



Department: Falcon Junior School Section/Team: Reopening of schools Location: Falcon Junior School – Modular and BBB Assessor Name: Edward Savage Manager Name: Edward Savage	Assessment Number: 3 Assessment Date: 31/12/2020 Review Date: When required
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What are the hazards?	Who might be harmed and how	Existing Risk controls
Lack of social distancing in the classroom resulting in direct transmission of the virus	Pupils and staff	<ol style="list-style-type: none"> Children to be in class bubbles of approximately 30 children. Children keep to their desks when in the room. Desks must be set out forward facing in rows. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance Children isolated if cannot adhere to charter and spoken to re the need for social distancing. This is all staff's responsibility. Lessons planned for individual work (not pairings or group work) Feedback – using large whiteboard and interactive whiteboard not close interaction Teacher to teach from the front. Any close work with child is to be side on. Children to use same desk if returning next day Teachers and TAs are assigned to these children and stay with these children throughout the day (<i>and on subsequent days</i>) Children stay in the classroom for majority of the day and not mix with other groups Year 3, 4 and 5 cloakrooms in classrooms. Year 6 use corridor but with staggered break/lunch. Lunch trollies used. Staff to wear visors if they require them.
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	Pupils and staff	<ol style="list-style-type: none"> Toilet signing board used (Initials)/pegs and only one child allowed to go to toilet at a time during lesson time. Invirtu Hand Sanitiser used after toilet use as well as washing hands. Extra Signs in toilet re washing hands. Sinks in classroom for additional hand washing. Toilet door handles regularly sanitised with Milton. All toilets cleaned regularly. Extra soap ordered to ensure we do not run out. Hand sanitiser available in all classrooms.
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	Pupils and staff	<ol style="list-style-type: none"> Markers on playground for the children to wait on, teachers to be outside to show children where to line up. Keep left system in place Allocated gate for parents to arrive and leave from. Year 3 and 5 and Year 4 and 6. Instructions shared re social distancing between families in the morning with parents and children Signage for parents and children displayed outside the classroom HT and staff to be on duty to supervise Social distancing marking on paths for parents. Staggered drop off and pick up times
Lack of social distancing during playtimes and	Pupils	<ol style="list-style-type: none"> Staggered playtimes and allocated play areas Reduced playtime equipment – hard surfaces and can be easily cleaned Disinfectant available to sterilise Games discussed which encourage social distancing – football passing, catch etc

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lunchtimes resulting in direct transmission of the virus		<ol style="list-style-type: none"> 5. Staff supervision throughout – actively encouraging and insisting on social distancing 6. Box of equipment available – social distancing must be practiced.
Lack of social distancing when eating lunch resulting in direct transmission of the virus	Pupils	<ol style="list-style-type: none"> 1. Children eat in their classrooms. 2. Children asked to bring packed lunch. 3. Hot meals in takeaway containers in the classroom. 4. Staggered lunchtimes and play.
Lack of social distancing in the corridors resulting in direct transmission of the virus	Pupils and staff	<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside via designated exit door. 2. One child going to toilet at one time 3. Keep left system around the school using walkway and outside – safety concerns 4. Agree instructions with children concerning going and returning to toilet 5. When moving class around the school – walking, calm and low volume – regular practice this in the first few days
Contact of shared resources resulting in indirect transmission of the virus	Pupils	<ol style="list-style-type: none"> 1. Children provided with stationery packs by the school/children bring own stationery not to shared. 2. Tubs of resources for individuals if needed – maths cubes etc 3. Resources disinfected each night and left to dry if not same person using them the next day 4. Tables, door handles and other surfaces cleaned with detergent every night 5. Lessons planned so resources are individual and not shared – or on white board 6. Resources on tables ready for lesson and not distributed within the lesson 7. Plastic packets (zippy) bags used for individual resources 8. Children encouraged to wash hands / use hand sanitiser before lessons and after each lesson
Contact of shared play equipment resulting in indirect transmission of the virus	Pupils	<ol style="list-style-type: none"> 1. Box of equipment available for each bubble (tennis racquets, smooth balls, Frisbee, cricket bat, running ladder). 2. Equipment must be sterilised after use. 3. Hand washing after use. 4. Children to devise social distancing games using the equipment. 5. Games of catch prohibited 6. Clean cricket bat handles/tennis handles after each player has used. 7. One bowler – only one person holding the ball. 8. Football – non-contact – passing drills.
Arrangements for children	Pupils	<ol style="list-style-type: none"> 1. “Bubble” of children – class of approximately 30. 2. Teacher and TAs consistent. 3. Small numbers of children to support their emotional need 4. 121 time with an adult (County guidance) 5. Emotional wellbeing the main priority on reopening. 6. Paths and PHSE to support children’s wellbeing.
Arrangements for staff	Staff	<ol style="list-style-type: none"> 1. Plans shared and questions answered 2. Input from staff welcomed 3. Norfolk Support Line 4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 5. Staff room available – social distancing considered 6. Planned time for planning and preparation within the week esp for those with children in school 7. Extremely vulnerable staff (Shielding) work from home 8. Screens available in the office/servery. 9. Staff meetings to be virtual.

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<p>Risk of spreading virus due to close contact with children – 1:1 and physical intervention resulting in direct transmission of the virus</p>	<p>Pupils and staff</p>	<p>10. Year group meetings to be virtual or socially distanced.</p> <ol style="list-style-type: none"> 1. PPE available for first aid and changing if needed. 2. Extra disposable aprons ordered 3. Extra gloves ordered 4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 5. Please note the Government guidance states “Wearing face coverings or face masks is not recommended” 6. Covid room in place at front of school.
<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</p>	<p>Pupils and staff</p>	<ol style="list-style-type: none"> 1. Invirtu Hand Sanitiser inside of all classrooms 2. Hand Sanitiser order in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing
<p>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</p>	<p>Pupils and staff</p>	<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton 2. Member of cleaning staff available all day for regular rotation of cleaning duties – Mr Bird 3. Touch surfaces cleaned twice daily. 4. PPE will be worn by all cleaning staff 5. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 6. Soft furnishings and soft / cloth toys will be removed from use in classrooms
<p>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</p>		<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. RAs in place for CEV. 3. Those who are clinically vulnerable –those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.
<p>Risk of transmission in school office through direct and indirect transmission of the virus</p>		<ol style="list-style-type: none"> 1. Keep left system in place for entry and exit for staff in office. 2. Office set out for social distancing. 3. Screens in place. 4. No hot desking. 5. Sanitiser and wipes available. 6. Windows and door open and use air conditioner for circulation. 7. Keep left system for visitors. 8. No entry to office for visitor. 9. Clear signage for visitors. 10. Phone and email contact advised to reduce footfall. 11. Staff to minimise office visits.