff who work across the school due to their role (e.g. SLT, learning mentors, teaching and learning associates) should be assigned to Pods as much as possible. Where this is not possible, for example, in the case of staff absence, social distancing of 2m should be observed where possible and other measures, such as windows being open is a priority • Shared staff spaces have a number limit displayed. Maximum occupancy must be observed at all times 		<p>Please assess the residual risk.</p> 


		<ul style="list-style-type: none"> Computers for staff use are allocated to enable staff to be must be 2M apart Whole Staff Meetings will take place virtually, using Teams (weekly) Smaller group meetings (SLT) may take place, but should be in a large space and staff must be spread to 2m 		
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8. SAFEGUARDING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
8A Vulnerable Pupils CIN, CP, LAC	Risks associated with individual plan e.g. family disengagement from safety	<ul style="list-style-type: none"> CIN/CP/LAC meetings carried out virtually Consultation with social workers & families 	SLT DSL	Please assess the residual risk. 
8B Children with EHCPs	Risk of transmission to adults working with child	<ul style="list-style-type: none"> Needs can be met safely or more safely at school Review current government guidance (e.g. changes to EHC plans) To support child with EHC plan - Each child will be risk assessed on individual basis as required 	SLT SENCO	Please assess the residual risk. 
8C Children with medical needs	Children's medical needs	<ul style="list-style-type: none"> Individual risk assessments as required PPE equipment available for adults working closely with children with medical needs/providing intimate care. 	SLT SENCO	Please assess the residual risk. 

8D Visitors from external agencies	Risk of transmission to adults and staff if providing support for children with SEND	<ul style="list-style-type: none"> All visitors must have organised visits prior to entry on site and will only take place when absolutely necessary. Adults will be required to show proof of recent negative test or take an LFT before entering the building Clear guidelines on entry to school and procedures in place if permitted A set designated work area will be provided Visitors will not be able to use shared staff spaces, such as the staffroom, lunch hall PPE offered if necessary SD to be maintained 	SLT SENCO	Please assess the residual risk. 
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9. LEARNING




AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
9A Gaps in curriculum provision	Home learning/school re-opening curriculum differs from usual school curriculum	<ul style="list-style-type: none"> Home learning curriculum carefully planned to create opportunities to access a broad curriculum Training delivered on Teams for all staff Guidance issued to staff and parents and carers on remote learning Curriculum leaders involved in developing the current curriculum Curriculum adapted according to school closures and gaps Individual risk assessment for children with EHC plans and those that are vulnerable as required 	SLT Curriculum leaders	Please assess the residual risk. 






		<ul style="list-style-type: none"> 60 mins of physical activity is recommended. Each class will have a minimum of 2 hours of P.E. timetabled per week. In addition to this, each class should complete the daily mile each day. Additional promotion of physical activity will be planned into play and lunchtimes, such as: outdoor discos and a range of sport activity outside of the cage activity 		
9B New content of learning in school	Children will need to be refamiliarised with procedures/health and safety expectations in school	<ul style="list-style-type: none"> Lessons are planned for teachers to use on hygiene, well-being and about covid-19 Health/ well- being support offered to children throughout the day. Individual children causing concern should be discussed with Inclusion Leads Social stories shared to explain procedures Regular timetabled points to wash hands/ reminders of health and safety expectations 	SLT Teachers/support staff	Please assess the residual risk. 
9C Capacity to continue with remote learning	Remote learning and learning in school will need to be managed	<ul style="list-style-type: none"> Remote learning through Teams will be in place for all children not attending school due to class bubble closure. Guidance is issued to parents and available on the website with newsletter reminders. Children have been supported with technology to access home learning materials Parents have been surveyed to ensure the school knows the technology needs of each class. 	SLT Teachers	Please assess the residual risk. 
9D Communication with parents about learning	Changes to home-learning and in school learning needs to be communicated effectively	<ul style="list-style-type: none"> Guidance on home learning issued to all parents Class Teams set up and usernames and passwords shared with all families 	SLT	Please assess the residual risk. 



		<ul style="list-style-type: none"> • Support in place to ensure children are accessing home learning 		
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10. PREMISES

***Note: Mandeville has not been entirely closed and so some health and safety considerations in the NEU document on reopening do not apply. However, in the interests of a comprehensive risk assessment, these have been included here.**





AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
10A Hot and cold water systems working appropriately.	Due to increase in hand washing, water systems need to be in good working order	<ul style="list-style-type: none"> • Water systems have been in use on the bottom floor throughout the closure • A statutory water system check is scheduled for summer half term (May) • Premises manager will conduct a run through after the water system check but before opening 	Premises Manager SLT	Please assess the residual risk. 
10B Gas safety	If the gas system has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use the supply?	<ul style="list-style-type: none"> • Gas system been in use during closure • Standard gas service certificate appropriate 	Premises Manager SLT	Please assess the residual risk. 
10C Fire safety	Are there any differences in the usual fire safety procedures and if so, have they been updated?	<ul style="list-style-type: none"> • Every member of staff to familiarise themselves with fire procedures and practice them with their Pods • In order to provide adequate ventilation throughout the school, doors to halls may be 	All Staff SLT Fire Marshalls	Please assess the residual risk. 





		<p>open. Fire marshals will be responsible for closing the doors on way out</p> <ul style="list-style-type: none"> • Staff are responsible for closing the door to their classroom on the way out • Fire drills will still continue, without notice 		
10D Kitchen Equipment	If the kitchen equipment has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> • Kitchen equipment has been in use during closure and since re-opening • Standard kitchen service certificates appropriate 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
10E Specialist equipment used by pupils (access/mobility/cha nging)	If the specialist equipment has been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> • Check on working order of specialist equipment to be run before opening. 	Premises Manager SENCO SLT	<p>Please assess the residual risk.</p> 
10F Security/intruder alarms/access control	If any alarm/entrance systems have been dormant (schools that have been entirely closed) have adequate checks been made when starting to use?	<ul style="list-style-type: none"> • Alarms and entrance systems have been in use during closure and since re-opening in January 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
10G Toilet hygiene	Hand dryers in toilets blowing air (virus) around.	<ul style="list-style-type: none"> • Hand dryers will be disconnected and out of use. 	Premises Manager SLT	<p>Please assess the residual risk.</p> 
10H Rooms used	<p>Possible inadequate ventilation in some rooms.</p> <p>Room size impact on social distancing and numbers.</p>	<ul style="list-style-type: none"> • Only rooms with adequate ventilation to be used. • Doors to be kept open. *Please see fire safety. additional risk assessments to take place in rooms where leaving a door open will expose children to additional risks (e.g. runners) 	Premises Manager SLT	<p>Please assess the residual risk.</p> 





		<ul style="list-style-type: none"> Site to be measured to ascertain maximum capacity. 		
10I Premises cleaning	Will all areas of the premises be thoroughly cleaned daily with particular focus on surfaces that are touched by multiple people?	<p>Daily (at least) cleaning of:</p> <ul style="list-style-type: none"> photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps IT equipment wiped down by each individual user 	Premises Manager SLT Resources Team	<p>Please assess the residual risk.</p> 
10J Staff levels	What will happen if staffing levels fall short of safety requirements?	<ul style="list-style-type: none"> There will always be members of SLT on site when open to children There will always be a DSL on site when open to children The SENCO will be on site/ available on the phone when open to children All staff could be asked to work in class where necessary (see Staff Guidance document) 	SLT	<p>Please assess the residual risk.</p> 

11. KITCHEN ENVIRONMENT


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Kitchen	Observing social distancing	<ul style="list-style-type: none"> Keep workstations 2m apart where possible Recommend staff work side by side or with 	Kitchen Team SLT	Please assess the residual risk.

		<p>backs to each other</p> <ul style="list-style-type: none"> Wear face masks as a 2m distance is not always possible Use floor tape to mark out specific areas in the kitchen for certain members of staff Implement a one-way movement system where possible Prevent non-kitchen staff from entering the kitchen - signage and floor tape 		
Kitchen	Hygiene requirements to prevent transmission of COVID-19	<ul style="list-style-type: none"> Keep windows open to allow for good ventilation Hand-washing Two-stage cleaning Signage 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Hand contact points	<ul style="list-style-type: none"> Identify hand contact points and implement a regime of frequent cleaning Eliminate hand contact points as far as possible, e.g. use blue roll from dispensers only or always remove centrefeed from blue roll to reduce amount it is handled <p>[fridge + freezer doors, oven control buttons + knobs, taps, drawer handles, trolleys, plugs, plug switches, scales, spice containers, oils, salt]</p>	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
PPE	Needs to be used appropriately Hands need to be washed before applying gloves Gloves cannot be used as a substitute for hand washing	<ul style="list-style-type: none"> Staff are to be trained in appropriate use of gloves 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Dishwasher	Relied upon to clean high-risk items: drinking cups, cutlery, plates	<ul style="list-style-type: none"> Check operating temperature of dishwasher daily 	Kitchen Team SLT	<p>Please assess the residual risk.</p>

		<ul style="list-style-type: none"> Update trail used for HACCP recording to have a daily dishwasher temperature log 		
Drying Procedure	Re-usable towels are a source of cross contamination	<ul style="list-style-type: none"> Use clean disposable cloths instead Dry cutlery in hot cupboard Dry cups in hot cupboard Check temperature of hot cupboard How long do cups and cutlery need to be in there overnight If a towel must be used, only touch towel with clean hands Wash towels at 90°C Allow towels to dry fully before using Change towels frequently Do not mix towels between tasks: one towel for cups, a different towel for plates Air-dry where possible 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Deliveries	Contact between suppliers and kitchen staff	<ul style="list-style-type: none"> Delivery drivers should use a hand sanitiser before handing delivery documents to kitchen staff Do not allow suppliers to enter the kitchen Tell suppliers not to enter the school if they are displaying any symptoms of COVID-19 Dispose of all packaging Prevent all delivered goods from coming into contact with food preparation surfaces Keep door between kitchen and outside door closed 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Food prepared in school becoming contaminated with COVID-19 by kitchen staff	<ul style="list-style-type: none"> Hand washing Regular cleaning of hand contact points Eliminate interaction of kitchen team with other staff and all children in school 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 

Kitchen – staff	Worker infected with COVID-19 transmits virus onto food and / or surfaces through coughing, sneezing or hand contact	<ul style="list-style-type: none"> Any food handler who is unwell should not be at work Check staff temperature daily on arrival Practice respiratory hygiene Cover the food as much as possible e.g. when it is being transported to lunch halls 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen – staff	Asymptomatic + presymptomatic transmission	<ul style="list-style-type: none"> Practice personal hygiene Appropriately use PPE, including face masks Introduce a high level of security and staff management 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Kitchen produces ready-to-eat and cooked foods	<ul style="list-style-type: none"> The use of PPE, including face masks + gloves, worn by food handlers, should be routine Kitchen uniforms washed on site Frequent hand washing Regular cleaning of hand contact points Stringent cleaning of food preparation equipment Sterilise chopping boards weekly using Milton solution in addition to disinfecting them after use in the dishwasher 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 
Kitchen	Food preparation equipment - Some items too bulky to fit inside dishwasher	<ul style="list-style-type: none"> Clean items in hot soapy water Rinse items in very hot, clean water Metal tins that will be used to hold ready to eat foods are to be sanitised by placing them inside a hot oven Check temperature of hot water supply daily Keep sinks clear and clean them regularly Regularly disinfect plugs Update trail used for HACCP recording to have a daily dishwasher temperature log 	Kitchen Team SLT	<p>Please assess the residual risk.</p> 



Kitchen	New procedures regarding sanitation and hygiene implemented	<ul style="list-style-type: none"> • Continue to provide staff with written instructions and training on new procedures • Agree additional cleaning requirements with kitchen staff • Signage to remind staff about requirements, e.g. social distancing, frequent handwashing 	Kitchen Team SLT	Please assess the residual risk. 
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KEY DECISIONS

Following your risk assessment, if you have made the decision that it is not safe to reopen your school, please summarise your reasons here:

Following your risk assessment, if you have made decisions which do not directly follow the current Government advice (e.g. not opening an identified year group), please summarise your actions and reasons here:

Please note, the assessment above will be shared with the Governors COVID Committee in their oversight role. Please provide sufficient detail.