



Department: Falcon Junior School Section/Team: School reopening 8 th March 2020 onwards Location: Falcon Junior School – Modular and BBB Assessor Name: Edward Savage Manager Name: Edward Savage	Assessment Number: 5 Assessment Date: 1/3//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. Year group bubbles of 120 are too big. Children keep to their desks when in the room. Desks must be set out forward facing in rows. Children to have allocated spaces. Teacher space allocated at the front of the room. 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 every 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 classes. Outside learning opportunities if possible. Year 3, 4 and 5 cloakrooms in classrooms. Year 6 use corridor but with staggered break/lunch. Lunch trollies used. Staff visors/masks are optional in the classroom.
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. 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 by Assistant Caretaker. 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"> Children used established line up points. Class bubbles are separate. 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	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

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playtimes and lunchtimes resulting in direct transmission of the virus		<ol style="list-style-type: none"> 4. Games discussed which encourage social distancing – football passing, catch etc 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 6. Staff to wear facemasks in communal areas such as corridors.
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. 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 – a full class. 2. Teacher and TAs consistent. 3. Small numbers of children to support their emotional need 4. Emotional wellbeing the main priority on reopening. 5. 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 fortnightly after that – this is flexible 5. Staff room available – social distancing considered – max 6 chas 6. Planned time for planning and preparation within the

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		week esp for those with children in school 7. CEV staff (Shielding) work from home 8. Screens available in the office/server room. 9. Staff meetings to be virtual. 10. Year group meetings to be virtual or socially distanced. 11. Masks and Visors for staff if required.
Risk of spreading virus due to close contact with children – 1:1 and physical intervention resulting in direct transmission of the virus	Pupils and staff	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. Covid room in place at front of school.
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	Pupils and staff	1. 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
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	Pupils and staff	1. All surfaces, handles, toilets and shared equipment will be cleaned each day. 2. All classrooms has disinfectant spray and wipes. 3. Member of cleaning staff available all day for regular rotation of cleaning duties – Mr Bird 4. Touch surfaces cleaned twice daily. 5. PPE will be worn by all cleaning staff 6. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 7. Soft furnishings and soft / cloth toys will be removed from use in classrooms
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus		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.
Risk of transmission in school office through direct and indirect transmission of the virus		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.
Reduction in cross bubble staff		1. Reduction in bubbles that WB works with – up to 8 per week. 2. Teachers to teach own PE (PPA owed)

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Staff are able to move between bubbles – DfE and Norfolk guidance		<ol style="list-style-type: none">3. Job share classes will continue as per contracted hours.4. Year 6 Maths top set suspended for three weeks.5. Games afternoons to continue. Teaching staff to take out children and collect allowing games staff to only have the class outside.6. Wet games, PPA will be cancelled and owed. Teacher to have own class.7. HLTA movement between classes restricted.8. WB to support games class in the morning.9. MSAs supervising two lunch bubbles must maintain social distancing – 2 metres please.
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