



# Fierté Multi Academy Trust

Ankermoor Primary Academy



## COVID-19 (Version 4i) - Risk Assessment (linked to Fierte actions)

Task: Full re-opening 1<sup>st</sup> September 2020 (children from 3<sup>rd</sup> September)

Assessors: Simon Russell

Assessment completed (ongoing basis): 11<sup>th</sup> and 12<sup>th</sup> July 2020  
31<sup>st</sup> August 2020 (updated)

This risk assessment should be read in conjunction with the guidance as set out in the following documents:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The principles of the risk assessment can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimize the potential for contamination so far as is reasonably practicable
- How contacts are reduced will include:
  - grouping children together in class bubbles
  - avoiding contact between groups
  - arranging classrooms with forward facing desks
  - staff maintaining distance from pupils and other staff as much as possible

Please note that by signing this form, you are agreeing that the information provided is correct.

Signed \_\_\_\_\_ (User) Print \_\_\_\_\_ Date: \_\_\_\_\_

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Changes linked to new guidance are red and in italics (Aug 20)



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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Transmission of COVID-19.  Med	Pupils Staff	<p><b><u>1. Effective infection protection and control - minimising indirect transmission</u></b></p> <p><u>Handwashing</u></p> <p>Handwashing for both pupils and staff upon entry to the building and at regular intervals during the day (break time, before food, after going to the toilet, before going home, after coughing and sneezing).</p> <p>Handwashing posters up to remind pupils and staff to wash with running water and soap for at least 20 seconds and drying them thoroughly and then applying hand sanitizer, ensuring that all parts of the hands are covered.</p> <p>Remind children and staff not to touch each other or their own faces.</p> <p>Children to use same toilets as previous - at any time - as toilets are cleaned more frequently (after break and lunch time especially, by cleaners).</p> <p>Breakfast club children will use age appropriate toilets in the morning, monitored by the Breakfast Club staff.</p>	<p>Hand wash and sanitiser will be available in all areas at 'Santisation stations' and extra will be ordered along with paper towels in preparation for September.</p> <p>Staff continue to use staff toilets <b>as previous</b>.</p> <p>DO NOT USE WATER FOUNTAINS <b>as previous</b>.</p> <p>All children to watch hygiene links below on return:</p> <p>KS1 Horrid hands: <a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands</a></p> <p>KS1 Super sneezes: <a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes</a></p> <p>KS2 Hand hygiene: <a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene</a></p> <p>KS2 Respiratory hygiene: <a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene</a></p>	Sanitiser, hand wash and paper towels to be ordered and added in to rooms and at stations e.g. entrance to school (N.B and R.A to sort),

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Transmission of COVID-19.  Med	Pupils Staff	<p><b>2. Effective infection protection and control- minimising indirect transmission</b></p> <p><u>Good respiratory hygiene <i>continued at all times!</i></u></p> <p>Cough or sneeze into a tissue and dispose of it immediately into a sealed bin.</p> <p>Promote: Catch it, bin it, kill it' approach. Wash hands immediately after.</p> <p>Bins to be emptied more frequently by a person wearing gloves and an apron. <i>A Cleaner who will move around the building all day every day.</i></p> <p><i>The government is not recommending universal use of face coverings in all schools. Staff maintain the choice to wear a facemask. Primary school children will not need to wear a face covering.</i></p> <p>A written agreement <b>MUST</b> be signed by the staff member / child before this is worn.</p>	<p>Ensure bins are double-bagged and tied off when emptied.</p> <p>All rubbish <b>MUST</b> be taken outside immediately when bin is emptied. Cleaners and none bubble staff to check in with teachers to see if bin needs emptying.</p> <p><i>Tissues and bin bags to be ordered before September opening.</i></p> <p><b>Face-coverings:</b></p> <p><i>In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</i></p> <p><i>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</i></p>	<p>Provide staff and parents with written agreement. (Office)</p> <p>Tissues and bin bag stock check - R.A to sort</p>
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Transmission of COVID-19.  Med	Pupils Staff	<p><b>3. Additional Cleaning</b></p> <p>-Cleaning of key areas needs to be ongoing throughout the day. This includes frequently touched surfaces; door handles; light switches; tables and taps.</p> <p>-Cleaners to clean down thoroughly at the end of the day - each day, every day.</p> <p>-All play equipment must be cleaned between uses i.e. after one child has played with it; it needs to be cleaned before the next person uses it. Therefore, it is wise to limit the number of</p>	<p><i>Continue to</i> safely store cleaning equipment away from pupils after use (at all times) to minimise the risk of pupils ingesting.</p> <p>Cleaning time <i>continues to be increased in September to ensure safety of all.</i></p> <p><i>Follow the cleaning in non-healthcare settings guidance:</i></p>	

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		physical resources that pupils are able to access in the day. <i>Outdoor play equipment may be used by different groups as long as strict hand hygiene is promoted and no touching face.</i>	<ul style="list-style-type: none"> <li>cleaning an area with normal household disinfectant will reduce the risk.</li> <li>wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use.</li> <li>if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul>	
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Contact with pupils or staff with coronavirus symptoms.  Med	Staff Pupils	<p><b>4. Self -Isolation</b></p> <p>Children and staff must only come into work if they are symptom free.</p> <p>Self-isolation - If you have been symptomatic, then you may end your self-isolation after <b>10</b> days. The <b>10</b>-day period starts from the day when you first became ill.</p> <p>Household isolation - If you live with someone who has symptoms <b>or have been in contact with anyone with symptoms</b>, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.</p>	<p>Symptoms:</p> <p>A new and <b><i>persistent</i></b> cough</p> <p>A high temperature</p> <p>A loss or change <b><i>in their normal sense of</i></b> taste or smell</p> <p>A thermometer will be on site only if required.</p> <p>In the first instance, contact the office if a child is unwell or the Headteacher asap if a staff member is unwell.</p>	







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<p>Contact with pupils or staff with coronavirus symptoms.</p> <p>High</p>	<p>Staff Pupils</p>	<p><b>5. Isolation if presenting symptoms at school</b></p> <p>If a child or staff member develops symptoms whilst at school, they must immediately go to the Headteacher's office, with the windows opened and arrangements will be made for them to go home.</p> <p>If direct personal care needs to be given, a facemask should be worn by the supervising adult if a distance of 2-metres cannot be maintained. If direct contact with the child is necessary then gloves, an apron, facemask and eye protection (if necessary) should be worn.</p> <p>Other staff or children present must immediately wash hands following the guidance given in point 1.</p> <p><i>Symptomatic person to book a test immediately and inform school of outcome as soon as possible.</i></p> <p><i>If the case is positive, the bubble and anyone who may have been in close contact will be asked to isolate for 14 days.</i></p> <p><i>If the case is negative, the person displaying symptoms may come back to school once they are symptom free and well enough to do so.</i></p>	<p>Follow up deep clean of the HT office and room child has been working in (if required) asap.</p> <p>If a child is sick or has a bumped head therefore is not presenting Coronavirus symptoms, they will be asked to stay in the library area away from the Headteacher's office.</p> <p>A separate medical book will be kept to log any staff / children off school with symptoms therefore a recording / tracking process in place.</p>	<p>Medical book for recording cases <i>to be continued</i> (Office)</p>
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
<p>Contracting COVID-19 for vulnerable and extremely vulnerable people.</p>	<p>Vulnerable and extremely vulnerable people.</p>	<p><b>6. Pupils who are shielding or self-isolating</b></p> <p><i>The majority of pupils will be able to return to school. Read the <u>current advice on shielding</u>.</i></p> <p><i>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.</i></p>	<p><i>This information must be clearly communicated to all staff and parents.</i></p> <p><i>See relevant section on continuation of learning.</i></p> <p><i>Shielding advice for all adults and children was paused on 1<sup>st</sup> August 2020.</i></p>	

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High		Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, immediate access to remote education will be provided.		
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Contracting COVID-19 for vulnerable and extremely vulnerable people.  Medium	Vulnerable and extremely vulnerable people.	<p><b><u>7. Staff who are clinically vulnerable or clinically extremely vulnerable</u></b></p> <p><b><u>Clinically extremely vulnerable</u></b></p> <p><i>Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in the autumn term provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</i></p> <p><b><u>Clinically vulnerable</u></b> staff can return to school in the autumn term. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p><b><u>Pregnant women</u></b> are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</p>	Remind staff if their circumstances change (for instance pregnancies) to inform headteacher at earliest opportunity so an individual risk assessment can be produced.	

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Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.  Med	Staff Pupils	<p><b>8. Minimising contact and mixing - class groupings</b></p> <p>Children and staff (where possible), only mix in class bubbles and that bubble stays away from other people and other bubble groups.</p> <p>While general groups will be kept apart, brief, transitory contact, such as passing in a corridor is low risk, however, <i>we will now be vigilant around school and will not keep the one-way system.</i> Playground marked using semi-permanent markings to ensure clearly assigned areas for class groups.</p> <p>First aid: <i>Basic playground first aid will be administered by the lunch supervisor.</i> For other instances, the office will carry out first aid, following relevant directives especially if personal attention is required e.g. gloves, apron, mask, eye protection.</p> <p><i>For children requiring inhalers or medicine, these must be put into a plastic bag and labelled. These will then be put in a class medical box.</i></p> <p><u>Breakfast club</u></p> <p><i>Breakfast Club will run in September from 7.30am. Tables will be laid out in the hall - one year group bubble per table. Breakfast club will run until 8.50am when all children will be sent to classes and OPOJ staff will join their own bubble.</i></p> <p><i>Table service will be actioned and the children will stay at own bubble table at all times. Children to keep bags by tables.</i></p> <p><i>PARENTS MUST BOOK BREAKFAST CLUB DAYS THE WEEK BEFORE. CHILDREN CANNOT JUST TURN UP DUE TO LIMITS ON NUMBERS.</i></p>	<p>NORMAL REGISTERS FOR ALL YEAR GROUPS</p> <table><tr><th>Group</th><th>Staffing</th><th>Location</th></tr><tr><td>Year 6</td><td>Mr FitzPatrick</td><td>9.00am entrance via main gates. Enter 1<sup>st</sup> via KS2 door</td></tr><tr><td>Year 5</td><td>Mr Russell / Mrs Walk / Mrs Lockwood</td><td>9.00am entrance via main gates. Enter 2<sup>nd</sup> via KS2 door</td></tr><tr><td>Year 4</td><td>Mrs Porter / Mrs Lockwood</td><td>8.55am entrance via main gates. Enter 1<sup>st</sup> via KS2 door</td></tr><tr><td>Year 3</td><td>Mrs Price</td><td>8.55am entrance via main gates then KS2 door 2<sup>nd</sup>.</td></tr><tr><td>Year 2</td><td>Miss Walker / Mr MacDonald</td><td>8.50am entrance via main gates then KS2 door.</td></tr><tr><td>Year 1</td><td>Mrs Walton / Mrs Foster</td><td>8.50am entrance via office.</td></tr><tr><td>Year R (Early years ratios still apply)</td><td>Mrs Davies / Mrs Bryan</td><td>8.50am entrance via Reception gate.</td></tr><tr><td>Year N</td><td>Mrs. James Miss Hopkins Ms Flood</td><td>9.00am entrance. Enter via nursery entrance / reception gate</td></tr></table> <p>3 entrance times: 8.50am, 8.55am and 9.00am (see above).</p> <p>For years 2,3,4,5,6, they enter via main gates and then enter zones on the playground where class teacher will be waiting. Teacher then walks children in when majority of children are present in order above.</p> <p>Year 1 enter main gate also but will divert through main entrance.</p>	Group	Staffing	Location	Year 6	Mr FitzPatrick	9.00am entrance via main gates. Enter 1 <sup>st</sup> via KS2 door	Year 5	Mr Russell / Mrs Walk / Mrs Lockwood	9.00am entrance via main gates. Enter 2 <sup>nd</sup> via KS2 door	Year 4	Mrs Porter / Mrs Lockwood	8.55am entrance via main gates. Enter 1 <sup>st</sup> via KS2 door	Year 3	Mrs Price	8.55am entrance via main gates then KS2 door 2 <sup>nd</sup> .	Year 2	Miss Walker / Mr MacDonald	8.50am entrance via main gates then KS2 door.	Year 1	Mrs Walton / Mrs Foster	8.50am entrance via office.	Year R (Early years ratios still apply)	Mrs Davies / Mrs Bryan	8.50am entrance via Reception gate.	Year N	Mrs. James Miss Hopkins Ms Flood	9.00am entrance. Enter via nursery entrance / reception gate	
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Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.  Med	Pupils Staff	<b>9. Classroom layout and resources</b> -Individual resources will continue to be used (pencil cases for each child), ensuring that they do not mix up their resources. Staff ask for additional resources if required. - Remove soft furnishings and soft toys (where possible) and anything that is more difficult to clean. - All children in years 2-6 will face the front of the classroom. -Stagger break times and lunchtimes - Playground to be zoned when more than 1 year group outside. - Children can 'order' what lunch they want in the morning so that it can be cooked to order and to avoid children congregating at the kitchen hatch. -Tuck - Children bring in own snack. Tuck will start week 2. -Dinner - Menu provided and children order meals daily in classes. Payment must be made by sealing money in an envelope and posting it into an assigned post box outside school or giving to gate staff. Parents cannot visit the office for payments. Meal payments for the week must be paid for asap. No arrears into week after or meals will cease. -GLOVES TO BE WORN FOR ANY HANDLING OF MONEY. - Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor playground equipment should be more frequently cleaned. - Limit the amount of equipment brought into school each day, to essentials such as lunch boxes, hats, coats, books. Bags are allowed and labelled water bottles (monitor sensible use)	- Dinner will be served in the hall over a specific period of time as shown below. 4 dinner ladies will be present:N.B, S.E, N.W, S.O,+1 more - 4 spaces to be zoned off in the hall so that a maximum of 4 year groups can eat dinner at any 1 time. - Dinners to be prepared for learners before arrival so they can sit down and eat then exit onto playground quickly. (pre-ordered). - Children to wait for last dinner / sandwich child to finish and then all access at the same time with the lunch supervisor. - Zones to be created on the playground so year groups can access the playground in bubbles. KS1 lunch - 12.30- 1.20pm / KS2 lunch - 12.10 - 1.00pm S.O to support in hall and work alongside A.O in kitchen at all times. <table><tr><th>Year</th><th>Break times (15 mins)</th><th>Lunch times</th></tr><tr><td>6</td><td>10.30am - KS2 - 1 half</td><td>12.10pm - S.E to focus on this group in hall nearest stage. All chn leave hall via office.</td></tr><tr><td>5</td><td>10.30am - KS2 - 1 half</td><td>12.10pm - S.E to focus on this group in hall nearest stage. All chn leave hall via office.</td></tr><tr><td>4</td><td>10.30am - KS1 playground</td><td>12.10pm - N.B to focus on this group in hall nearest office. Children on KS1 until 1pm.</td></tr><tr><td>3</td><td>10.30am - KS1 playground</td><td>12.10pm - N.B to focus on this group in hall nearest office. Children on KS1 until 1pm.</td></tr><tr><td>2</td><td>10.45am-11am - children to use section by reception next to Yr 1 class.</td><td>12.30pm - Half of hall - N.W to supervise with +1 then +1 to take outside.</td></tr><tr><td>R/1</td><td>10.45pm-11am - use main section and old climbing frame area.</td><td>12.30pm - Half of hall - N.W to supervise with +1 then N.W to take outside.</td></tr><tr><td>N</td><td>Own break times</td><td>11.30am - dinner. In hall with OPOJ staff. Out by 11.50am latest for clean</td></tr></table>	Year	Break times (15 mins)	Lunch times	6	10.30am - KS2 - 1 half	12.10pm - S.E to focus on this group in hall nearest stage. All chn leave hall via office.	5	10.30am - KS2 - 1 half	12.10pm - S.E to focus on this group in hall nearest stage. All chn leave hall via office.	4	10.30am - KS1 playground	12.10pm - N.B to focus on this group in hall nearest office. Children on KS1 until 1pm.	3	10.30am - KS1 playground	12.10pm - N.B to focus on this group in hall nearest office. Children on KS1 until 1pm.	2	10.45am-11am - children to use section by reception next to Yr 1 class.	12.30pm - Half of hall - N.W to supervise with +1 then +1 to take outside.	R/1	10.45pm-11am - use main section and old climbing frame area.	12.30pm - Half of hall - N.W to supervise with +1 then N.W to take outside.	N	Own break times	11.30am - dinner. In hall with OPOJ staff. Out by 11.50am latest for clean	If it is a sunny day, we can use the new quad area and take 1 half of the children outside to further bubble the children.
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		- Pupils and teachers can take books and other shared resources home, although unnecessary sharing avoided.	If children forget lunch, staff tell office team @ 9.15am walk round or use Teams chat (please be mindful of sensitive information in pop ups).	
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Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.  Med	Pupils Staff	<b>10. Minimising adult: adult contact</b> - Revised Parent protocol in place for drop off and pickups to minimise adult contact. No congregating parents - need to drop and go. -Main gate to be locked from 9.10am and opened 2.55pm. - No parents to come into school without prior appointments only for meetings deemed essential. All contact with teachers should be initiated via email or telephone call. Parents to understand that teachers will contact as soon as possible but will be after school. No discussion before school - Mr. R /office member to ensure messages are passed on when on gate. - To avoid groups coming together, only one parent/carer to come to school to drop child off. - Stagger drop off and collection times. Mr. R and 1 x office staff member to co-ordinate outside. Minimal staff outside to ensure children are distancing inside building. - If siblings are being dropped off, they should drop off at the earliest time and pick up at the latest time to avoid disruption to the lessons. - Staff must maintain a 2m distance from each other and should aim not to mix with staff from other groups other than at a distance. A maximum of 4 staff should use the staff room at any 1 time. - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. - Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	-Parent protocol to be sent out again for whole return. <table><tr><th>Year group</th><th>Drop off / Pick up time</th><th>Pick up location</th></tr><tr><td>6</td><td>9.00am - 3.20pm</td><td rowspan="4">Teacher to leave school with all children and walk to main gate</td></tr><tr><td>5</td><td>9.00am - 3.20pm</td></tr><tr><td>4</td><td>8.55am - 3.15pm</td></tr><tr><td>3</td><td>8.55am - 3.15pm</td></tr><tr><td>2</td><td>8.50am - 3.10pm</td><td>Leave via Bottom KS2 gates and leave at main gate.</td></tr><tr><td>1</td><td>8.50am - 3.10pm</td><td>Teacher to leave school via the office entrance and use opposite side of lines to year 2. Main gate pick up</td></tr><tr><td>R</td><td>8.50am - 3.10pm</td><td>Reception gate and then pedestrian gate</td></tr><tr><td>N</td><td>9.00am - 3.00pm</td><td>Reception gate and then pedestrian gate</td></tr></table> **It will be essential to identify which siblings are in which classes so that we are aware of who will leave school when. Once identified, staff will take children to the gate at the allocated later times.**	Year group	Drop off / Pick up time	Pick up location	6	9.00am - 3.20pm	Teacher to leave school with all children and walk to main gate	5	9.00am - 3.20pm	4	8.55am - 3.15pm	3	8.55am - 3.15pm	2	8.50am - 3.10pm	Leave via Bottom KS2 gates and leave at main gate.	1	8.50am - 3.10pm	Teacher to leave school via the office entrance and use opposite side of lines to year 2. Main gate pick up	R	8.50am - 3.10pm	Reception gate and then pedestrian gate	N	9.00am - 3.00pm	Reception gate and then pedestrian gate	Parent protocol to be sent again to all (SR to sort)
Year group	Drop off / Pick up time	Pick up location																										
6	9.00am - 3.20pm	Teacher to leave school with all children and walk to main gate																										
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# Fierté Multi Academy Trust

## Ankermoor Primary Academy



		-Staff members to use normal toilets but must ensure ladies use 1 at a time - ensure signage is clear on door.	<b>**Walk home list needs to be identified ASAP so staff are aware of who can walk home alone. Please ensure parents inform office of changes to collection.**</b>	
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Lack of sufficient staffing  High	Staff Pupils	<p><b><u>11. Reduced Staffing implications</u></b></p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Teaching assistants can be deployed to lead class bubbles under the direction of a teacher.</p> <p>Office staff not allocated to any bubble group.</p> <p>If any safeguarding concerns, please follow safeguarding protocol as required through My Concern and inform DSL: Mr. Russell / DDSL: Mrs. Bryan as soon as possible.</p> <p>If unavailable, staff can make referrals directly to First Response 0800 1313 126. Out of hours- 0345 604 2886</p>	<p>If school based staff become ill or self-isolate, alternative staffing will be required. This will be the headteacher in the first instance <b>when not teaching own class</b>, ensuring social distancing.</p> <p>If staffing continues to drop and the school can no longer safely continue provision, the school will seek support from the Trust.</p> <p><b>If insufficient staff in school, we will look source internal cover or source external supply.</b></p>	

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Risk of Spread of infection during close contact  Med	Staff Pupils	<p><b><u>12. Where close contact is unavoidable</u></b></p> <p><b>Intimate Care</b></p> <p>Wherever possible, staff to encourage children to undertake self-care and staff to direct from a minimum distance of 2m. Where this is not possible, staff should wear disposable gloves, a disposable apron and if possible, cover their mouths with a mask to support the intimate care. Once completed, all disposable protective equipment should be disposed of by</p>	<p>All protective equipment being purchased in preparation for opening.</p> <p>See section 9 for distraught child.</p>	

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		<p>double bagging and hands should be thoroughly washed by the staff member and child.</p> <p><b>First Aid</b> Staff members should try to have minimal physical contact. They should wear gloves and an apron (where available). Once first aid has been administered a thorough hand wash for staff and pupils needs to take place. (Follow intimate care protocol if required).</p> <p><b>Supporting pupils with physical needs</b> Wherever possible, physical contact should be kept to a minimum with gloves being worn (where available). If 1-1 required, ensure this is at distance. Regular handwashing should be an action following all physical contact and room thoroughly cleaned between children.</p>		
What are the hazards?  Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who  Date
Loss of Education  Low	Pupils	<p><b><u>13. Continuation of learning for those children who are not attending school</u></b></p> <p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer immediate remote education.</p> <ul style="list-style-type: none"> <li>- Weekly online learning activities will be posted on the website by classteacher or learning packs provided.</li> <li>- Pupils and teachers can keep a log of the work being undertaken using Teams.</li> <li>- Printed resources / packs for pupils who do not have suitable online access can be given.</li> </ul>	<p>Additional website links and online learning opportunities can be added to class pages.</p> <p>Monitor use of Bitesize. It may be more beneficial to use work set in class and add to website for learners not in school. This will only be considered once we have re-established a learning culture for all pupils when back in school.</p> <p>If Bitesize does not continue due to it potentially finishing at the end of term, alternatives need to be considered - Oak National Academy etc.</p>	

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		- BBC Bitesize resources will also be shared with parents covering the entire National Curriculum.  <a href="https://www.bbc.co.uk/bitesize/dailylessons">https://www.bbc.co.uk/bitesize/dailylessons</a>		
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What are the hazards?  Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who  Date
Online Safeguarding Concerns  Low	Pupils Staff	<b>14. Online learning concerns for pupils at home if a bubble has to isolate.</b> <ul style="list-style-type: none"><li>Remind pupils of acceptable user policies via links sent on Teams.</li><li>Remind children about online safety - E.M to post reminders for pupils and staff Teams.</li><li>Only secure virtual conferencing platforms such as 'Teams' to be used to keep in contact with pupil if working from home.</li><li>Rules and protocols in place for safe use (see separate guidance sent by E.M and added on website)</li><li>Permissions sought from parents to participate.</li><li>Online Safety hub: <a href="https://Nationalonlinesafety.com">https://Nationalonlinesafety.com</a></li></ul> <p>Further support is available from:</p> <p>The National Cyber Security Centre: <a href="#">Annex C of the guidance on Safeguarding and remote education during Coronavirus (COVID-19)</a>,</p> <p>As well as statutory guidance on online safety in <a href="#">Annex C of Keeping Children Safe in Education</a>.</p>	Ensure records and logs are kept for any online issues with children <b>especially over the summer.</b>	<b>EM to post Online safety needs.</b>







# Fierté Multi Academy Trust

## Anker Moor Primary Academy



What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Disruption to normal curriculum experiences.	Pupils	<p><b>15. Curriculum</b></p> <ul style="list-style-type: none"> <li>Schools can resume non-overnight domestic educational visits. This will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. <i>However, for the first term we will focus on getting children back in to a routine within the normal school environment.</i></li> <li>Priority will be given to supporting pupils' emotional wellbeing in the first instance (EB to look at opportunities)</li> <li>For Reception and year 1, teachers should assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</li> <li>Reception and year 1 to consider how all groups of children can be given equal opportunities for outdoor learning.</li> <li>For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.</li> <li>No whole school assemblies will take place (consider class based) or large gatherings e.g. Parent workshops / inspire workshops.</li> <li>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and <b><u>contact sports avoided.</u></b></li> </ul>	<p>Curriculum training to be carried with staff on INSET day.</p> <p>Explore catch-up programmes alongside DELT and TIME lead once funding and details are announced.</p> <p>Core leaders to establish needs for first term in September. We will not re-test the children (PIRA, PUMA etc) but we will consider identifying where children are in their learning. This will be in a relaxed manner through AFL assessments, quizzes and questions. This will develop consider plugging gaps in the first term and differentiate accordingly.</p> <p><i>Aim to return to the school's normal curriculum in all subjects by summer term 2021. Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</i></p>	<p>E.B to consider PSHE needs especially pupils' Emotional Well-being</p> <p>Core leaders to consider curriculum needs for Autumn 1</p>

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# Fierté Multi Academy Trust

## Anker Moor Primary Academy



		<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> </ul>		
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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Emergency Evacuation	Pupils Staff	<p><b>16. Emergency Evacuation Procedures</b></p> <p>If in the event of a fire, we need to exit the building quickly and will congregate in our usual place distanced apart.</p> <p>One fire practise have already been undertaken and a further practise will take place in the first week back when all children are back in school.</p>	<p>SR to co-ordinate exit and make sure staff consider pointers sent out on briefing after partial lockdown evacuation.</p> <p>Consider Risk Assessment for Nursery children with learning needs.</p>	1 <sup>st</sup> week back - Taylors to carry out fire drill.

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Loss of food provision Low	Pupils	<p><b>17. Pupils eligible for free school meals</b></p> <p>Pupils who are eligible for Free School Meals will be given a £90 food voucher to cover the summer holiday period.</p> <p>After this, all pupils are expected to be in school and eligible children attending will receive free hot school meals as per the norm.</p>	What if a P.P children has to self-isolate - check?	
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Risk of transferring the virus from or to Contractors Low	Staff Pupils Contractors	<p><b>18. Managing contractors and visitors</b></p> <p>-If visitors are essential, they must abide by all of the control measures set out in this risk assessment and they must remain at least 2-metres away from staff and children at all times.</p>		

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## Ankermoor Primary Academy



		-Visitors, including parents, will only be allowed into the school building by prior appointment and only for essential needs. -Telephone communication will be the method of choice.		
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What are the hazards?  Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who  Date
Mental Health and Wellbeing of staff  Med	Staff Pupils	<b>19. Managing wellbeing and workload of staff</b> - 6 Week holiday period protected for all staff (most of whom have worked throughout Easter and May holiday period). - All staff consulted and encouraged to contribute regularly on the safety measures in place - 10% PPA will be protected. No $\frac{1}{2}$ day closure on Wednesday. - Management time will also be provided wherever possible. - Additional Forest school and sports coaching will also be completed during Friday Enrichment time. - Staff Whatsapp group to keep the social element of school going. - Wellbeing champion to keep regular contact with staff members via Whatsapp and/or email. - Weekly virtual briefing messages will be sent to all staff about any updates and/or issues to share.	For staff, well-being champion to source materials from Health and Wellbeing service to share with all staff members.  EDUCATIONAL SUPPORT OFFERING FREE COUNSELLING ON THEMES SUCH AS ANXIETY, GRIEF AND ISOLATION: 08000 562 561  Sam Lewis (Trust Mental Health Lead) also available for counselling if required by any person in school or can access links with Choices.	

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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Protecting vulnerable groups of children who are not in school.  Low	Pupils	<b>20. Vulnerable groups</b>  Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve, so SENDCO will make plans to meet those needs. AW and AB to be more involved in SEND processes to ensure a clear focus and strategic thought is promoted.  All vulnerable children both identified or 'new' vulnerable to be identified in the first 2 weeks and a programme of support put in place at school level - Hope and Angels and Trust level - Sam Lewis.	Staff to communicate any needs to Mrs. Bryan linked to well-being and any new vulnerable children.	
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Risk management for a confirmed case of COVID-19 in school.  Med	Pupils Staff	<b>21. Suspected or confirmed cases in school</b> <u>Step 1-Isolating</u> If a child or staff member presents with COVID-19 symptoms (a new and <b>persistent</b> cough a high temperature, a loss or change <b>in their normal sense of</b> taste or smell the person should be sent home as soon as possible. In the case of a child awaiting collection, they will be isolated in the Headteacher's office with the window left open. If the child is young and needs an adult to care for them, the adult should wear a mask, gloves, apron and eye protection (if required). If the child has to go to the toilet, nobody should then use this toilet until it has been cleaned. Staff who have looked after the child do not need to go home unless they are displaying symptoms. They should wash their hands thoroughly and dispose of the PPE they have worn. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for <b>10</b> days. Their fellow household members should self-isolate for 14-days.  <u>Step 2- Testing - <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></u> Tests should be carried out in the first 4 days of symptoms. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. For staff members, a test is requested by emailing: <a href="mailto:covid19workforce@northstaffs.nhs.uk">covid19workforce@northstaffs.nhs.uk</a> For pupils and their families, they should call <b>119</b> arrange testing.	Revised flow chart produced and displayed at all entrances and in each classroom.  'How to arrange a test' guidance for staff to be circulated and displayed in the staffroom.  Deep clean of Head's office and area child has worked in following isolation period.  In the case of numerous cases, contact made with PHE.  The school has been provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at	

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		<p><u>Step 3- Outcome of testing</u></p> <p>a) <i>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. All people in school who have been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</i></p> <p>b) <i>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</i></p> <p><u>Step 4- 'Track and Trace'</u></p> <p><i>All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</i></p> <p><i>Essential to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</i></p>	<p><i>school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></p> <p><i>Close contact means:</i></p> <p><i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i></p> <p><i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></p> <p><i>travelling in a small vehicle, like a car, with an infected person</i></p>	
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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Risk management for a confirmed case of COVID-19 in school. Med	Pupils and staff	<p><u><b>22. Manage confirmed cases of coronavirus (COVID-amongst the school community).</b></u></p> <ul style="list-style-type: none"> <li><i>Schools should contact the local health protection team.</i></li> <li><i>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</i></li> <li><i>Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</i></li> </ul>		





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		<ul style="list-style-type: none"> <li>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</li> <li>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</li> <li>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'.</li> <li><u>Further guidance is available on testing and tracing for coronavirus (COVID-19).</u></li> </ul>		
What are the hazards?  Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who  Date
Risk management for a confirmed case of COVID-19 in school. Med	Pupils and staff	<p><u><b>23. Contain any outbreak by following local health protection team advice</b></u></p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p>		

**This is an ever-changing situation and this risk assessment will be reviewed to reflect any changes in guidance.**

Signature of assessor:

Print Name: Simon Russell

Useful Websites and contact details:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/organisations/public-health-england>

Gov.uk- COVID-19- Educational advice line- 0800 0468687

Staffordshire County Council- 0845 6101202

Public Health England- 0207654800

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**Published 28<sup>th</sup> August 2020:**

## **Tiers of restrictions for local circumstances**

### **Tier 1**

*The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and the only difference in education settings is that where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.*

*All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.*

### **Tier 2**

*Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting.*

*In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.*

### **Tier 3**

*Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.*

*In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.*

### **Tier 4**

*All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils.*

*In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.*

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