

**JUNE / JULY COVID RE-OPENING Risk Assessment – Staff**

|   |  |
|---|--|
| <b>Location / Site</b>                                | Insert location and site where activity taking place           |
| ST ANDREW'S C E PRIMARY SCHOOL – 620 children on roll |  |
| <b>Activity / Procedure</b>                           | Insert name/type of activity or procedure being assessed       |
| STAFF RE-OPENING SEPTEMBER                            |  |
| <b>Assessment date</b>                                | Insert date when assessment is being carried out               |
| 14/07/2020  |  |
| <b>Assessment serial number</b>                       | Insert local serial/identification number for future reference |
|   |  |

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Lack of social distancing around the school</b> resulting in direct transmission of the virus  |               |   |                   |
| <b>Level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ul style="list-style-type: none"> <li>• Almost all staff will be allocated class (in the main) and may be extended to year group bubbles (for certain times)</li> <li>• Adults working in classrooms as much as is possible keep social distancing between themselves – consider allocating sides of the classroom</li> <li>• Staff stay with children most of the day, organising breaks within their class or year groups. However, ensuring children in different year groups do not mix - staggered playtimes</li> <li>• Lunchtime staff and TA's allocated to classes and year groups for lunchtime cover</li> <li>• Staff allocated to set STAFF REST AREAS and social distancing to be adhered to when in REST AREA</li> <li>• Maximum occupancy in communal areas</li> <li>• Staff should wear face masks in all communal areas and keep contact/mixing with other staff members to a minimum</li> <li>• Staff room 're positioned' to the large hall due to larger space</li> <li>• Communication between staff and office carried out using mobile phones, emails and physical visits to the office must be only if essential – but do not enter the office</li> <li>• Children's medicines stored in staff room fridge. If child needs medicine designated support staff to collect with child.</li> <li>• Movement of staff around the school is to be minimal and no unnecessary movement made - one way system</li> <li>• Staff to use staff toilet closest to their work area, one person at a time</li> <li>• Photocopier – staff to social distance and cleaned after use</li> <li>• Only 1 person in store cupboards at one time – wait outside and social distance if someone is in the art room/PE room/music room etc</li> <li>• Office out of bounds – please use stable door for passing over items, or the table outside</li> <li>• When talking to each other ensure there is social distance between each other and in ventilated space – not in a corridor and in offices - staff masks used in communal area</li> <li>• Classroom windows open at all times (obviously weather permitting)</li> <li>• To follow Hand, Space, Face and Replace</li> </ul> |               |   |                   |

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

- Staff when passing in corridors – try not to stop and chat in corridors (as confined space)
- Meetings with parents carried out on the phone/email as much as possible or social distanced outside if possible and if not in airy room or garden areas – but arrangements must be comfortable with staff , any parent in school wear a face mask
- Hand gel provided around school (inside and outside)
- Hand gel to be used before and after using photocopier and computers. Wipes also to be used to wipe down keyboards and mouse before and after use of computer
- Visitors to ring in from main gate
- Adults in for meetings where 2 metre social distancing cannot be adhered to re confidentiality face masks will be supplied to be worn by members of staff and visitors – plastic chairs used for visitors and wiped down after use
- If staff not able to attend school – staff in year group or phase group to cover the class to reduce the introduction of outside supply staff to the school - HLTAs also covering
- All staff issued with risk assessment proforma to contribute issues for consideration to support their needs

*New admissions to Year groups will be considered on individual merit. Due to COVID new requests maybe on hold until safety restrictions are lifted. Space, staff well-being and resources in order to meet the child's individual needs will need to be taken into consideration before any places are offered.*

**Identify hazard**

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

**Lack of social distancing using toilets and poor hygiene** resulting in direct and indirect transmission of the virus

**Level of risk**

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

**Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Toilets to be cleaned in a morning and at the end of the day
2. Sufficient soap in all toilets and checked daily
3. Anti-bacterial spray and cloths in all toilets for adult use – after and before use
4. Hand gel outside adult toilets in a dispenser also available to be used when returning to work area
5. Staff to use the toilet nearest to their work area and where possible use the same toilet

**Identify hazard**

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b>Lack of social distancing during lunchtimes and breaks and contact from surfaces</b> – resulting in direct and indirect transmission of the virus  |               |   |                   |
| <b>Level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Rest areas set up</li> <li>2. Staff sit 2 metres apart – (allocated plastic chairs – wipes to wipe down chairs after use)</li> <li>3. Hand gel provided in staff room to use after using shared utensils</li> <li>4. Staff to use their own mug and crockery, containers etc if at all possible and take home and wash to reduce contact</li> <li>5. Table and chairs cleaned at end of the day</li> <li>6. Designated staff will be allocated to classes and year groups</li> <li>7. Children to eat lunch in their classrooms at desks – tables wiped down with anti-bacterial spray before and after use. (Year R may need to stagger this)</li> <li>8. Staff to wear masks if not eating or drinking</li> <li>9. Max occupancy displayed in areas (staff room)</li> </ol> |               |   |                   |

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|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus   |               |   |                   |
| <b>Level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Children and staff staying in their classroom for majority of the time and accessing outside from classroom door</li> <li>2. Messages to office via mobile phones and emails – visits to the office only if mobiles do not work</li> <li>3. When moving class around the school – social distance between children – one adult at back insisting the distance is maintained. Staff to keep social distance from children if possible and social distance when moving around school)</li> <li>4. Staff to wear masks in communal areas and corridors</li> <li>5. One way system in place.</li> </ol> |               |   |                   |

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|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Contact of shared resources</b> resulting in indirect transmission of the virus   |               |   |                   |
| <b>Level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Staff to use own resources</li> <li>2. Staff do not use the children's resources – each child will have own resources except in Reception</li> <li>3. Hand gel available in all classrooms. Staff to wash hands or use hand gel regularly</li> <li>4. Hand gel to be used before and after using laptop/Chrome Book (if shared with other staff)</li> <li>5. Office staff to use own equipment, including keyboards and mice. Area cleaned after use and phone wiped before day starts and in between users</li> <li>6. If using a shared resource like the photocopier, pen, phone in the staffroom, cutter, laminator – use hand gel before and after use or wipe down with anti-bacterial spray.</li> </ol> |               |   |                   |

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|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>                              |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Emotional distress of the staff – including anxiety</b> |               |   |                   |
| <b>Level of risk</b>                                       |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>                             |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

1. Inclusion in risk assessment process – input into hazard identification and control measures
2. Online coaching for any staff who requests it –e.g. NAHT well-being resources
3. Staff meeting – virtually if possible, otherwise in groups – to discuss concerns and shared control measures – meetings social distance maintained and masks to be worn by staff.
4. Sharing of support helplines – HCC
5. Support plan provided for vulnerable/anxious staff if needed
6. At least one SLT member of staff on site every day for staff to share concerns
7. Risk assessments reviewed after day one, week one and regularly after that – this is flexible
8. PPE masks / face coverings / staff can wear their own when working with children
9. DFE approved masks and PPE are available from school office.
10. PPA time covered by same members of staff if possible – to reduce sharing of resources and also should make transferring of info easier
11. Subject responsibilities clarified for all staff
12. Individual risk assessments for staff if required

|  |   |            |                   |
|--|---|------------|-------------------|
| <b><u>Identify hazard</u></b>  | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |            |                   |
| <b>Staff Wellbeing</b>   |   |            |                   |
| <b>Level of risk</b>   | Consider current level of risk  |            |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b> | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |            |                   |
| <ol style="list-style-type: none"> <li>1. Wellbeing survey for staff to voice views.</li> <li>2. Feedback addressed in staff meetings in order to share viewpoints and to secure empathy.</li> <li>3. Significant outcomes</li> <li>4. The staff repeatedly reminded that they don't have to participate in any meeting/events etc if they don't feel safe and comfortable. They must address such issues with their line manager in order for cover to be organised.</li> <li>5. No staff member is expected to answer emails/telephone messages out of school time. Communication is vitally important but there is no expectation for any email sent by a parent or a member of SLT to be read/replied to and should be done during working hours.</li> <li>6. No work should be taken home.</li> <li>7. A flexible but well-structured approach to PPA will allow for extra PPA time. How much will be determined by staggered start/finish times of the school day. No staff to miss out on PPA.</li> </ol> |   |            |                   |

8. Lunchtime breaks - again a flexible but positive team approach will enable all staff to have appropriate length breaks.
9. Google classroom planning should be done during school time - no extra work is intended.
10. In all circumstances, of confusion, anxiety and uncertainty designated year group leaders must be notified ASAP in order to address specific issues of risk concerns.
11. In any circumstance of a colleague feeling too anxious/unsafe then working from home will be an option.
12. Counselling support will always be available from the SLT and/or Occupational Health.

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|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>   |               |   |                   |
| <b>Level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Seek expert guidance from special schools/agencies ( if appropriate) re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</li> <li>2. All EHCP, those needing intimate care and non-compliant Children will have a COVID risk assessment which includes the families, staff, SENCO and leaders (in teaching files)</li> <li>3. PPE used for intimate care and close contact with children – PPE put on before use so children get used to it. (PPE = gloves, disposable face shield, mask and apron.) Disposing of PPE (except face shield) in bin.</li> <li>4. Office staff and cleaners to monitor levels of PPE and order more if needed.</li> <li>5. All children not complying with new class charters over time will have individual behaviour plan and/or alternative recognition system created and agreed time for SLT involvement</li> <li>6. If staff need assistance re aggressive behaviour that may result in restraint – call made on mobile and designated team (SIRT) will attend with PPE pack or wearing PPE</li> <li>7. Reduced timetable / exclusion / inclusion considered as necessary if children are acting in a way staff and other children are put at risk</li> <li>8. First Aid administered in class or on the playground or in play area. Wear masks and gloves when administering First Aid (not face to face if possible). If further assistance needed – mobile phones used to call SLT/ line manager staff, who will support with PPE pack. If child needs to go home or be assessed by senior first aider and safe to do so they can be brought to a designated FIRST AID calm area.</li> </ol> |               |   |                   |

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus  |               |   |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Hand gel in all classrooms, dispensers around the inside and outside of school</li> <li>2. Extra soap dispensers and re-fills around school</li> <li>3. 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</li> <li>4. Washing hands posters replaced in all washing areas and classrooms</li> <li>5. Lidded bins in all classrooms, toilets and staff rest areas.</li> <li>6. Tissues in all classrooms – checked by cleaners and support staff everyday to ensure there are tissues in every room every day.</li> </ol> |               |   |                   |
| <b><u>Identify hazard</u></b>   |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus  |               |   |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |



1. Handles, toilets and shared equipment will be cleaned each day
2. PPE will be available for all cleaning staff
3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission
4. Soft furnishings and soft / cloth toys will be removed from use in classrooms
5. Staff rest areas and toilets cleaned and soap dispensers checked daily
6. Face visors cleaned if used
7. Hand gel, anti-virus spray, tissue and soap levels will be checked by cleaners every day
8. Staff areas to be cleaned by the user after use.

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| <b>Identify hazard</b>   |               | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards   |                   |
| <b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus  |               |   |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Control measures</b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) to work from home.</li> <li>2. 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 complete individual staff risk assessment – adding individual hazards and control measures to this risk assessment.</li> <li>3. Those who are clinically vulnerable or clinically extremely vulnerable–to adhere to strict 2 metre social distancing (where possible re children and staff) staff to where masks in communal areas</li> <li>4. Agree which staff prefer to wear PPE when in school if they wish</li> <li>5. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute</li> <li>6. Review of Sickness Policy to relate to present situation.</li> </ol> |               |   |                   |

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| <b>Identify hazard</b> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
|------------------------|---|

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Risk of illness by child or staff member exhibiting symptoms by direct transmission</b>  |               |   |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Designated areas set up (Science garden etc)– for children needing serious first aid, or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to “designated area”. Staff escorting child with COVID symptoms to wear PPE and if possible, keep 2 metres apart and instruct others to keep their distance. Staff to get a second opinion from SLT before sending children home.</li> <li>2. Member of staff call parents if temperature is high or continuous cough and ask for child to be collected. Siblings also to return home.</li> <li>3. Parent advised getting child tested for COVID and share result with school</li> <li>4. Disposable PPE in bin.</li> <li>5. Members of staff supporting child with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff)</li> <li>6. If toilet is used with suspected COVID – not used again and close and tape off the area. Cleaned as closest possibility by cleaners for a deep clean.</li> <li>7. If positive case – School contact Health Team/DFE helpline and take advice – parents of children in that class there has been a positive case in the class informed and school will follow PHE guidance.</li> <li>8. Deep clean of classroom and COVID area when a positive case is confirmed.</li> </ol> |               |   |                   |

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

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|-------------------------------------|--|--------------------------------------|
| <b>OVERALL level of risk</b>        | Consider level of risk following use of control measures<br>HIGHLIGHT the appropriate assessment of risk |                                      |
| <b>NOT REDUCED THE OVERALL RISK</b> | <b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>   | <b>CONSIDERABLY REDUCED THE RISK</b> |
| <b>Assessor's comments</b>          | Insert comments relevant to findings as appropriate  |                                      |
|                                     |  |                                      |

| <b>Name of assessor</b> | <b>Signature of assessor</b> | <b>Date</b> |
|-------------------------|------------------------------|-------------|
|                         |                              |             |

|                           |   |
|---------------------------|---|
| <b>Manager's comments</b> | Insert comments relevant to assessment as appropriate |
|                           |   |

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|---|--|
| <b>Risk assessment review 1</b>                             |  |
| <b>Date 10/10/2020</b>                                      |  |
| <b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>          |  |
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|   |  |
| Who was involved in the Review G Huckstep and SLT           |  |
| Signature of those involved in the Review G Hucktep and SLT |  |

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

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| <b>Risk assessment review 2</b>  |  |
| <b>Date 5/11/2020</b>  |  |
| <b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>   |  |
| Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. |  |
| Who was involved in the Review G Huckstep and SLT  |  |
| Signature of those involved in the Review G Huckstep and SLT   |  |

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|--|--|
| <b>Risk assessment review 3</b>                              |  |
| <b>Date 11/11/2020</b>                                       |  |
| <b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>           |  |
|  |  |
| Who was involved in the Review G Huckstep and SLT            |  |
| Signature of those involved in the Review G Huckstep and SLT |  |

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|---|--|
| <b>Risk assessment review 4</b>   |  |
| <b>Date 8/12/2020</b>   |  |
| <b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>  |  |
| Staff to wear face coverings in all communal areas. Staff to keep contact /mixing with adults at school to a minimum. |  |
| Who was involved in the Review G Huckstep and SLT   |  |
| Signature of those involved in the Review G Huckstep and SLT  |  |

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| <b>Risk assessment review 5</b> |  |
| <b>Date 3/1/2021</b>            |  |

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| CHANGES TO CONTROLS MEASURES AND OR HAZARDS                  |
| No changes.  |
| Who was involved in the Review G Huckstep and SLT            |
| Signature of those involved in the Review G Huckstep and SLT |

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|---------------------------------|
| <b>Risk assessment review 6</b> |
| <b>Date</b> 6/1/2021            |

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

**Further Measures due to National Lockdown 4<sup>th</sup> January 2021**

- *We expect parents to please keep us informed of any COVID-19 related issues in their family. We aim to keep monitoring our school community very carefully in order to gauge any specific concerns in this area.*
- *Due to safety measures and staffing limits, if, for any reason in the future (W/B 4/1/21) a class teacher is absent we may not be able to cover that class. Consequently, the class bubble may have to close. The children returning when the class teacher returns. Please note: if a member of staff is absent this does not mean it is COVID-19 related. If it is COVID-19 related all steps will be followed as outlined by the guidelines.*
- *Similar to the Summer Term, during partial reopening, we may at some stage issue a 'maximum limit' of pupils who can attend school. This will be within appropriate guidelines and adhere to our rigid safety measures.*
- *Staff may want to rearrange classrooms to suit the number of children in school in order to create space. However, they must still all face forward. All decisions will be based on space, ventilation, staffing levels and vulnerability of staff. Keeping the classroom, a 'safe place' for children and adults is crucial. The size of classrooms will impact on this and the number of pupils that can be safely accommodated will differ from classroom to classroom.*

*A rise in pupil numbers will increase the risk of reducing the safety factor. Consequently, we have to consider limiting the number of pupils in order to fulfil our duty of care to all in our school community. However, all requests will still be considered on their own individual merits re: the vulnerable ( incl.those with Sp Needs) and children of critical workers.*

*Depending on size of classroom, safe space will become jeopardised if numbers reach approx 15+pupils (Classrooms approx. maximum limit proposals:- Rec:KH + ITW -15, KG-18. Y1:LB + LC/HW-15, AS/LB -13, Y2: LF + HM-15, JBy-12, Y3:DP + LH/VM -16, SW-13. Y4:ST + LTB-15, SL -16. Y5:KN + CBy-15, EC 12. Y6:CC + RW- 16, SD-12)*

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

*At any time when we consider the classrooms to be near their maximum limit, we will still consider any 'special' requests for a place based on our criteria (see below) and look to see if spare space exists in a different classroom within the same Year Group - without jeopardising the risk of a child 'crossing bubbles'*

*Due to the possibility of family circumstances changing rapidly, decisions on requests will be made as soon as possible but no earlier than 5 working days of the child taking up any place on offer in order to be fair in our consideration of differing family situations*

*Following Union advice, the following criteria is priority;*

- *1. Vulnerable circumstances*
- *2. Children where both parents are key workers/ or a child with a single parent is a key worker -but NHS frontline workers and those in an educational setting will be the priority*
- *3. Children with two parents where only one is a key worker - but NHS frontline workers and those in an educational setting will be the priority.*
- *Any family circumstance, where the staff are concerned, i.e., travelling to other areas their children will not be allowed to attend school until we have advice from Public Health.*
- *Staff may want to rearrange classrooms to suit the number of children in school and create more space. However, they must still all face forward.*

Who was involved in the Review G Huckstep and SLT

Signature of those involved in the Review G Huckstep and SLT

**Risk assessment review 7**

**Date** 11/1/2021

**CHANGES TO CONTROLS MEASURES AND OR HAZARDS**

No changes.

Who was involved in the Review G Huckstep and SLT

Signature of those involved in the Review G Huckstep and SLT

**Risk assessment review 8**

**Date** 13/1/2021

**CHANGES TO CONTROLS MEASURES AND OR HAZARDS**

**Contingency of increased risk due to the new COVID variant.**

- Staff rota to be considered – if possible – consolidation size of class bubbles and staffing levels.
- Staff encouraged at all times to help evaluate and contribute to risk assessments.
- Staff encouraged to amend their own individual risk assessment to support them in easing anxiety.

Who was involved in the Review G Huckstep and SLT

Signature of those involved in the Review G Huckstep and SLT

**Risk assessment review 9**

**Date** 20/1/2021

**CHANGES TO CONTROLS MEASURES AND OR HAZARDS**

No changes needed.

Who was involved in the Review G Huckstep and SLT

Signature of those involved in the Review G Huckstep and SLT

**Risk assessment review 10**

**Date** 25/1/2021

**CHANGES TO CONTROLS MEASURES AND OR HAZARDS**

No changes needed.

Who was involved in the Review G Huckstep and SLT

Signature of those involved in the Review G Huckstep and SLT

**Risk assessment review 11**

**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

|  |  |
|--|--|
| <b>Date</b> 5/3/2021   |  |
| <b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>           |  |
| Further lockdown measures removed.                           |  |
| Request of new admissions to year groups added in.           |  |
| Who was involved in the Review G Huckstep and SLT            |  |
| Signature of those involved in the Review G Huckstep and SLT |  |

|  |  |
|--|--|
| <b>Risk assessment review 12</b>                             |  |
| <b>Date</b> 12/3/2021  |  |
| <b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>           |  |
| Staff wellbeing added.                                       |  |
| Who was involved in the Review G Huckstep and SLT            |  |
| Signature of those involved in the Review G Huckstep and SLT |  |



**ST ANDREW'S CE PRIMARY SCHOOL HEALTH & SAFETY**

|  |  |
|--|--|
| <b>Risk assessment review 13</b>                             |  |
| <b>Date</b> 22/3/2021  |  |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS                  |  |
| No changes needed.   |  |
| Who was involved in the Review G Huckstep and SLT            |  |
| Signature of those involved in the Review G Huckstep and SLT |  |
| <b>Risk assessment review 14</b>                             |  |
| <b>Date</b> 15/4/2021  |  |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS                  |  |
| No changes needed.   |  |
| Who was involved in the Review G Huckstep and SLT            |  |
| Signature of those involved in the Review G Huckstep and SLT |  |
| <b>Risk assessment review 15</b>                             |  |
| <b>Date</b> 7/5/2021   |  |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS                  |  |
| No changes needed.   |  |
| Who was involved in the Review G Huckstep and SLT            |  |
| Signature of those involved in the Review G Huckstep and SLT |  |