

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Weston Park Primary
Activity / Procedure	Opening school in autumn term – September 2020
Assessment date	1 September 2020 (see update dates below)
Assessment serial number	
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government's <i>'Stay Alert'</i> campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However, the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	
Lack of PPE (if required).	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the DFE and Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately. Number of staff able to come back to school has been assessed to ensure safe opening on 8 March 2021
	The DSL must be available on site or via phone.
	No parent must enter the school at any time unless asked to do so or in the event of an emergency
	During the school day any staff or pupils with high readings should be sent home and follow coronavirus guidance. Where a child presents to the first aid team with any symptoms their temperature will be taken. Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.(removed 1 march 2021)
	Entry systems that require skin contact e.g. inventory will not be used unless no alternative, and if used will be wiped with antibacterial wipe
	All visitors and meetings will be cancelled or significantly reduced There will be no limited visitors unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required, due to an emergency, on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout. All visitors must wear a face mask when on the school site and there are signs around the school to remind staff and visitors of this There will be limited no parents or parent meetings on site unless in an emergency or due to safeguarding or as requested by school
	In KS2 and Yr 2 Classrooms are organised so that pupils are positioned side by side and forward facing. There will be no carpet spaces Yr R ad Yr 1 tables are organised in small horseshoes in order to support the transition from the Early Years to Key Stage 1. The small horseshoes still face the front of the classroom but with the vast majority of the children facing forwards. This will be reviewed based on what will reasonably support the children in learning as well as considering their safety as well as that of the adults working in the classrooms.
	1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Staff and pupils will be placed in separate year group pods which minimises contacts and mixing between people and reduces transmission of coronavirus across the school.

From 5th January 2021 due to Lockdown 3.0, Staff will be on site on a rota basis to minimise contact and the risk of infection. Staff will continue to work in an allocated year group. Numbers in each year group will be a maximum of 15 children. Each year group will work in one classroom in line with current risk assessment.

From 8th March 2021 all children will be welcomed back on site – from 1 March 2021 staff will no longer work on a rota basis and will return to school. Staff will work in their year group pods with only restricted staff moving across year group pods. Children will be in their classrooms and will be on the playground in year group pods

Staff that move across classes, such as school leaders and sports coach, will remain two metres from children and other adults in the group as much as possible. Sports and Music will move on line to avoid movement around school. Sports and Music will be conducted in year groups with social distancing adhered and PPE rules adhered to. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across pods may wish to wear visors MUST wear a face mask to protect the pod further)

Sharing of resources will be kept to a minimum, with each child being given their own plastic zippy wallet of resources.

Any resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.

Any resources, such as PE equipment, that will need to be shared across pods, will be disinfected at the end of a lesson and left to dry.

Each classroom will have a bottle of cleaner and clothes and also antibacterial wipes

Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.

All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.

All staff in school are aware of what to do in the event of a fire and have had appropriate training.

Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.

SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure a SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.

First aid cover will be in place and a two 3 day trained first aiders at work at all times. Medicines will be administered in the classroom where possible (see first aid in Additional control measures).

Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.

Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.

Staff will carry out LFT (Laterflow tests) twice a week (unless opted out)

Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent groups (pods);
- sports equipment is thoroughly cleaned between each use by different individual groups;
- contact sports are avoided
- the school will closely follow England grassroots guidance.

Communication to parents

When parents drop off and pick up the pupils they will follow a one-way system and will be required to observe the 2m distancing.

It will be re-iterated to KS2 parents that they must drop their child to the call line and then immediately leave the site. It will also be re-iterated to parents that they must wear a mask on the school site

There will be no parents or parent meetings in school unless in an emergency or safeguarding and by agreement with SLT

Each year group pod will be directed which entrance to use and their drop of and collection times

Drop off and pick up will be staggered to reduce the number of people on site at any one time. SLT and admin team will be at various places around the site to ensure social distancing and parents leave the premises immediately following drop off and pick up – Drop off and pick reviewed and updated at 5th January 2021 to stagger further – Drop off and pick up times reviewed and updated to start 8th March 2021 (letter to parents sent)

Parents are advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend and other children should be left at home if safe to do so.

Parents are advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

Parents will be advised that children are to not bring anything into school except a packed lunch and a named water bottle. No pencil cases will be allowed. Each child will be provided with a named plastic wallet containing the stationary that will be required. PE kit can be bought into school on PE days only As of 5th January PE kit is not required as all children (in school and at home) will do online PE - As of 8 March children will be able to bring in their PE kits, to be kept in their individual lockers

All information needed to be given to parents will be done via text, email and school website. Clear rules will also be displayed around the school and at all entrances to school.

There will be no Breakfast club or other afterschool clubs until further notice

Each year group will be allocated their own set of toilets. Children in KS2 will be allocated toilet times.

Lunch will be eaten in classrooms – hot and cold picnic style lunches will be available. Packed lunches will also be eaten in the classroom

Individual letters to parents sent to provide specific details for their child – eg drop off and pick up times (see appendices)

21 September 2020 – letter to parents reminding them to social distance on school premises

28 September 2020 – letter to parents requesting that they wear masks on school premises at all times.

4 January 2021 – letter to parents reminding to wear mask on school site at all times

March 2021 – letter to parents setting out staggered start/end times and reminding about rules (eg social distancing , wearing masks)

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Cleaning & Hygiene

Site Managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Cleaners will have full access to PPE including gloves, masks, visors and aprons. There will be a further rota for toilet cleaning throughout the day.

Sufficient cleaning products will be kept on site and will be re-ordered in good time to ensure supplies do not run low. Including soap, hand sanitizer and tissues

Any classrooms and areas that are not in use will be closed off to ensure staff and pupils do not access the rooms/offices

Parents will be informed of hygiene expectations and discuss with children

Clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Items that children use in school will be kept to a minimum

Cleaning products and Antibac wipes will be available across the school. Where in classrooms these will be kept in a locked cupboard. Antibac stations will be in the entrance to each year group pods **and there is a bottle of antibacterial hand spray in each classroom.**

If equipment is to be used across pods this will be cleaned with antibacterial wipes/ product before being used by another pod

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

There will be no contractors on site unless in an emergency and in these instances:

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Contractors will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.	

Additional control measures	List any additional control measures that are required
Prevention is still the best approach: 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus, COVID-19 symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE) – see PPE below

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances

Statutory Compliance:

- All checks will be up to date when the school opens
- Legionella checks completed and all outlets flushed by site manager
- Fire checks completed
- Audit checks completed

Rules:

Everyone attending school will be asked to adhere the following rules

- Hand washing must be completed – on arrival / after break / before lunch / after lunch / before going home
- Ensure we remain 2 metres away from each other and children where possible.
- Sneezing - Catch it, Bin It, Kill It.
- After sneezing or coughing hands MUST be washed
- Hair tied up where possible.
- Water bottles can be brought into school only if clearly named
- Pencil cases **are not** to be brought into school.
- Children and adults will remain in their pods at all times
- Only 2 children in a bathroom at any one time.
- Always walk on the left hand side.

PPE – Face Masks / Visors

All staff to wear PPE in any communal areas from 2 November 2020

From 5th January 2021, if wearing a visor a face mask must be worn as well (unless by exception agreed by SLT) in all communal areas, and in addition :-

Sports & Music Coaches – required to wear a visor/PPE when teaching, unless teaching outside. ~~There is no need to wear this in the corridors but when entering a Year Group pod PPE will need to be worn.~~

HLTA Team - when operating predominantly in 1 year group there is no need to wear PPE in that year group. If moving / working in another year group PPE should be worn in that second year group.

Admin Team – when entering a Year Group pod PPE should be worn. ~~There is no need to wear it around the corridors.~~ If treating a child for injury/medical PPE must be worn on all occasions.

SLT – If there is a need to walk into a classroom PPE needs to be worn. This includes all Year Group pods. If dealing with behaviour and there is a risk of getting close to a child PPE needs to be worn

Pastoral Team - ~~There is no need to wear PPE in the corridors but~~ if entering a year Group pod PPE needs to be worn. If dealing with behaviour PPE needs to be worn.

Premises Team - If there is no-one in the classes there is no need to wear PPE unless by choice. If there is a teacher/adult in the room during cleaning PPE needs to be worn. If any of the Premises Team need to enter a Year Group pods they must wear PPE. If there is an urgent issue and a class were inside the room PPE must be worn.

Arriving and Moving around school:

- Only one parent to drop off and pick up to ensure social distancing
- Parents to wear masks and follow social distancing whilst on school site
- On entering the site KS2 children must line up immediately and not gather or chat. Likewise when leaving they should leave immediately. (It will be re-iterated to KS2 parents that children must be dropped into class line and then the parent must leave the school site). KS1 children will remain with their parent/carer, 2meter social distancing, until a teacher or teaching assistant is there to accept them into school.
- An Anti bacterial station will be available at each reception area and in all offices – there will also be anti bacterial station for each year group pod
- All staff and children will be asked to walk on the left along corridors to ensure 2 meter social distancing
- Benches will be out of use
- Apart from to go to the bathroom children will not leave their classrooms without the teacher and when they do leave it will be in their 'pod'. KS2 children will have designated toilet times which will be concurrent with break and lunch times to avoid traffic around the school
- Children should not be out of their pods unless using the bathroom. There will be no children in offices and desks have been placed in the corridors to allow this.
- No vehicles will be allowed on site at any time other than for staff parking and deliveries
- Agreed measures with YMCA nursery for their entry

Classrooms:

- Year groups will form a pod
- Each class will have the same teacher and teaching assistants each day unless by exception if staffing requires
- Year groups operating as a 'pod' ensuring that they do not mix with pupils and staff from other year group 'pods'.
- All children will be asked to agree to a code of conduct – this will be talked through with them in their 'pods'
- Updated behaviour plan in place
- Children to wear uniform and parents will be advised that children should wash this each day and not wear the same clothes the next day
- Mobile Phones will only be allowed for Year 5 and Year 6 children where it has been agreed that they can walk to/from school on their own. No other children will be allowed to bring mobile phones to school. Mobile phones brought to school must be kept in the classroom securely.
- Children will only be allowed to bring a packed lunch. No pencil cases or bags to be brought to school
- Children will have their own assigned table and chair with their own equipment
- Classrooms will be set up with all tables forward facing
- All unnecessary items will be removed from classrooms and unused furniture stored elsewhere

- Bathrooms will be allocated per year group and only 2 children allowed in the bathrooms at any one time
- SLT / Admin and Premises staff are not to enter classrooms, unless in an emergency. Yellow and black floor tape denotes where to stop.
- Children should not independently walk around the school unless following the toilet system. For first aid see First Aid section; for behaviour the child should be accompanied.
- All classrooms have hand sanitiser, hand soap, tissues and antibac wipes for their use
- An area will be marked out in each classroom so a meter distance is visible to children around the teacher
- Classrooms should be ventilated where possible, opening windows. Heating can remain on
- From 5th January 2021 and during Lockdown 3.0 there will be a maximum of 15 children per year group. Each year group will use one classroom and follow the current risk assessment.
- From 8 March 2021 all children will return to school and will be in year group pods – in their normal classrooms
- Curriculum for both children in school and at home will be the same and this will be delivered by Seesaw on-line – On line learning will still be provided for children shielding or isolating
- Parents have been notified of the Remote Learning Policy and this is available via the school website. All parents have agreed with a code of conduct prior to their child being registered on Seesaw
- Each child will be allocated a set of Head Phones to be used when working with Seesaw – these should stay on the child's allocated desk
- Music teacher will avoid raised voices and loud singing

PE

- PE kit can be bought in on PE days but must be taken home
- PE activities will be done with children in their pods, these could take place outside
- All activities will ensure social distancing and children will be 2 meters apart at all times
- If equipment (eg hula hoop) is used this will be cleaned before and after every use

EYFS (Year R)

We recognise that our youngest children require a play based approach to learning to fulfil the needs of the EYFS curriculum. We also understand that some may find social distancing difficult. Due to this we have additional control measures in place within Year R. These include:

- ~~Temperature checks upon arrival at school. Where temperature is above 37.8 the child will be refused entrance (removed 1 march 2021)~~
- Regular cleaning of shared resources. Where this is not practical, 'quarantine trays' will be used to remove resources which will then be stored out of reach and cleaned later on.
- In between sessions, signs will be used to indicate areas that have and have not been cleaned.
- Antibacterial upholstery spray will be used to clean soft furnishings such as rugs and cushions.
- Hand gel will be used to more efficiently sanitise children's hands between activities.
- Resources that are difficult to clean will be supervised
- Sand – regular hand washing will reduce the risk

- Playdough – groups of children will have their own tub and not mix with other groups. Adults will supervise use and ensure children wash their hands before and after use. Playdough will be regularly replaced.

Staff:

- All staff will have refresher training on safeguarding for the current situation and how to deal with disclosure
 - Staff will be given a designated staff room area for their year group pod
 - Staff have the choice to wear PPE, including face masks, aprons and gloves. **Face masks must be worn in communal areas**
 - If staff levels fall there may be a need to close some / all areas of the school
 - Staff will have access to Health and wellbeing services, which can be found on the intranet
 - ~~Staff are not to arrive at the school site, unless opening/cleaning, before 7.30am, this applies from 22 September 2020~~
 - ~~Staff are not to leave any later than 4.15pm, unless there is an emergency, to allow for additional cleaning, this applies from 22 September 2020~~
 - ~~Staff, unless opening/cleaning, must not arrive at school before 7am~~ may arrive at any time as long as school is open and must leave the premises by 4.45pm **5pm** at the latest to allow for additional cleaning, from ~~28 September 2020~~ **8 March 2021**
 - Staff are able to take children's books home if needed
 - Phase meetings, from 22 September 2020, are to be held virtually
 - The music teacher and sports coach will be moving across the school and will take classes in classrooms. They will always stand at the front of the class ensuring full 2 meter social distancing. **will be hosting online lessons**
- There is a timetable which confirms which classrooms they have been in on a daily basis so that track and trace can be implemented if required.
- **Photocopy rooms - KS1 and KS2 operated with a strict 1 in 1 out policy, with PPE being worn**
 - **A further photocopier is in place in Butterflies room to allow for freer use – details emailed to staff**
 - **From 5th January 2021 due to Lockdown 3.0, Staff will be on site on a rota basis to minimise contact and the risk of infection. Staff will continue to work in an allocated year group. Numbers in each year group will be a maximum of 15 children. Each year group will work in one their own classrooms in line with current risk assessment.**
 - **Staff will be able to dress down to allow for regular washing of clothes** From 8th March 2021 staff will be requested to wear work attire
 - **CEV staff will work from home where they have a letter from NHS. Pregnant staff are considered CV and these members of staff will have a date from which they can work from home.**

Groups:

- Lunches will be eaten in classrooms at the child's specific desk or on the playground with social distancing if weather is appropriate.
- Lunch can be bought from home in a plastic lunch box. The school caterers will also be able to provide a picnic style lunch which will be delivered to the classrooms – these will have a cold and hot option
- Lunchtime assistants will be allocated a year group pod and they will work only in that year group – they will assist in collection and delivery of meals
- There will be no assemblies or large group meetings.

- Meetings will be held via Zoom where possible. Smaller meetings may be held ensuring 2 meter social distancing protocol is followed.
- No breakfast club or afterschool clubs will run until further notice
- There will be no trips or residential until further notice

Visitors

- ~~— Visitors will be limited. A risk assessment will be carried out for visitors where they will be on school premises for anymore than 1 day. All visitors will be asked to read our Health & Safety Guidance for Visitors leaflet~~
- Visitors will be limited. A risk assessment will be carried out for visitors where they will be on school premises for anymore than 1 day. All visitors will be asked to read our Health & Safety Guidance for Visitors leaflet
- ~~— There will be no visitors on site, including Supply teachers, Saints sports coaches, Hamwic employees or contractors unless in an emergency as agreed with SLT~~
- All Any visitors must wear a mask on the school site, both outside and inside the building
- ~~— A Saints coach will be able to return to school with a risk assessment being completed. The coach will work in KS1 and KS2. They will not enter individual classrooms but will work with a limited number of children for interventions outside the classroom and will take PE lessons with classes either in the hall or outside. They will ensure social distancing at all times. Any equipment used will be wiped with disinfectant wipes before being used by another class / pod~~
- From 8th March 2021 a Saints coach will be able to return to school with a risk assessment being completed. The coach will work in KS1 and KS2. They will not enter individual classrooms but will work with a limited number of children for interventions outside the classroom and will take PE lessons with classes either in the hall or outside. They will ensure social distancing at all times. Any equipment used will be wiped with disinfectant wipes before being used by another class / pod

Signage

- There is signage across the school reminding parents/ carers and visitors to social distance
- Floor markings across the site show parents / carers where to walk (one-way system) and drop off points for each year group
- Inside school there are signs reminding staff and children of the key rules; to wash hands and walk on the left
- Additional signage will be put in place on the school site reminding parents/carers & visitors to wear masks at all times and also to keep their distance

First Aid:

First aid for general sickness / injury can be administered in the classroom – every class has a medical bag. If it is a more severe sickness / injury a trained first aider can be called who will administer first aid outside the

classroom – the first aider may wear full PPE (mask, gloves and apron). Teachers will need to radio the Admin Team clearly stating what is wrong and the classroom.

If a child is showing Covid 19 symptoms they will be sent home – a first aider wearing full PPE will monitor them in the isolation room until a parent arrives to collect. (Isolation Room will be : KS1 – library / KS2 – Elsa room). They will be asked to ensure that the child is tested. If the test is negative the child can return to school. If the test is positive the parent will need to follow the stay at home advise and inform the school. The school will contact the local health protection team, they will risk assess who has been in close contact and say who need to be sent home to self isolate. There will be a deep clean of the whole school (This is applicable for a staff member also)

All year group pods have their own thermometer to use if required.

Where a child requires medicine eg inhaler, epipen, tablets these will be kept in the ‘pods’ and administered as required

No vehicles will be allowed on site at any time other than for staff parking and deliveries

If communal areas are used these are to be wiped after use (eg kettles) with antibacterial wipes provided.

Antibacterial wipes will be available by all printers to be wiped down after use

School leader's comments	Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
14 September 2020	Teresa Bulpett	TBulpett	Updates shown in Blue
23 September 2020	Teresa Bulpett	TBulpett	Updates shown in Green
28 September 2020	Teresa Bulpett	TBulpett	Updates shown in Orange
12 October 2020	Teresa Bulpett	TBulpett	Updates shown in Yellow
15 October 2020	Teresa Bulpett	TBulpett	Updates shown in Purple
2 November 2020	Teresa Bulpett	TBulpett	Updates shown in Red
10 November 2020	Teresa Bulpett	TBulpett	Addendum 1 – Bread Tasting added
18 November 2020	Teresa Bulpett	TBulpett	Addendum 2 – EYFS Healthy Eating Activity
4 January 2021	Teresa Bulpett	T Bulpett	Updates shown in black with blue highlight
18 January 2021	Teresa Bulpett	T Bulpett	Updates shown in black with yellow highlight
1 March 2021	Teresa Bulpett	T Bulpett	Updates shown in black with pink highlight

Addendum 1

Covid 19 - Risk Assessment

Updated: 10th November 2020

Design technology food tasting - Bread Tasting – Year 5

Date of Activity : 12 November 2020

- Activity will take place with the children remaining in their classroom
- There will be no movement of children between classrooms or pods
- Staff will only be those currently in the classrooms or working in the year 5 pod
- All surfaces will be cleaned thoroughly before the lesson begins
- Desks will be clear of any resources that are not needed during this session
- Children and staff will wash their hands prior to the lesson and at the end of the lesson
- Each loaf of bread will be split across 3 trays and will be delivered to the three classes just before the lesson so the bread remains wrapped for as long as possible
- Each loaf of bread will be split individual onto a separate plate - the breads will not be mixed.
- Staff who are cutting the bread will wash hands before cutting bread and ensure PPE visor/face mask is worn throughout
- Class teachers will use tongs to hand out the slices of bread to the children
- Each child has their own individual bowl where the bread will be placed for them to taste once the bowls have been used they will be disposed of
- Children will be told to only touch their bowl and their bread whilst taste testing
- At the end of the activity desks will be wiped down

Addendum 2

Covid 19 - Risk Assessment

Updated: 16th November 2020

Physical Development: Health & Self-Care – Healthy Eating activity

Date of Activity : 18 November 2020

- Activity will take place in the workshop (end classroom) for FP and in the shared area for FR.
- All surfaces will be cleaned thoroughly before the lesson begins
- Desks will be clear of any resources that are not needed during this session
- Children and staff will wash their hands prior to the lesson and at the end of the lesson
- Fruit will be cut and prepared by EP prior to lesson who will do so with PPE worn.
- Pieces of fruit chosen by children will be added to their individual plates.
- Children will then add the fruit to their skewer by pointing the skewer downwards into the fruit and sliding it up.
- Staff who are handling the fruit will wear PPE including gloves.
- At the end of the activity desks will be wiped down

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely
Low Risk	Acceptable – Monitor. See note 1 below.					
Moderate Risk	Acceptable - subject to guidance. See note 2 below.					
High Risk	Unacceptable. Activity must not proceed.					

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.