

Educational Setting	Rothwell Schools (Rothwell Victoria Infant & Rothwell Junior
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Ashley Izzard-Snape, 12.08.20, Joanna Loomes, 08.01.21
Review Date	08.01.21



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Not ensuring an adequate Prevention measures of the virus	<ul style="list-style-type: none"> Staff, pupils, parents and visitors through uncontrolled spreading of the virus through lack of control measures. 	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach minimise contact between individuals and maintain social distancing wherever possible where necessary, wear appropriate personal protective equipment (PPE) Ensure the school community is aware they do not come into the schools if they or somebody in their household has COVID 19 symptoms. Parents strongly encouraged to wear masks when accessing school sites. 	<ul style="list-style-type: none"> Staff strongly encouraged to wear masks in any communal areas. Paper masks provided in school. Staff training on washing hands before putting on, how to put on, washing hands before and after removing and how to remove. Staff training on storing reusable masks in a sealed plastic bag between wears. Ensuring good ventilation in all rooms by opening windows and doors, except fire doors. 	Pathfinder letter JL	04.01.21 12.01.21
Lack of Response to any infection	<ul style="list-style-type: none"> Staff and children contracting Covid-19 if there is a confirmed case in school 	<ul style="list-style-type: none"> If anybody becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the stay at home guidance. We will ask parents to seek testing on day 1 of symptoms. Parents with Nursery age child will be encouraged to call 111 for a test. If a child is awaiting collection, they should be moved to a room where they 	<ul style="list-style-type: none"> Staff will be advised to register for a test and input that they are a key worker. Paper masks provided in school. Staff training on washing hands before putting on, how to put on, washing hands before and after removing and how to remove. Staff training on storing reusable masks in a sealed plastic bag between wears. 	SLT	Responding as cases arise

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		<p>can be isolated behind a closed door with appropriate adult supervision. The adult should wear PPE.</p> <ul style="list-style-type: none"> • The window should be open and the adult should be at least 2m away, outside of the room is preferable. Disabled Toilet at RJS, Small top office at RVIS • If they need to use the bathroom they should use a separate bathroom and this should be cleaned and disinfected. • The room should be thoroughly cleaned and disinfected when the child has gone home. • The member of staff should dispose of PPE by double-bagging and then wash hands for at least 20 seconds. • If a child or staff member shows tests positive, the rest of their group should be sent home and advised to self-isolate for 10 days. • HT to contact DfE helpline as a result of a possible infection. • Engage with the NHS Test and Trace process • Make staff aware of need to share personal information through staff training with NHS Test and Trace system • Share information on newsletter with parents about how NHS test and trace process works • Ensure that someone who tests positive continues to self-isolate for at least 10 days until they do not have symptoms other than cough or loss of sense of smell/taste. • The school to keep records of children within each social bubble and identify when needed staff who have accessed the different bubbles during the week. 			
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		<ul style="list-style-type: none"> • Provide Tests to parents of those pupils or staff who developed systems as needed • Ensure all essential visitors to school leave a contact telephone numbers and location of visit in school is recorded to support track and trace 			
Lack of Contingency planning for a further outbreak	<ul style="list-style-type: none"> • Learning will need to continue for pupils in the event of a local lockdown or bubble isolation • Access to provision for key worker and vulnerable children 	<ul style="list-style-type: none"> • Provide access to stationery for home learning through the bee hive provision at school. • Home learning lessons, resources and feedback accessible on Microsoft Teams daily. • Implementation of key worker bubble provision with staff identified as needed • Undertaking staff training on the use of Microsoft Teams to support home learning • Provide printed resources for those pupils who do not have access to online resources identified in the school online access survey or refused consent to access remote learning offer. • Implement a contingency plan for the continuation of learning 	<ul style="list-style-type: none"> • 3 hours per day of remote learning provided for KS1, 4 hours per day of remote learning provided for KS2. • Contact parents and carers of children not engaging with remote learning after 2 days to discuss barriers and possible solutions. • Consider children unable to engage with remote learning for places in school on a case by case basis. • Key worker place requests reviewed on a regular basis and places offered based on at least one parent being a key worker and providing evidence of employment. • Vulnerable children strongly advised to attend school and any concerns from parents and carers discussed. Social workers contacted as required. • Vulnerable families contacted regularly. 	Teachers Teachers Teachers/SLT SLT SLT SLT/Anita	06.01.21 13.01.21 06.01.21 05.01.21 05.01.21 05.01.21
Not Social Distancing in school	<ul style="list-style-type: none"> • Children and staff choosing not to keeping 2 metres apart. • Younger children not understanding the need for social distancing with staff • Staff needing to support children 	<ul style="list-style-type: none"> • Allocate a contained room or area for use should a pupil/adult show symptoms of COVID 19 • Allocate senior staff to a different site for a week at a time. • Encourage communication with Senior staff through electronic information. • Look at routes around the school building to prevent unnecessary cross over. Rooms to be accessed from the outside where possible. 	<ul style="list-style-type: none"> • Operate Reception classes as two smaller class bubbles to limit contacts • Operate set bubbles made up of two classes in each year group. • Children encouraged to keep their distance and not touch staff, where possible (we acknowledge that this is not possible with our youngest children). • Furniture set out to maximise social distancing in classrooms. 	HR Year Leads All staff Teachers	04.01.21 05.01.21 11.01.21 11.01.21

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	<p>with additional needs at certain times</p> <ul style="list-style-type: none"> Children and staff unable because of layout of the building to keep 2 metres apart. Parents coming into contact with other parents/families Visitors within school not obeying school distancing rules 	<ul style="list-style-type: none"> Limit access to toilets to particular groups and times of the day Limit staff toilets to one person using them at a time. Limit access to shared facilities such as hall e.g lunch in class except Reception and allocated hall slots in use on particular days. Assemblies will take place in class groups only via Zoom/Teams or in the hall as a year group on allocated hall days. Staggered start times for different groups Spread access to the building through different doors Removal of use of fixed playtime equipment Allocate designated times and areas for outdoor play to each group Limit the number of staff working within office spaces if 2m distance cannot be achieved. Continue to work from home where not possible. Reduce numbers of parents entering the site one parent per child at pick up and drop off. Different year groups to enter via different gates/external doors Closure of RJS/RVIS offices, access via appointments only. Parents encouraged to call or email. Only essential visitors to enter the school via approved appointments only. No volunteers or governors into school for the foreseeable future. Governor meetings continue to be online. Staff feedback to be sought regularly to ensure any difficulties are addressed. Encourage staff to maintain social distancing and only interact with 			
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		<p>children at a close distance when absolutely necessary</p> <ul style="list-style-type: none"> Restrict numbers accessing the staff room facilities to avoid bubble mixing Operation of bubbles to reduce the number of contacts Staff who are crossing bubbles to ensure they are 2metres away from pupils and teach from the front of the room Pathfinder Pledges re-shared with parents ahead of re-opening Teachers have option to mark out on the floor with tape an identified teaching area away from pupils where possible 			
Safeguarding	<ul style="list-style-type: none"> Safeguarding concerns not being acted upon. Not being aware of safeguarding issues for remote learners. 	<ul style="list-style-type: none"> Risk Assessment and Procedure Form reviewed and updated Jan 2021 Vulnerable families identified and added to the COVID sheet. Phone calls made by DSLs/SLT weekly to those vulnerable children not attending school. Weekly DSL meetings held to discuss the COVID sheet and any other safeguarding concerns. Admin staff notified of vulnerable children in order to notify DSL's when they are not in school. This is followed up by a phonecall by a DSL and logged on the COVID sheet. Engagement in remote learning monitored by DSL's of vulnerable children not in school. Phone call made home when required. FSM children eligible for food parcels identified 	<ul style="list-style-type: none"> A trained DSL will always be on site. If for any reason this is not possible, one will be available by phone or video call and a member of SLT will co-ordinate safeguarding on site. Worry Box button on Teams so children can complete the form which will go to their class teacher/teaching assistant and no-one else. If required the teacher /teaching assistant will then complete a safeguarding slip on Schoolpod which is seen by all DSLs. Food parcels delivered to school from ABM Catering and collected by identified FSM children. 	<p>MB</p> <p>MB</p> <p>AIS</p>	<p>05.01.21</p> <p>15.01.21</p> <p>14.01.21</p>
Cleaning	<ul style="list-style-type: none"> Cleaning & Site staff being exposed to germs and not wearing 	<ul style="list-style-type: none"> More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, 	<ul style="list-style-type: none"> Cleaning records of communal areas to be kept. The hall to be cleaned between bubbles using it for PE. 	All	07.12.20

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	<p>appropriate PPE and accessing wider areas of the school site.</p> <ul style="list-style-type: none"> • Staff and children if cleaning is not regular and doesn't follow agreed DfE guidelines. • Parents and visitors if external surfaces are not cleaned. 	<ul style="list-style-type: none"> ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All tables and chairs used for eating must be cleaned at the end of lunch in class by support staff ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ Key pad entry points <ul style="list-style-type: none"> • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be thoroughly deep cleaned. (This advice changes when more pupils are accessing the provision as groups will follow self isolation procedures) • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Remove access to fixed or shared play equipment to prevent unnecessary cleaning. • Build into cleaning time sanitation of resources. • Remove the use of water fountains • Undertake regular stock check and order additional cleaning materials for each classroom. • Staff to message when they need cleaning stock during the day 		All	11.01.21
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		<ul style="list-style-type: none"> • Ensure allocated toilets are cleaned during break and lunchtimes by support staff • Provide access to set of rubber gloves for each member of support staff. It is not necessary for PPE to be used for general day to day cleaning as per gov.uk guidance • Cleaning guidance to be reviewed as necessary • Avoid use of certain sprays in class on days when identified members of staff are using the room due to health triggers 			
Lunchtime Catering facilities	<ul style="list-style-type: none"> • Catering staff not observing social distancing within the kitchen space. • Catering staff not following hygiene procedures 	<ul style="list-style-type: none"> • Liaise with catering company to remind about hygiene and cleaning procedures. • Ensure catering provider has enough cleaning materials and appropriate PPE for its staff. • Limit available menu so ABM to provide just packed lunches/boxed hot meals or all staff and pupils to bring their own lunch. • Ensure that lunch boxes and water bottles are sent home for cleaning daily • Food to be offered in individual brown bags which would limit unnecessarily handling of food. • Meals to be served in classroom rather than the Hall with a limited menu for the foreseeable future except Reception • Reviewed risk assessment provided by ABM catering • Staggered eating times across the school • Teaching Assistants to collect meals for Bubble from identified collection point 			
Fire Safety	<ul style="list-style-type: none"> • All users of the school building if they are not 	<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the 			

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	clear about evacuation procedures.	<p>school and any pupils that access the school site, which should include lifts.</p> <ul style="list-style-type: none"> Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing from different bubbles when at the evacuation point. Practise termly fire evacuation process after all groups have been instructed by their responsible adult. Staff are clear about their evacuation points in case of changes to their normal routes Each year group has an access to a walkie talkie Use laminated fire registers into each class. Notified fire service of changing in numbers on school site Review fire risk assessment plan for both sites as needed Ensure all emergency escape routes / doors are fully operational and kept clear. Reviewed monthly by site team. 			
Access/Egress of school building	<ul style="list-style-type: none"> All users of the building by not adhering to the proposed access measures and 2m social distancing 	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Consider school arrival arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. 			

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		<ul style="list-style-type: none"> Allocated drop off and collection times Parents not to enter building to have allocated area for drop off and pick up. Provide relevant guidance to parents on drop off and pick up arrangements. Look at routes around the school building to prevent unnecessary cross over Staggered start times for different groups Reduce numbers of parents entering the site one parent per child at pick up and drop off. Different year groups to enter via different gates/external doors Closure of RJS/RVIS offices, access via appointments only. Parents encouraged to call or email. Only essential visitors to enter the school via approved appointments only. No volunteers or governors into school until the foreseeable future. 			
First Aid & Medicines	<ul style="list-style-type: none"> First Aiders administering first aid to children who may have symptoms of Coronavirus or be asymptomatic. Any First Aiders administering first aid and not wearing appropriate PPE Any staff administering medicines in close proximity and not wearing appropriate PPE. 	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> Individual risk assessment undertaken for members of staff and children with identified medical needs updated using trust format 	SLT	18.01.21

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		<ul style="list-style-type: none"> To ensure small first aid kits are available within each classroom for minor issues. Adults to access ice packs for children from central point and wipe after each use. Texts to be sent home to parents about first aid issues to avoid paper slips Essential Medicines are to be handed to the class teacher via the children from the parent. Verbal consent will be taken over the phone. Medicines to be administered at home unless absolutely necessary in school. Children with inhalers are to be kept in the tray and be self administered under the direction of an adult. An electronic record will be made on schoolpod. Children to wash hands following this. 			
Waste	<ul style="list-style-type: none"> Cleaners, site supervisors, lunchtime staff not wearing gloves when emptying bins. Cleaners, site supervisors, lunchtime staff not double bagging waste. Waste not being emptied regularly 	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Make use of lidded bins where possible Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Ensure external bins continue to be emptied regularly. Only waste from an infected person or possible infected person should be double bagged. Only infected waste should be stored for 72 hours. 	<ul style="list-style-type: none"> Paper masks to be disposed of in the 'black bin' bins, not recycling bins. 	All	05.01.21
Break/Lunch times	<ul style="list-style-type: none"> Staff choosing not to keeping 2 meters apart. Children trying to cross bubbles and play with 	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. All pupils to bring own named water bottle – to be stored on own desk Removal of use of fixed playtime equipment 			

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	children in other year groups	<ul style="list-style-type: none"> Allocate designation times and areas for outdoor play to each group Ensure appropriate ratios for outdoor play Limit re-entry back into the building during break and lunchtimes. Children encouraged to go to the toilet before break/lunchtimes. Staff room access is limited during designated breaks only. 2m social distancing will be encouraged. Allocate specific staffrooms to specific year groups Staff encouraged not to leave the site at lunchtime unless absolutely necessary Any equipment used is to be individual to the child and their social bubble. It is to be returned to the class and cleaned at the end of each day Ensure pupils only play with peers in allocated year group bubbles Barriers used on playgrounds to designate areas 			
Staff/Pupils within the shielded group	<ul style="list-style-type: none"> Staff or pupils who choose to ignore guidelines around shielding. 	<ul style="list-style-type: none"> Those with identified clinical needs will have an individual risk assessment undertaken to identify any suitable control measures that must be in place before returning to work and are encouraged to maintain 2 metre distance from others. A risk assessment for pregnant staff will be undertaken and advice sought from the Royal College of Obstetricians & Gynaecologists particularly for those at or beyond 28 weeks gestation. 	<ul style="list-style-type: none"> Staff in the clinically extremely vulnerable group will be supported to work from home and have regular check ins from their line manager. Children in the clinically extremely vulnerable group will be supported to learn remotely. 	SLT & Year Leads Teachers	05.01.21 05.01.21
Contractors	<ul style="list-style-type: none"> Contractors who don't follow social distancing guidelines or 	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. 			

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	wear appropriate PPE for tasks when on site.	<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. Ensure all appointment are made of school hours when the numbers are lower on site. Contractors delivering food may need access during the day. Access to the premises to be planned to enable as little contact as possible and maintain social distancing. 			
Property Compliance	<ul style="list-style-type: none"> All users of the buildings if it is not health and safety compliant through risks of fire, legionella exposure etc. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. Ensure water systems are safe and operational ie a water treatment specialist has flushed through the system and certified safe. Regular flushing of water system undertaken in different areas of school. 			
Hygiene/Infection Control	<ul style="list-style-type: none"> All users of the school building if appropriate hygiene materials are not available. All users of the school building if handwashing are not followed 	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals, following the use of toilets and entering the site. Handwashing is a timetabled activity for each group to include coming in to 	<ul style="list-style-type: none"> Ensure appropriate level of stock is in place prior to school re-opening and each classroom is prepared. Ensure stock of masks is replenished in school. Staff advised to wear masks in communal areas. 	BL/Office staff BL/Office staff Pathfinder letter	05.01.21 05.01.21 04.01.21

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	correctly or frequently.	<p>school, before and after breaks and lunches and eating and before leaving school. Also, after sneezing or blowing nose and going to the toilet</p> <ul style="list-style-type: none"> • Staff to regularly check supplies of soap, paper towels and hand sanitiser. • All children to be briefed on catching coughs or sneezes in their elbow or a tissue. • Each classroom has access to hand sanitiser, tissues, antibacterial spray, gloves and wipes. • Keep windows and doors open to aid ventilation. • Limit the use of resources that cannot be easily disinfected • Limit the amount of personal belongings into school. • Soft furnishings, soft toys to be removed from classrooms. • Any wooden items to be cleaned by class staff on a daily basis. • Sandpits are to be regularly sanitised and raked with Milton by Nursery and Reception staff. • Revisit e-bug resources with all classes returning to school 			
Not following Accident reporting procedures for Covid-19 incidents	<ul style="list-style-type: none"> • Staff and children contracting Covid-19 if there is a confirmed case in school and not reported. • Members of the public as the virus could be spread unreported outside the 	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. • For further advice and guidance you should contact your competent Health & Safety Adviser. 			

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	school community for those who have been linked to possible infected social bubbles if reporting procedures were not followed.				
Staffing	<ul style="list-style-type: none"> Staff choosing not to keeping 2 meters apart. Staff unable because of layout of the building to keep 2 meters apart Staff at risk as younger children not understanding the need for social distancing 	<ul style="list-style-type: none"> Code of conduct in place for staff Staff meetings to take place virtually Staff to be allocated to an identified year group bubble where role allows Other staff to ensure 2 metre distance teaching position and limit contact. Ensure pupils Y2-Y6 have an identified seat Adapt teaching methods e.g. use of working walls/ visualisers to limit need for close contact Undertake staff training on adapted teaching methods Explain to children, particularly younger children, about the need for unnecessary touch or contact with others. Staff numbers to be limited in staff room areas Staff to be reminded about not crossing bubbles unnecessarily Toilets limited to one member of staff at any one time. 	<ul style="list-style-type: none"> Staff advised to wear masks in communal areas. 	Pathfinder letter	04.01.21
Administrative Staff becoming infected by others	<ul style="list-style-type: none"> Admin staff if offices were open to parents and visitors 	<ul style="list-style-type: none"> Office adjustment and places of work to be made so as to keep social distances and allow school office to function. Parents informed that all contact with school must be done remotely – no access to the building 			

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		<ul style="list-style-type: none"> Admin staff to work in individual offices where possible or be able to work 2m apart. If not possible home working will continue. Staff to continue to communicate with Admin staff via Teams chat. Reduce unnecessary trips to office area. Slips/letters/forms to be placed in a central location for each group and collected by office staff. 			
Lack of/in-correct use of Personal Protective Equipment	<ul style="list-style-type: none"> First aiders, cleaners by not wearing the PPE correctly or a shortage of PPE in school. 	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. PPE should be available for those dealing with intimate care or pupils who are displaying symptoms of COVID 19 and a 2m distance cannot be maintained Pupils not advised as per DfE guidelines re: face masks in school Training as to where PPE is held and how to put it on and take it off Removal of PPE and disposed of in black bins 	<ul style="list-style-type: none"> Check PPE stock prior to re-opening and order as necessary. Staff advised to wear masks in communal areas. 	BL/Office staff Pathfinder letter	05.01.21 04.01.21
Behaviour	<ul style="list-style-type: none"> Other children as a result of physical contact from a pupil not following school rules Staff member if they are need to use a risk with a children. 	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. Pupils identified who may need further support to comply to behaviour guidelines eg SEND, at risk of exclusion 	<ul style="list-style-type: none"> Risk assessments to be updated for pupils and staff with particular needs that are in school. 	SLT and teachers	05.01.21

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		<p>individual RA put in place and parents informed individually of behaviour policy in order to maintained H and S for all</p> <ul style="list-style-type: none"> • Behaviour policies to have COVID 19 addendum • Pathfinder Pledges for parents to be shared with parents outlining actions required for all staff and children to remain safe. • Use of restraint to be used as a last resort unless there is a physical risk to others. Staff to wear a mask if restraint is required. • Behaviour to be managed within year group bubble groups except in exceptional circumstances • Staff training undertaken around new behaviour policy on training day. • School behaviour policy in place and to be followed as per policy with necessary amendments to ensure that unsafe behaviour is addressed. • Exclusions to be used as last resort and in line with relevant legislation 			
School Staffroom	<ul style="list-style-type: none"> • Staff choosing not to keeping 2 meters apart. • Staff have unnecessary contact within building 	<ul style="list-style-type: none"> • Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff and allocate staff to specific staff rooms. • Create an extra staffroom space at each school: Nest Building @ RVIS, Willow room/Library area @ RJS. Staff member to wipe down chairs and sink after year group use and sign the cleaning record. • Limit access to the staff room facilities during designated breaks only • Staff to stand 2 meters apart where possible 			

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		<ul style="list-style-type: none"> Sanitation of shared areas throughout the day Posters to remind about expectations Cleaning materials available in the staff room Staff to keep personal belongings within class rooms Staff to take breaks in own areas if possible Staff to bring in own beakers/flask where possible to avoid unnecessary use of shared cups 			
Lack of Staff and child awareness of control measures	<ul style="list-style-type: none"> Staff not being aware of risk assessments and new practice. Children not being aware of new practice. Parents not being aware of new practice. 	<ul style="list-style-type: none"> Staff to read relevant risk assessments before working in school, including risk assessments for individual pupils in their care. Guidance and training will be provided for staff on new routines and practice. All classes to be briefed on social distancing, exit and entry procedures, hand washing, catching coughs and sneezes in elbows or tissues, behaviour expectations and fire procedures on first day and regularly thereafter. Parents to be briefed on new entry and exit procedure and social distancing measures by letter. Parent code of conduct to be sent out. Signage to be used to reiterate measures. Teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified teacher as needed. 			
Emotional wellbeing / Mental Health	<ul style="list-style-type: none"> Pupils who have been adversely affected directly by the pandemic. 	<ul style="list-style-type: none"> All staff are aware of telephone counselling that they are able to access. Regular support and ideas provided through home learning and the weekly newsletter for parents and pupils to support wellbeing. 			

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	<ul style="list-style-type: none"> Pupils who are confused and concerned by the rapid changes that have taken place in their lives. Staff who have concerns about their own health and that of their families. 	<ul style="list-style-type: none"> Half termly 'Thoughts for the Week' document disseminated to staff from Pathfinder Schools. Regular and open communication to staff using Teams. 'Open door' contact for staff to members of SLT (including HT) via text, email, phone call. Regular physical activity and fresh air for both pupils and staff to support physical and mental wellbeing. PPA will be provided to staff in order to manage workload. Access to drawing and talking sessions if required. Virtual school assemblies to establish community feel within school. Communication with school nurses/other professionals as needed to support pupil wellbeing Updating of school safeguarding policies and training for staff to take place prior to pupil returning to school. Teachers may wish to access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff. Information on wellbeing shared on the teams general channel. 			
Equality not considered	<ul style="list-style-type: none"> Needs of different groups not considered 	<ul style="list-style-type: none"> A Pathfinder equality impact assessment has been undertaken and completed Individual risk assessment completed for pupils or staff with particular needs 	<ul style="list-style-type: none"> Risk assessments to be updated for pupils and staff with medical or specific needs that are in school. 	SLT and class teachers	05.01.21

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		Risk assessments identify risks for children with complex needs who will struggle to maintain good respiratory hygiene.			
Lack of staff meaning ratios could not be maintained	<ul style="list-style-type: none"> Levels of supervision maybe compromised Activities or areas may not be able to think again 	<ul style="list-style-type: none"> Identify and allocated appropriate level of staff to supervise at all parts of the school day Seek support from other Pathfinder Schools as necessary Make use of teaching supply staff if needed Develop a timetable identifying break and lunchtime supervision arrangements 	<ul style="list-style-type: none"> Allocate teams of staff to work on remote learning and giving feedback to remote learners throughout the day. 	SLT	05.01.21
Increased risk of transmission	<ul style="list-style-type: none"> Staff and Pupils 	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any non-essential equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. Pupils are to wear PE kit in place of their school uniform on allocated PE day to reduce changing. Operate bubbles with identified staff Keep staff crossing bubbles to an essential minimum. Those crossing bubbles will be required to socially distance. 			

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		<ul style="list-style-type: none"> Encourage staff to reduce close contact with pupils where possible. Reduce use of shared areas, not groups outside of year group bubbles area e.g library. Allocated year group days for library 			
Risk of unnecessary mixing through dedicated school transport, including statutory provision	<ul style="list-style-type: none"> Pupils and Taxi Escorts at risk of infection from unnecessary contacts 	<ul style="list-style-type: none"> Following guidance on transport from NCC school transport Undertake separate risk assessment for transport involving school trips/activities Children use hand sanitiser on arrival Children report straight to their identified classroom on arrival Supervision arranged for child whilst waiting for transport 			
Learning outside the classroom not following control measures (day trips, etc.)	<ul style="list-style-type: none"> Children mixing outside of identified social bubbles 	<ul style="list-style-type: none"> Children have access to timetabled outdoor space e.g school field/forest school. Areas of the environment are sectioned off. Areas of outdoor learning are only accessed by one year group bubble at a time. Day trips will not take place without a thorough and detailed risk assessment prior to the trip. Trips will be only be undertaken as year group to places with COVID secure procedures in place or to local outdoor learning places. Staff/children do not use 70% alcohol near naked flames e.g cooking, forest school fires 			
Not following of control measures with extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> Children mixing outside of identified social bubbles External providers not following same control 	<ul style="list-style-type: none"> Sensory circuits will not be held for the foreseeable future in the mornings Ensure any external providers are aware of school risk assessment and control measures 	<ul style="list-style-type: none"> External clubs will not be held. 	SLT	04.01.21

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	measures as a school putting pupils/staff at risk.	<ul style="list-style-type: none"> Ensure an identified risk assessment is in place from provider and approved by HT prior to the club starting Ensure any clubs run are for single year groups only using the bubble model. Ensure club leads ensure a 2 metre social distance from pupils where possible. 			
Risk of saliva transmission through musical activities	<ul style="list-style-type: none"> Risk that saliva could land on surfaces/instruments. Sharing of equipment with adequate cleaning Children mixing outside of identified social bubbles 	<ul style="list-style-type: none"> Whole class singing activities do not take place as part of the curriculum offer. Individual singing can be undertaken at a social distance away from other people as part of a formal lesson Brass and Woodwind instruments are not used within classroom environments. Other instruments are allocated to each individual child and are disinfected between use by different pupils. NMPAT have a COVID risk assessment in place and HT/trust is happy with control measures in place prior to starting teaching Children taught in groups linked to identified year group bubbles. Ensure areas where music teaching is taking place are well ventilated 			
Risk of contract through/risk of transmission through physical activity	<ul style="list-style-type: none"> Risk of transmission through shared equipment or teaching spaces Children not social distancing or making contact 	<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. Hall space to be used by one year group only on identified PPA day otherwise all 	<ul style="list-style-type: none"> Hall space to be used for one bubble at a time for PE and cleaned between bubbles. 	Teachers and TAs	11.01.21

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		<p>PPA takes place outside. Hall to be cleaned between year groups daily.</p> <ul style="list-style-type: none"> • Pupils to wear PE kit in place of uniform on identified days • External PE coaches to follow control measures from school. 			
Lack of appropriate signage	<ul style="list-style-type: none"> • Children/staff/parents/visitors do not understand expectations/control measures 	<ul style="list-style-type: none"> • Signage is used to inform all identified groups in relation to social distancing, hygiene procedures • Markings will be re-sprayed on the playgrounds/pathways 			

Useful Guidance

- Guidance for full opening; schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)