



RISK ASSESSMENT FORM

Heath Academy Trust/ Sixpenny Handley First School

Location / Organisation / School	Sixpenny Handley First School Heath Academy Trust
Full return to school following COVID-19 nationwide school closure	
What is the Activity / Task / Procedure	Return to school- September 2020
Safe operation in line with guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	
Who is at Risk	All
Pupils, staff and visitors	
Hazard	
Separation of groups; safe on site practices need to be in place.	
Control Measures Required	
<ul style="list-style-type: none"> - All children are expected to return to school from September 2020. Children will be organised in discrete class groups. - There will be essential access to the school site only. - Drop off and collection will take place at the school gates. - Year 1 to 4 will start on 03.09.20; Reception will start on 07.09.20 and will attend am/pm sessions for the first week: 9:15 – 11am and 1:00 – 2:15 - The staggered start and finish times will continue: Reception children: 8.30 to 2.30 (field gate); Year 1: 8.30 to 2.30; Year 2: 8.40 to 2.40; Year 3: 8.50 to 2.50; Year 4: 9:00 to 3:00 (field gate). - After school and breakfast club will start on 07.09.20, from 7.30am for breakfast care and until 5.00pm Monday to Friday. Social distancing will be in place as much as possible for children in different year groups. The hall will be used for all Allsorts provision and kept well ventilated. Cleaning will take place at regular intervals and children will have specific drop off and collection times to support increased social distancing between staff and parents - Children in years 1-4 will have a designated seat and remain in there while in the classroom. - Older children (Y2-4) will have individual equipment, such as pencils and glue sticks, kept in an individual folder. 	



- Where children wear a face mask to travel to school, parents will be asked to take the mask home.
- Where children arrive by taxi or bus and choose to wear a face mask, it will be stored in a plastic wallet throughout the day.
- The use of toilets will be timetabled to keep groups separate as far as reasonably possible. Regular sanitising will take place at breaktimes. Children will be encouraged to put down the lid before they flush.
- Timetable adapted to avoid use of areas by groups at parallel times and to minimise movement.
- Classrooms and other learning environments will be organised to maintain space between seats and tables where possible.
- Soft furnishings and soft toys may be used if necessary but extra cleaning will be in place.
- Designated groups of children will stay separate throughout the day and will not mix with other year groups.
- Designated break times will be staggered to limit the opportunity for groups of children mixing.
- Lunch times will be staggered in 2 sittings with surfaces cleaned between each sitting and children appropriately distanced within their class groups. Lunchtime breaks will be staggered and in designated areas. Children will be served at their tables to minimize movement around the hall.
- Staff will reinforce expectations, such as as cough etiquette, handwashing and will support mental health.
- There will be no school visits using transport in the Autumn term.
- Pupil wellbeing is recognised and learning is planned to support children during the challenges of the Coronavirus crisis.

Hazard	
Minimise adult to adult contact	
Control Measures Required	Protect adult/ parents
<ul style="list-style-type: none"> - Parents are informed about the designated drop off and pick up times and are informed to arrive promptly but without a wait time. Parents will be reminded that social distancing should be practised at pick up and drop off. - Only one carer should pick up or drop off. - Parents will be asked to wait outside the school grounds at appropriate distances from each other. - Children only, will be admitted on site. There will be no adult to adult contact. If a child is unable to leave the parent, the parent will be asked to speak to the child to explain. School staff will not be able to make physical contact to assist with hand over. Communication will be through the school email. - Children will access the school using an outside door, preferably an individual one to their classroom, if available, and immediately wash hands on entry to school. - We will make clear to parents that 'they cannot gather at the school gates'. 	
Hazard	Minimise contamination of virus
Risk of contamination on site	



Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> - Children remain in the same groups at all times each day within key stage 'bubbles', and the key stages will be kept separate. - Anyone with symptoms should not be admitted to the school. They should inform the school office and engage with the isolation and/or testing programme. - Wherever possible children and young people use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. - Regular supervised handwashing takes place, throughout the day, for at least 20 seconds in line with guidance. - Children are actively informed not to touch their face and to dispose of tissues immediately, then wash hands after use. Cough etiquette is actively taught. - Used surfaces are cleaned throughout the day. Anti-bac spray is available in each learning area and stored at height when not in use. - High use items, such as light switches and door handles are sanitised regularly throughout the day (break and lunchtime). - Areas are well ventilated at all times, with windows and doors open, if possible. - Outdoor play equipment use will be limited and, if used, will be sanitised before and after use. - If shared rooms are used, such as the school hall or library, areas will be sanitised before and after use. - ICT equipment will be sanitised before and after use. - Outdoor access into rooms is used if possible. - Resources and equipment for taking home and bringing in from home will be limited. No communal PE clothing can be used. Children will come to school in their PE kits on their allocated days. - Ensure contact of personal items is limited during storage. - The teachers will ensure the on-site sports coach understands the social distancing requirements and will liaise to plan non-contact sports. Risk assessments to be shared. - The headteacher will ensure that all essential visitors (e.g music tutors) are made aware in advance of attendance of current social distancing measures and hygiene procedures. The risk assessment will be shared. - Staff will practice good hygiene during the marking of books to alleviate the risk of cross contamination. - An area will be allocated for any child who becomes unwell during the school day to wait for collection. This must be well ventilated in line with the guidance and sanitised after use. - Communication with cleaning contractors will ensure high standards of hygiene and cleaning are maintained daily. - In the case of any confirmed cases, Public Health will be contacted and procedures strictly followed. Deep South Media will be informed. 	

Hazard	Staff risk- adult to adult
Minimise the risk to the workforce	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> - Social distance will be maintained between adults on site. 	



- Limited items will be brought on site, but a lidded container/box will be provided for all essential staff coats and bags.
- Staff toilets cleaned regularly throughout the day and taps and handles sanitised after use.
- Personal hand sanitiser will be available to staff.
- Masks, aprons and gloves are available for any instances when there is a suspected COVID case.
- Access to the site is for essential users only. Deliveries will be left outside if possible.
- School offices will remain closed to the public. Communication will remain via email as the first option.
- Staff communication and staff meetings will continue remotely, where possible, rather than face to face meetings.
- Outside of the normal face to face school hours, staff will be encouraged to work from home when they can.
- Face to face meetings with other professionals will be discouraged. Where possible meetings will take place remotely.
- Training will take place remotely, where possible. All certificates will be provided to the school office.
- Contact details will be kept of all essential visitors to the school site in order to engage with Track and Trace, if necessary.
- Staff members will limit visits to other schools to essential visits only.

Hazard	Extremely and clinically vulnerable people
Clinically vulnerable adults are supported to work safely on site	
Control Measures Required	
<ul style="list-style-type: none"> - The latest guidance will be followed regarding extremely vulnerable or clinically vulnerable people. - Clinically vulnerable staff will be supported to maintain strict social distancing. - Staff who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	
Hazard	
Safeguarding, safety and wellbeing remain a high priority	
Control Measures Required	
Keeping Children Safe in Education is followed. The Heath Academy Trust Child Protection Policy is followed. 'My Concern' is used as the main system for child protection concerns.	



The curriculum is tailored to support PHSE and wellbeing as a focus.
Attendance will be encouraged and normal non-attendance referrals will be made if necessary.
Safe working practices are regularly reviewed.
Staff wellbeing is considered across operation procedures.
All meetings continue to take place remotely and on site time is kept to a minimum.

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
<p>Shared with staff. Shared with trustees and local governors. Published on school website.</p>	
Name of Assessor	Rachael Musselwhite
Signature of Assessor	
Date of Assessment	Updated October 2020 Reviewed November 2020