



RISK ASSESSMENT FORM
 6PH COVID Operation/ Remote learning/ Minimising school attendance

Location / Organisation / School	Insert details where assessment taking place
School and remote learning. This risk assessment has been formulated by the headteacher in conjunction with 6PH staff in line with: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf	
What is the Activity / Task / Procedure	Insert details of activity/task being assessed
To ensure high quality remote learning is offered to children during the restricted attendance period. And there is safe provision for vulnerable children and the children of critical workers.	
Who is at Risk	Insert those at risk (eg. staff, children, public)
All	
Hazard	Insert a hazard associated with activity/task
Changes to normal practice may impact efficient, effective and safe education during restricted attendance/ risk of contamination on site/ safety during remote learning.	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> Any child or staff member with symptoms does not enter the school site. Self-isolation procedures will be followed. Any person who becomes ill during opening hours is sent home immediately and all surfaces are cleaned. A designated room remains for emergency use and will be the waiting area with an open window. It will be fully cleaned after use. PPE will be used by a staff member who needs to have any contact with a symptomatic person. Timetabling has been organised to maximise operations. Any changes to timetabling must be checked by the headteacher. Essential visitors to school site only. The school gates remain closed at all times. School office is closed to all but essential visitors. Email remains the only route for communication. All bookings for on site provision must be made by email and confirmed through the school office. Admin staff produce daily registers and report to the DfE. School is open for vulnerable children and children of critical workers. Remote learning is in place for the children at home. Teachers will provide daily learning for at least 3 hours a day, including twice daily live lessons using Zoom. Live lessons will focus on English, and particularly phonics for younger learners, and mathematics, particularly mental maths, place value and number. Other learning will include recorded lessons (either 	



by the teacher or linked to high quality remote learning sites), activities using high quality applications and the practice of taught skills. Teachers will monitor pupil progress and provide regular feedback to children either in person onsite, via a regular learning focussed telephone call and/or via email at least once a week.

- Contact will be made to all children at least weekly. In the event of no contact, staff will note concerns and refer to the designated safeguarding lead.
- Remote learning live lesson protocols are clearly communicated to children and parents. Find them here: www.sixpennyhandley.dorset.sch.uk in our Remote learning Policy as well as through newsletters and reminders at the beginning of sessions. An additional staff member will also watch or be online during the live lesson to ensure high standards of safeguarding and safe working practice.
- Children with an EHCP will continue to learn in line with their particular learning needs/targets. Class teachers will be mindful of these needs when planning learning.
- Children enter the school site via the main school gate. Parents remain outside the school gate. School staff members operate the gate and greet the children. Staff escort children into school for initial hand washing. In order to ensure full compliance with social distancing, parents do not enter the school site. There is extremely limited interaction during the drop off and pick up times. Parents are informed to use email to communicate with staff.
- All areas will be fully ventilated when occupied. If it is particularly cold, we will provide as much ventilation as possible when rooms are occupied but fully ventilate at break and lunch times. Heating will operate as normal to ensure working areas are as comfortable as possible
- Key safety and safeguarding policies and procedures, such as: Keeping Children Safe in Education; Working Together to Safeguard Children, Health and Safety Policy, Early Years Foundation Stage; First Aid and Medical Policy is followed as usual. DSLs are always available on site. DSLs at our school are: Rachael Musselwhite, Matthew Reed and Katie Keeble.. Concerns are recorded in the usual way through MyConcern.
- Individual support with child and adult will be limited. Protective equipment will be available to staff.
- Wraparound care is available and can be booked via the school office. This remains a paid for service.
- PPE is available for staff as necessary. Masks and visors can be worn if staff members wish to do so.
- Any children who may display challenging behaviour, particularly with the changes to the school day will have an individual risk assessment, written by the classteacher and SENCo and authorised by the headteacher.
- Staff members will practise social distancing as much as reasonably possible and avoid face to face contact.
- Wellbeing will be considered during the restricted attendance period. Staff will monitor pupil wellbeing during the regular interaction with pupils on site and during telephone/live lessons. Staff wellbeing concerns must be reported to the responsible person on site and



/or the headteacher and amendments can be made to working practice to support staff members and additional services can be signposted.

- ITT students will continue to plan and teach alongside their usual class teacher during the restricted attendance period.
- Learning packs are available for all pupils and collection of these resources will be arranged as necessary. Additional resources will be made available as needed. The school will provide IT devices to any families who do not have sufficient access.

Hazard	Insert a hazard associated with activity/task
Hygiene of site to minimise risk of contamination	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Deep cleaning takes place regularly throughout the school. All health and safety procedures continue, such as water and fire equipment testing. • Regular supervised handwashing for 20 sec for all on site. Staff are issued with individual sanitisers. • All surfaces wiped with anti bac regularly throughout the day. • Good respiratory hygiene is explicitly taught and practised by all. Positive praise will be used to reinforce correct procedures. • If appropriate, children will wipe their work area before and after use. Staff to anti-bac all surfaces regularly throughout the day. • All school equipment such as pencils etc is for personal use and not shared. Staff to consider the storage of individual utensils, stationery. • Equipment from home is minimised. • In the event of a positive Coronavirus case, the DFE/PHE procedures will be followed. • All usual safety procedures are in operation. The usual safety checks continue as usual. 	
Hazard	Insert a hazard associated with activity/task
Other professionals from other settings could unwittingly spread the virus.	
Control Measures Required	Identify control measure to manage hazard
<p>Non-essential staff contact will be minimised</p> <ul style="list-style-type: none"> • Meetings with outside agencies will take place remotely . • Staff meetings, including any leadership or finance staff meetings will take place remotely using an appropriate application. • Meetings will be organised remotely through an appropriate application, if possible. 	



- Contractors will only attend to essential repairs and maintenance. All hygiene practices will be followed. Sanitiser will be used on entry. Sign in procedures will be used in the event of the need for track and trace.

Hazard	
Children may not have access to meals during the restricted attendance period	
Control Measures Required	
<ul style="list-style-type: none"> Children who are entitled to a benefits related free school meal and are undertaking remote learning will receive a weekly hamper from our usual meal provider, Local Food Links. Children attending on site provision and entitled to benefits related free school meals or a free infant school meal will be provided with a meal from our usual meal provider, Local Food Links. 	

With these control measures the risk is:	Circle which of following is most applicable
UNACCEPTABLE	FURTHER CONTROLS REQUIRED
ADEQUATELY CONTROLLED	

Assessor's comments	Insert additional information as required
On-going assessment will be required.	
Name of Assessor	Rachael Musselwhite
Date of Assessment	January 2021

Manager's comments	Insert additional information as required
Shared with staff for their input and amendments made.	
Name of Manager/Approver	Justine Horn

Review date	Reviewed by	Reviewer signature	Remarks
When new government guidance is released,	R Musselwhite		