

Risk	Covid 19. Ashley Junior School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Staff, students, or visitors who have underlying health conditions	<ul style="list-style-type: none"> • People who have underlying health issues or are shielding loved ones were recommended to not come into work. However, the DfE guidance now recommends that people do return. • Individual risk assessments where required have been completed <p style="color: red;">There is now separate advice for vulnerable and clinically extremely vulnerable pupils and staff. We encourage them to continue to discuss with us if they have concerns.</p> <p style="color: red;">Nov. 2020</p> <p style="color: blue;">Staff are awaiting letters informing them they should shield. These members of staff</p>	<ul style="list-style-type: none"> • We are supplying face masks and visors if required • Social distancing is an expectation – signage across the school • Hand sanitisation stations strategically placed around the school 	IR	<p style="color: gray;">March 2020</p> <p style="color: gray;">Aug 2020</p>	✓

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		<p>will be instructed to work from home. Jan 2021</p> <p>Latest advice suggests shielding is no longer necessary as we have the vaccination roll-out March 2021</p>				
Group transmission	Students, staff, visitors	<ul style="list-style-type: none"> • Social distancing guidelines are enforced as much as possible • Pupils in class 'bubbles'. Same classroom, same staff as per guidance. • Staggered entry, break, lunch and leaving times at different entry and departure points • Breaks taken in separate and different areas • Clear routes through the school. • Sanitisation points at strategic points through the school. • Parents informed of protocol should anyone in the group display symptoms. • Visitors: 	<ul style="list-style-type: none"> • Signage and markings have been purchased as a prompt to all • Tape for carpets • Markers indicate 2 metres • Playground and field divided by markers and fencing 	KL	May 2020	✓

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		<ul style="list-style-type: none"> ○ wear a mask on entry ○ are given the risk assessment to read and follow ○ have all hand sanitisation highlighted ○ are escorted by a member of staff ○ are offered PPE ○ spend no more than 15 minutes in a classroom ○ have meeting rooms ventilated ○ maintain social distance during meetings ● All staff provided with masks ● Staff expected to wear masks when moving around the school and when in close proximity to children ● Staff must try to maintain 2m social distancing and make adjustments when doing 1:1 work. E.g. stand behind the child to follow text 				

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		<ul style="list-style-type: none"> • Windows and doors open to ensure ventilation <p>Jan. 2021</p> <p>Sept. 2021</p> <ul style="list-style-type: none"> • Bubbles are no longer required though they may return in the case of an outbreak (See Covid-19 Outbreak Management Plan) 				
Supply Teachers	Supply, pupils, staff	<ul style="list-style-type: none"> • Agencies informed of expectations: <ul style="list-style-type: none"> ○ Not allowed entry if displaying symptoms ○ Risk assessment shared • Protocols explained on entry • PPE available if required 	<ul style="list-style-type: none"> • Bullet point fact sheet prepared for supply teachers 	IR		
Specialist provisions	Staff, students, connected families	<ul style="list-style-type: none"> • Some provisions that, to a degree, compromise the bubble, are available: <ul style="list-style-type: none"> ○ Breakfast Club (Infants & AJS) ○ AJS Extra – after school club ○ Nurture 	<ul style="list-style-type: none"> • Social distancing • Hand and respiratory hygiene • Risk assessments 	HP KL IR	4.9.20	

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		<ul style="list-style-type: none"> ○ Inclusion of children from Resourced Provision in mainstream classes ○ <i>After- school clubs within year group bubbles</i> <p>Sept. 2021</p> <ul style="list-style-type: none"> ● <i>As bubbles are no longer required year groups are mixed for extra-curricular activities</i> 	for each provision			
Poor hygiene	Staff, students, connected families	<ul style="list-style-type: none"> ● Strict cleaning regime with checklists ● All staff informed of check lists and expectations ● Additional cleaning materials available in each classroom ● Additional temporary hand washing facilities built on the playground and field ● Anti-bacterial hand wash available ● Regular hand washing with soap and water 	<ul style="list-style-type: none"> ● Additional hand washing facilities completed: <p>8 on the field</p> <p>2 in the quad</p> <p>3 on the playground</p> <ul style="list-style-type: none"> ● Additional anti-bac in each classroom and 	KL	26.5.2020	✓

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		<ul style="list-style-type: none"> Pupils/staff reminded of the necessity of hand washing – posters, messaging Clothes changed daily 	strategic points in the school			
Transmission while transporting students	Supporting adults, children	<ul style="list-style-type: none"> Socially distanced seating Temperatures taken Regular hand wash 	LA are managing using guidance	LA		✓
Behaviour	Staff, students	<ul style="list-style-type: none"> Handbook sent to parents outlining adjustments to behaviour policy On entry all pupils reminded of expectations and consequences if not met Sensitive groupings looking at dynamics etc. INSET day 2.9.20 shared behaviour policy with all staff 	<p>Send handbook to parents</p> <p>Reinforce in letter to parents about behaviour expectations</p>	IR	27.5.2020	✓
Play equipment	Staff, students	<ul style="list-style-type: none"> Bags for each class created utilising equipment that is easily wiped clean Climbing apparatus used but in small (House Team) groups at the moment 	Reminder of expectations to all children regarding equipment	Teachers/LSAs		

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		<ul style="list-style-type: none"> Handwashing/anti-bac before/after play Cleaning regime for equipment after play <p>Sept. 2021</p> <ul style="list-style-type: none"> Play equipment is outside so cleaning isn't required – expectation of good hand hygiene Mixed year groups are now using outdoor equipment 	Climbing apparatus disinfected daily (not Friday)	KL		
Staffing for emergency evacuations	Staff, students	<ul style="list-style-type: none"> INSET day 1.6.20 – all staff attending. Outline procedures and responsibilities Pupils on entry have the evacuation procedure explained Practice fire drill – 4.6.20 and feedback INSET day 2.09.2020 – all staff informed of systems and expectations Fire drill planned w/b 7.09.2020 	Check fire exit signage and ensure routes are communicated	IR/KL	29.5.20	✓

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		<ul style="list-style-type: none"> Fire drill and evacuation completed 16.9.2020 				
		<ul style="list-style-type: none"> Fire drill completed 27.4.21 				
Staffing levels for first aid	Staff, students	<ul style="list-style-type: none"> All staff are in work therefore sufficient first aid available. First aid kits have been monitored and checked First aid kits created for each class and PPE available is attached to it New staff trained 3.09.2020 	<p>Ensure clear protocol if first aid is administered</p> <p>Each class has first aid kit with PPE equipment</p>	CM/IR	29.5.20	✓
Children with SEND	Staff, students	<ul style="list-style-type: none"> Handbook distributed to all parents Dynamic risk assessments on site – assessment of behaviour/difficulties Disinfectant available for equipment after use. 	Maintain communication with parents	IR/SW	ongoing	✓

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Lunch	Staff, students	<ul style="list-style-type: none"> • Pupils have lunch in classrooms • School meals delivered by LSA • Disinfectant materials in each room to clean desks before and after • Handwashing essential <p>Sept. 2021</p> <ul style="list-style-type: none"> • Two sittings for lunch – Lower & Upper school • Good hand hygiene observed • Cleaning regime for tables and chairs • Well ventilated hall – CO2 monitor installed 	Walking lane created to take children to top of field to eat lunch	Teachers/LSAs		
Ipads	Staff, students	<ul style="list-style-type: none"> • Each pupil has a numbered personal ipad • At the end of each session ipads and headphones if used are wiped clean with anti-bacterial wipes 		Pupils Teachers		✓

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Library	Staff, students	<ul style="list-style-type: none"> • Anti-bac at the door • Year groups allocated a day and box for returns. Returns left 72 hours before placing on shelves 				✓
Administration of medicines	Pupils	<ul style="list-style-type: none"> • Inhalers stored in classrooms and available for pupils to self administer • Epi-pens and other meds including CD to be stored in school office and distributed by office staff at lunch 	All necessary paperwork completed by parents			✓
Asymptomatic staff	Staff, pupils	<ul style="list-style-type: none"> • All staff are completing home testing using lateral flow tests • Recording of tests goes to NHS and school • If a member of staff tests positive: <ul style="list-style-type: none"> ○ The bubble will have to isolate until a full test is completed. If this test is negative staff and children can return. If it is positive all isolate for 10 days. ○ If a member of staff has had a full test within 90 days of 	<p>Ensure tests are stored appropriately</p> <p>Ensure there are adequate number of tests on site</p> <p>Ensure all staff are recording results</p> <p>Ensure all staff are aware of process if they test positive</p>	CM/DM		✓

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		the positive lateral tests then the bubble will isolate for 10 days				
CO2 levels	Staff, pupils	<ul style="list-style-type: none"> Ventilation through open windows and doors Purchased monitors that indicate when CO2 levels are too high. Evacuate when on red 	Inform parents	IR/KL	March 2021	✓
Face –to- face Governor meetings	Staff, Governors	<ul style="list-style-type: none"> Well ventilated room Spacious seating Masks worn if chosen Video link for those not willing or able to attend Anti-bac on entry All furniture cleaned before and after 	Inform cleaning staff	IR	May 2021	
Year group assemblies	Staff, pupils	<ul style="list-style-type: none"> 'Bubbles' extended to year groups Ventilated hall – windows and doors open CO2 monitor to measure CO2 levels 	Discuss with all staff Discuss with governors	IR	May 2021	

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		<ul style="list-style-type: none"> Reminders to children regarding noise levels and seating 				
Lunchtime in the hall	Staff, pupils	<ul style="list-style-type: none"> Slow introduction – Year 3 only initially and then move to one upper school year Hall very well ventilated – doors and windows open Use of CO2 monitor Seating plan – children in 3's all facing the same way and assigned places – 24 tables A reminder of noise levels and the CO2 monitor Daily clean of tables and chairs Anti-bac used before entry to dining hall 	Inform parents Share process with all staff and governors	IR	May 2021	
Fun Run	Staff, pupils	<ul style="list-style-type: none"> Event held outdoors All children in year group bubbles Children informed of route and expectations 	Inform parents	IR	27.5.21	

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		<ul style="list-style-type: none"> No spectators Volunteer Marshalls given protocols and informed of expectations 				

Risk Assessor Kris Locke	Signature	Date
Responsible Manager Ian Rix	Signature <i>Ian Rix</i>	Date 25.5.2020

Date Reviewed	Signature	Role
3.09.2020	<i>Ian Rix</i>	Headteacher
17.09.2020	<i>Ian Rix</i>	Headteacher
9.11.2020	<i>Ian Rix</i>	Headteacher
4.01.2021	<i>Ian Rix</i>	Headteacher
28.01.2021	<i>Ian Rix</i>	Headteacher

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22.3.2021	<i>Tankis</i>	Headteacher
17.5.2021	<i>Tankis</i>	Headteacher
12.9.21	<i>Tankis</i>	Headteacher

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Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.	Disinfecting of resources		Purchase disinfectant and ensure all staff are aware of the necessity for this	KL	1.6.20	2.6.2020
2.	Signage and markings placed through school		Ensure all markings and signs are in appropriate places	KL/IR	29.5.20	1.6.2020
3.	All staff aware of evacuation procedure		Share with all staff at INSET day	IR	1.6.20	4.6.2020
4.	Staff aware of protocol should first aid have to be administered		Share with all staff at INSET day	CM/IR	1.6.20	1.6.2020
5.	Staff aware of protocol for supporting pupils with SEND		Share with all staff at INSET day	IR/SW	1.6.20	1.6.2020

Responsible Manager Ian Rix	Signature 	Date 25.5.2020
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Response if there is a child/adult displaying symptoms:

Government guidance currently recommends:

- Person with symptoms stays at home for a period of 3 days and has a test
- Members of the bubble informed that we are awaiting results
- There is no need to send the rest of the bubble home at this point
- If the test is positive:
 - All members of the bubble self-isolate for 14 days and have a test
 - If further members test positive – extend the period of self-isolation
- If the test is negative:
 - The person who initially displayed the symptoms may return

If any member displays symptoms, the bubble will be deep cleaned on the day without waiting for the test result.