

## Risk Assessment Appendix 1

Ref: Risk Assessment Addendum January 2021

(Summary of key points arising & expectations from the January risk assessment)

Area in school	Area	Frequency/person responsible
Cleaning	<ul style="list-style-type: none"><li data-bbox="655 712 930 775">• Touchpoints of the communal areas</li> <li data-bbox="655 1429 807 1451">• Personal</li> <li data-bbox="655 1928 975 1991">• End of school day until 3.30pm</li></ul>	<ul style="list-style-type: none"><li data-bbox="1061 712 1380 880">• EYFS areas (including toilets) &amp; staff rest room to be cleaned throughout the day by a EYFS Bubbles adult</li><li data-bbox="1061 891 1380 1059">• KS1 area (including toilets) &amp; staff room to be cleaned throughout the day by a Y2 Bubble adult</li><li data-bbox="1061 1070 1380 1283">• KS2 area (including toilets) &amp; designated staff rest area to be cleaned throughout the day by a year 3 or 4 Bubble adult</li><li data-bbox="1061 1294 1380 1597">• KS2 stair handrail to be cleaned by any adult leading children up or down the stairs keeping to the right hand side of the stair case ( wiper to be used &amp; located on the landing)</li><li data-bbox="1061 1608 1380 1709">• Staff to sanitise hands before &amp; after using the photocopiers</li><li data-bbox="1061 1720 1380 1821">• Staff to continue to wash hands on arrival &amp; before they leave</li><li data-bbox="1061 1832 1380 1888">• Staff to continue to clean toilet after use</li> <li data-bbox="1061 1973 1380 2031">• Bubble staff to ensure all used surfaces</li></ul>

		<p>(pupil's desks) and used floor space is free of litter and equipment to allow cleaners to clean classroom.</p> <ul style="list-style-type: none"> <li>• Bubble staff to spray and wipe pupil's desks &amp; pupil's chairs and then place chairs on desks.</li> </ul>
Lunchtimes	<ul style="list-style-type: none"> <li>• Supervision of pupils</li> <li>• Cleaning</li> <li>• Timings</li> <li>• Wet weather plan</li> <li>• Serving food</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchtime staff to wait on allocated playground for children to arrive escorted by a member of the bubble.</li> <li>• On arrival clean down (using wipes) playground equipment.</li> <li>• Arrive at least 5 minutes before playground duty in order to receive pupils</li> <li>• The allocated member of lunchtime staff to supervise pupils in allocated bubble classroom (pupils to remain in allocated seats in classroom at all times)</li> <li>• Food will be served on trays and these will be collected from allocated table in hall &amp; returned to same table by 1.15 pm along with register</li> </ul>
Masks	<ul style="list-style-type: none"> <li>• Wearing of masks</li> </ul> <p><b>Adults and pupils to wear masks in bubbles if they wish</b></p>	<ul style="list-style-type: none"> <li>• Adults to wear masks when leaving bubble to move around school to permitted areas (toilets, staff room, playground, allocated rest area)</li> <li>• Adults to wear masks on the playground at all times</li> </ul>

		<ul style="list-style-type: none"> <li>EYFS staff will not be required to wear masks in the lunch hall or in their outside areas</li> </ul>
Registration	<ul style="list-style-type: none"> <li>Siblings</li> <li>Timings</li> </ul>	<ul style="list-style-type: none"> <li>Where there are siblings in different bubbles parents may have been given different timings to their peers</li> <li>Registers in morning to be completed by bubble staff &amp; returned to allocated table in hall by 9.15 am</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>Permitted visitors in school</li> </ul>	<ul style="list-style-type: none"> <li>Claire McEntree (SALT) to work with identified pupils in the Sunshine Room</li> </ul>
Bubbles	<ul style="list-style-type: none"> <li>Pupils moving from bubble to playground or toilets</li> <li>Staff moving from bubble to staff room, toilets or allocated rest area</li> </ul>	<ul style="list-style-type: none"> <li>A member of bubble staff to lead pupils in an orderly line to the playground</li> <li>Staff to wear a mask when moving around school from bubble</li> </ul>
Playground & outside area	<ul style="list-style-type: none"> <li>Safety of outside areas &amp; playground</li> </ul>	<ul style="list-style-type: none"> <li>Paul to continue to carry out his daily site checks ensuring in bad weather that a safe walkway is gritted from the entrance gate to the exit gate.</li> <li>Staff to continue to access the playground &amp; outside areas. In the event of bad weather the use of these outside areas are at the teacher's discretion. If the teacher considers the playground conditions to be unsafe then the pupils must remain in their bubble.</li> </ul>

Absence	<ul style="list-style-type: none"><li>• Staff sickness/absence</li></ul>	<ul style="list-style-type: none"><li>• If staff are unable to work due to illness etc they must immediately phone, not text or email but phone a member of SLT (RR-07974207647, CC – 07775338235 or SFr-07730531347). This enables the SLT to share the cover with the relevant staff so everyone involved is informed of the plan in the right way.</li></ul>
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