

1 - Social Distancing Practicalities Note it is considered to be more challenging to ensure EY children comply with guidance in this section

NOTES

• All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting

- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores

RISK OVERALL

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	15	0	5.21
•	15	U	MEDIUM

FUTURE:

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
1	18 0	8.74	
1		U	MEDIUM

RISK BREAKDOWN

CURRENT:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	4	14	1	0	0
Severity	2	2	15	0	0

FUTURE:

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	4	15	0	0
Severity	0	1	15	3	0

currently and following mitigating actions		isk likelihood / Severity scores			Formulas Don't delete				Formulas Don't delete						
Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>EXISTING</u> controls or mitigations are in place today?	mitigations, pleas	isting controls / e assess <u>CURRENT</u> el (1 - 5) Severity of Risk if it occurs	OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	actions, please es	letion of further stimate <u>EXPECTED</u> el (1 - 5) Severity of Risk if it occurs	OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
Maintaining bubbles	Pupils & staff	Risk of exposure to COVID19	Small bubbles of less than 10 in recpetion, and bubbles of 15 and under in the key worker and vulnerable famility group.	2-Low	3 - Medium	MEDIUM	School circumstances mean that we have year-sized groups in order that we can offer a full range of subjects and manage the practical legistics within and acount action. There can be text again from other groups and be encouraged to keep their distance within groups. School whas taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible, eg half will be used by each year group on separate days, a space can be cleaned between uses. We recognise that younger children will not be able to maintain social distancing, and it is exceptable for them not obtainance within their group, if this can be achieved with small groups, they are recommended. At primary school, schools may be able to implement making groups, the set of shall class. If that can be achieved, it is recommended, as this will help to reduce the number of people when could be saided to slooke should someone in group become ill with corrosivois (COVID-19).	3 - Medium	4 - High	MEDIUM	RG	on 01.09.2020	Green	Staff training day will include advice and information re bubbles etc.	
Travel to and from school- Dedicated school transport	Pupils 8, staff	Risk of exposure to COVID19	Currently only 2 pupils from the same year group and builble are using the bus from the Barracks to school.	2-Low	3 - Medium		- Lisise with bus and train companies and LA school transport to ensure their advice is followed and they are compliant with social distancing guidance. The companies of the c	3 - Medium	4-Hgh	MEDIUM	AB	17.07.2020	Green	Email transport company. Communicate to staff the holding area for Wraparound and Bramote bus pupils to support the staggered start and end of day social distancing routines.	
Travel to and from school - Public transport	Pupils & staff	Risk of exposure to COVID19	NA.	1 - Very low	2-Low	LOW	To reduce demand on public transport, schools should consider staggered start times to enable more journey to take place outside of peak hours. Families using public transport should refer to the safer travel guidance for passengers. Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible. Schools may want to consider using 'walking buses' (a supervised group of children being walkers, or, from, school), or working with their local authority to promote safe cycling routes.	2 - Low	3 - Medium	MEDIUM	RG	ongoing	Green		
Beginning of school day	Pupils & staff	Risk of exposure to COVID19	* Pupils to come straight into school through a range of pre- determined entrances * Staff on duy to control this * Limit the gathering of pupils and/or parents on the playground	2-Low	3 - Medium	MEDIUM	Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. 86, 2-10,8,85- 30,0,95-310 Pupils to come straight into school through a range of pre- determined entrance. Staff on duty to entor this. Tho way yeter amound school site will limit the gathering of pupils and/or parents on the playground. Communicate this to parents well in advance of September.	3 - Medium	3 - Medium	MEDIUM	RG	15.07.2020	Green	Letter to be written and sent via ParentMail	
Parents congregating at the gate (primary)	Pupils & staff	Risk of exposure to COVID19	Stress with parents the government's message about social distancing Set out clear expectations for drop off / pick up Leaflet for parents, social media campaign, advice and guidance website making parents aware of the rationale for this.		3 - Medium	MEDIUM	Stress with parents the government's message about social distancing Set out clear expectations for drop off f pick up Posters for parents, social media campaign, advice and guidance on website making parents aware of the rationale for this.	3 - Medium	3 - Medium	MEDIUM	RG & HF	by 01.09.2020	Amber	Posters to remind at entrance to site and outside classroom doors.	
Cloakroom facilities	Pupils & Staff	Risk of exposure to COVID19	Close cloakroom facilities or restrict access for a limited number pupils at a time Encourage pupils to bring only essential items into school	2 - Low	3 - Medium	MEDIUM	 Close cloakroom facilities or restrict access for a limited number of pupils at a time Encourage pupils to bring only essential items into school 	3 - Medium	3 - Medium	MEDIUM	All staff	w.b. 01.09.2020	Red	PE - parents aware that PE kits to be brought only on PE days. Outdoor kit will be needed with trainers.	
Assemblies	Pupils & Staff	Risk of exposure to COVID19	Broadcast them into each classroom via Teams or Skype	2 - Low	3 - Medium	MEDIUM	Broadcast them into each classroom via Teams	2 - Low	3 - Medium	MEDIUM	RG	ongoing	Green		

Social distancing in classrooms	Pupils & Staff	Risk of exposure to COVID19	Reduce class sizes (options: marraing/afternoon split,)	2 - Low	3 - Medium	MEDIUM	Maintain bubbles - staff and pupils stay together as much as possible and stick to Diff advance n eating arrangement, social distancing. All teachers and there and the staff and porate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff some porate need to move between classes and year goong as for PRA, here younded you are determined to make the classes and year goong as for PRA, here younded you are deep the red distance from pupils and other staff as much as they can, ideally 2 steeps the staff some staff as much as they can, ideally 2 mortes from other about 3.8, agin, we recognise this in our fleely to be possible with younger children and teachers in primary schools can still work across younger that are seed to enable a lide electration offer. groups if that is received to enable a lide electration of for-groups of the staff and the school include seating pupils side by side and fraing forwards, shart than face to face a role on, and might include moving unnecessary furniture out of classrooms to make more space.	3 - Medium	3 - Medium	MEDIUM	RG	16.07.2020	Green	Information communicated to staff.	
Lining-up	We do not line up	Risk of exposure to COVID19	Educate pupils about social distancing when lining-up Use floor markers for younger pupils if possible Limit the need for lining-up	2 - Low	3 - Medium	MEDIUM	Educate pupils about social distancing when lining-up Use floor markers for younger pupils if possible Limit the need for lining-up (already don't line up to go to break or lunch or use the toklet) only need for Fire Alarm	3 - Medium	3 - Medium	MEDIUM	RG & AB	w.b. 01.09.2020	Amber	Staff training day will include advice and information re avoiding lining up, lunchtime procedures etc.	
Keeping pupils separate at lunchtime	only one year group of pupils	Risk of exposure to COVID19	* Staggered lunchtimes/rotas * Pupils to eat sandwiches in the classroom to cut down on movement * Supervised by consistent member of dinner lady staff.	2 - Low	3 - Medium	MEDIUM	Staggered funchtimes/rotas to maintain 'bubbles' social distancing guidance to be followed additional supervision might be necessary 'Supervised by consistent member of dinner lady staff - who can then ensure classroom is thoroughly cleaned after use. *Base Least on sunner at lamchiteres on nelsyement	3 - Medium	3 - Medium	MEDIUM	RG & AB	as of 01.09.2020	Amber	Staff training day will include advice and information re avoiding lining up, lunchtime procedures etc.	
Social distancing at breaktimes	only one year group of pupils	Risk of exposure to COVID19	Staggered breaktimes Supervised by TAs from same year group 'bubble'	2 - Low	3 - Medium	MEDIUM	Staggered breaks for different year groups Provide activities to ensure social distancing (eg Daily Mile, etc) Provide additional supervision to ensure pupils observe social distancing	3 - Medium	3 - Medium	MEDIUM	RG & AB	16.07.2020	Green	Staff training day will include advice and information re break times etc.	
Social distancing - toilets	Pupils & staff	Risk of exposure to COVID19	* Low numbers, children supervised to handwash after use of tollets and paper towels are disposed of straight away in the bin. * External doors to tollets are open to minimise touching door handles. • Staff limit the number of pupils (eg one in, one out)	2 - Low	3 - Medium	MEDIUM	 Staff limit the number of pupils (eg one in, one out) - see also Hygiene and cleaning requirements - bubbles (classes) have different toilet facilities (as we have a good number of facilities) but additional cleaning will still be needed after break and lunch Reception use toilets as a year group due to not having separate toilet facilitates for the separate classes. 	3 - Medium	3 - Medium	MEDIUM	RG & AB	as of 01.09.2020	Green	Staff training day will include advice and information re toilets etc.	
Staff safety - social distancing	Pupils & staff	Risk of exposure to COVID19	Staff to take breaks in their classroom Cancel face-to-face staff meetings Regular briefings, se email Hold meetings on line	2 - Low	3 - Medium	MEDIUM	Ideally, adults should maintain 2 metre distance from each other, and from children. Live of staff rooms should be minimized, although staff must still have a break of a reasonable length during the day. **Limit the number of staff accessing the staff room at the same time— *Limit the number of staff accessing the staff room at the same time— *Limit the number of staff accessing the staff room at the same time— *Limit the number of staff accessing the staff room at the same time— *Limit the staff staff to see the room of the same time— *Limit the staff staff is the staff of the staff room of the staff to see the room of the staff to see the room of the staff room of the staff of the staff room of the sta	3 - Medium	3 - Medium	MEDIUM	RG & AB	as of 01.09.2020	Amber	Staff training day will include advice and information re staffroom etc.	
End of day procedures	Pupils & staff	Risk of exposure to COVID19	Pupils to come straight into school through a range of predetermined entrances Staff on duty to control this Limit the gathering of pupils and/or parents on the playground Staggered end times to avoid crowding	2 - Low	3 - Medium	MEDIUM	Staggered times for exit at the end of the day 2.50, 3.00, 3.10 Parents to observe social distancing rules when waiting for their child Leave the school grounds in a timely and orderly manner	3 - Medium	3 - Medium	MEDIUM	RG & AB	15.07.2020	Green	Staff training day will include advice and information re end of day etc.	
Social distancing - trips and events off site	Pupils & Staff	Risk of exposure to COVID19	 Cancel all off-site events including swimming sessions, school trips and local visits. Once social distancing allows, reinstate trips. Risk assessments for visits must include COVID-19 requirements and explain how bubbles will be maintained. 	1 - Very law	1 - Very low	LOW	Cancel all off-site events including swimming sessions, school trips and local visits. Once social distancing allows, reinstate trips. Risk assessments for visits must include COVID-19 requirements and explain how bubbles will be maintained.	3 - Medium	3 - Medium	MEDIUM	RG & AB	as of 01.09.2020	Green	Staff training day will include advice and information re trips etc.	
Social distancing if parents are in school	Pupils, families, and community and staff	Risk of exposure to COVID19	Cancel parents' evening and special assemblies/concerts Arrange meetings with parents online	1 - Very low	1 - Very low	LOW	Cancel or put online parents' evening and special assemblies/concerts Arrange meetings with parents online	2 - Low	2 - Low	LOW	RG & AB	as of 01.09.2020	Amber	Need class emails eg classRA	
Close proximity of staff and pupils	Pupils & Staff	Risk of exposure to COVID19	Advice and guidance for staff on how to maintain the required physical distance when speaking to pupils in the classroom staff to observe hese meritures a pupils when lining up and leading the class to another area of the school eg going to half or FE. Limit movement around the classroom (maintor from the front of the room) Guidance needed for teachers when pupils need help, eg to apply first aid. Limit contact.	3 - Medium	3 - Medium	MEDIUM	Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children. In it adults can do this when circumstances alider that will help in particular, they should avoid toke fare to face contact and maintenier times generate within 1 metre of anythem. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal'.	3 - Medium	4 - High	MEDIUM	RG & AB	as of 01.09.2020	Amber	Staff training day will include advice and information re contact etc.	
Visitors to school	Pupils & Staff	Risk of exposure to COVID19	Have no visitors, using TEAMS	2 - Low	3 - Medium	MEDIUM	• Limit all but essential visitors to school and do not allow any visitors into school if they are displaying COVID symptoms. * Tace shelds to be worn by staff if meeting professional from other sersities. * Face shelds to be worn by staff if slaking with parents (at a social distance) outdoors at the end of the conduct clear guidance for any contracts. They have to native execution at the conduct clear guidance for any contracts. They have to native execution it and where social distance; outdoor in the execution is developed to the conduct of the guidance for any contracts. They have to native execution is developed to the conduct of the securities of the conduct of the security of the secur	3 - Medium	3 - Medium	MEDIUM	SLT	ongoing	Green	Staff supporting re SEN will be enabled outdoors where possible	
Pupils who attend more than one setting eg alternative provision	Pupils & Staff	Risk of exposure to COVID19	At present do not have anyone in this category, including Wraparround and childminders.	1 - Very low	2 - Low	LOW	An *settings must comply with health and safety law which requires employers to assess risks and put in place proportionate control measures. They should work through the system of controls outlined in the guidance, adopting measures that help them meet each control in any with addiences the risk identified in their assessment, works for their action, and allows them to deterive a trout and sharece curriculum for pupils. When working through the system of controls, APs indeed tale steps to When working through the system of controls, APs indeed tale steps to the state of the system of control and in order to best meet the needs of their students.	2-Low	3 - Medium	MEDIUM	SLT	ongoing	Green	Wrap Around - Thoiding Area arrangements are in place' Child Minders - communicate with them to understand needs.	
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