

September 2021 School area risk assessments

Risk level rating							Risk level rating with mitigation measures		
Harm	What is the hazard?	Who could be harmed?	L	C	R	Risk mitigation/ additional controls	L	C	R
Contracting covid 19	Positive cases in school.	Staff, children, parents	5	5	25	If there is a positive case of covid 19 in school current guidelines suggests the NHS track and trace will identify and inform close contacts. School maybe contacted to assist with this and in order to do this records of class cover, interventions and staffing plans will be consulted. Guidance indicates that children under 18 or fully vaccinated adults will not need to isolate.	3	5	15
Site Contracting covid 19	Staff being pregnant and in school increases their chances of catching covid 19	Staff	5	5	25	All staff are aware that they can request an individual risk assessment at any point and they are encouraged to let us know if they are pregnant early so that an individual risk assessment can be carried out. This individual risk assessment is the LA risk assessment and looks at the overall vulnerability of the individual and actions will be personalised in accordance to the role and individual	3	5	15
Site Contracting covid 19	Individual staff who are considered clinically vulnerable or clinically extremely vulnerable	Staff	5	5	25	All staff are aware that they can request an individual risk assessment at any point if they consider themselves clinically vulnerable (for example are in the early stages of pregnancy) so that an individual risk assessment can be carried out. This individual risk assessment is the LA risk assessment and looks at the overall vulnerability of the individual and actions will be personalised in	3	5	15
Site Spreading the covid 19 virus	Someone coming onto site with covid 19 symptoms	Children, parents and staff.	5	5	25	Children or staff reported ill with symptoms should leave the premises as quickly as possible and get themselves tested. If a child does display symptoms then they should be taken to the back room of the first aid room to isolate. Windows of the first aid room should remain open. PPE should be worn routinely by staff carrying out first aid duties- a fluid-resistant surgical face mask, disposable gloves, a disposable apron and a fluid-resistant surgical face mask. PPE should be accessible in the first first aid room. Staff and visitors are required to sign a declaration on entry daily when signing in to say they do not have symptoms and have not been asked to isolate.	3	5	15
Site Spreading the covid 19 virus	Someone coming on to site who with covid 19 positive but asymptomatic	Children, parents and staff.	5	5	25	All staff will be strongly encouraged to take part in lateral flow testing twice weekly. An enhanced cleaning routine will be in place.	3	5	15
Site Spreading the covid 19 virus	Poor personal hygiene	Children, parents and staff.	5	5	25	Hand washing troughs have been installed for all to use before entering the building- these have running water, soap, hand towels and sanitiser. Children and staff are asked to wash their hands on a regular basis throughout the period that they are in school. This should be for 20 seconds or more following best practise guidance of the method of handwashing. Good personal hygiene should be part of the learning curriculum. Posters to show the children how to wash their hands are placed in the toilets. Posters to show the adults how to wash their hands are placed in the toilets. Soap is made available in all toilets and classrooms. In classrooms (Year 1 and EYFS in particular) where the sink is high for children to reach, a step is provided. Hand sanitisers should be available where sinks are not available. The SEND bubble has two portable sink for handwashing and staff will carry sanitising sprays for transitions.	3	5	15
Site Contracting and spreading of covid 19	Ineffective cleaning procedures within school	Children, parents and staff.	5	5	25	Staff are aware of the enhanced cleaning routine and how to raise concerns with the school contractor Juniper. Staff have cleaning spray available in all classrooms/ offices to allow them to wipe down surfaces within their classrooms / offices themselves.	3	5	15
Site Contracting and spreading of covid 20	Catering routines leading to large numbers of people in close contact and mixing.	Children, parents and staff.	5	5	25	Water fountains around school will be replaced with taps and troughs. Single year group sittings and wipe down with cleaning liquid between sittings will continue.	3	5	15

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Site	Contracting and spreading of covid 19	Hygiene facilities are clean and hygienic.	Children, parents and staff.	5	5	25	Adults will have toilets allocated to them: Nursery and Pre-School: down stairs in Sandringham Central. Specialist staff: upstairs in Sandringham Central. Reception: Reception block. Daycare: daycare block. Blue stairs: KS1 and admin staff. SLT: DHT toilet. SEND staff: toilet next to sensory room. KS2 staff and cleaners: Green stairs.	3	5	15
Site	Catching and transmitting covid 20	Large numbers of people evacuated at once in the case of a fire alarm.	Children, parents and staff.	5	5	25	The school will follow a horizontal evacuation procedure which in the event of an evacuation will result in class people being outside at one time.	3	5	15
Site	Catching and transmitting covid 21	Use of printers- multiple people may use printers which may increase the chances of spreading the virus.	Children, parents and staff.	5	5	25	Sanitiser will be available next to all communal printers.	3	5	15
Site	Catching and transmitting covid 24	Assemblies and large numbers of children and staff gathering inside	Staff and children	5	5	25	Assemblies will take part in single year groups. Multiple year group assemblies will take place over zoom.	3	5	15
Site	Catching and transmitting covid 19	transmission of covid through the air	Staff	5	5	25	Staff will not be required to wear face masks but if staff would feel more comfortable then they will be permitted.	3	5	15
Site	Contracting and spreading of covid 19	Cleaning standards around school	Children, parents and staff.	5	5	25	There is a enhanced cleaning schedule around school. There is a system for people to be able to raise concerns/ questions about the cleaning- this is the Juniper book which is located outside of the site supervisors officer.	3	5	15
Site	Contracting and spreading of covid 19	Family living on site in Sandringham House	Children, parents and staff.	5	5	25	The family living on site uses their own entrance and exit and should not come into contact with any of the staff or children at Sandringham.	3	5	15
Site	Management of suspected cases	Requirement to 'Step up procedures and reinstate 'bubbles'	Children, parents and staff	5	5	25	In extreme cases and if directed by the DfE or public health, the bubble system must be able to be reintroduced. The school had a critical incident plan which can reinstate bubbles or introduce remote learning.	3	5	15
Site	Catching and transmitting covid 19	Supporting staff to access the COVID vaccine	Children, parents and staff	5	5	25	Staff will be highly encouraged to get the COVID vaccine when available to them. Staff signposted to appropriate and correct research regarding the vaccine and encouraged to speak to one another about any concerns following this. It is expected that some of the side effects from having the vaccine are: high temperature, fever, chills, feeling achy and generally unwell. Staff do not need to isolate and get tested if they feel like this directly following a COVID vaccine. If they do not believe these symptoms are linked to having the vaccine or they appear a while after having it, self isolation and testing guidance must be followed.	3	5	15
Site	General functioning of the school	poor ventilation	Staff and Children.	5	5	25	Effective ventilation should be encouraged throughout school. The site supervisor should open high windows daily first thing g each morning. External doors should be opened where safe to do so.	3	5	15

							Risk level rating with mitigation measures			
							Risk level rating			
	Harm	What is the hazard?	Who could be harmed?	L	C	R	Risk mitigation/ additional controls	L	C	R
EYFS	Catching and transmitting covid 19	Adults on site wearing face masks	Staff	5	5	25	Staff will not be required to wear face masks but if staff would feel more comfortable then they will be permitted.	3	5	15
EYFS	Catching and transmitting covid 19	Large numbers of children and adults mixing making distancing hard and transmission more possible.	Children, Staff and parents	5	5	25	The school will be maintaining the staggered start to the start/ end of the school day, along with the one way system. This will reduce numbers of adults inside and start/ end of the day and help to create a calm, safe environment on site. Parents will still be encouraged to drop off at the door or for reception in their playground line. During settling times parents will be permitted to enter the provision to settle their child for our youngest children (daycare/ pre-school).	3	5	15
Reception	Catching, transmitting and general function of the school	Children being in contact with a wide range of other children at lunch times	Children and staff.	5	5	25	Lunchtimes will be staggered which will mean that there are less children in the lunch hall at one time and everyone will have more space. Additional cleaning of the lunch areas will take place. Year groups will have lunch sittings and there will be a wipe down between sittings.	3	5	15
EYFS	General functioning of the school	Contact with adults and children unavoidable at snack times, young children need support with cutting food and tidying away.	Staff and Children.	5	5	25	Children to wash hands prior to eating their snacks and after coughing, sneezing and wiping their nose. Ensure children are evenly spaced to reduce the risk of transmission through touching, sneezing etc. Posters and verbal reminders to children about basic manners and hygiene rules. Parents to bring in labelled water bottles which will be sent home daily to be washed and returned. Snack will be available, this should be washed thoroughly and monitored by adults.	3	5	15
EYFS	Catching, transmitting and general function of the school	Children becoming dysregulated, resulting in closer contact with adults, other children and additional movement around school.	Children and staff.	5	5	25	Individual risk assessments will take place for children who are struggling with their regulation. All classrooms will have time out/ chill out areas within the classroom and children should be encouraged and supported to use these. All staff will undergo training about the three R's of supporting children with self regulation.	3	5	15
Years 1-6	General functioning as a school plus catching covid 19	Supporting children emotionally .i.e. close contact through hugs and physical reassurances is unavoidable. For example, if a child is upset about settling or is having friendship issues.	Children and staff.	5	5	25	Ensure children's faces are facing away from staff, approach children from the side or back when reassuring/supporting. Carry out and support excellent personal hygiene routines- catching sneezes/ coughs, hand washing and other areas if required.	3	5	15

EYFS	Catching Covid 19	Close contact with parents are unavoidable when supporting children with separation anxieties and for the 'normal' welcome and good byes.	Children, parents and staff.	5	5	25	Retuners will be accustomed to saying goodbye and being collected at the main door, minimising the need for parents and carers to enter the building. New starters will have their time increased slowly to support them with this transition. 1 parent will be asked to attend the settling sessions. Parents will be asked to wash their hands and to wear a face covering if they wish. Parents will be asked to remain seated in an area of the room allowing their child to explore independently but return should they need comfort. Sessions will take place outside wherever possible and sessions are staggered to prevent from any groups of over 20 families being in a setting at one time.	3	5	15
EYFS	Catching and transmitting covid 19	Transmission of infection by handling resources and touching surfaces is unavoidable.	Children and staff.	5	5	25	Ensure resources are regularly cleaned. Ensure surfaces are cleaned regularly.	3	5	15
EYFS	General functioning of the school	Children will experience confusion, anxiety and emotional issues being in a different environment with different adults.	Children.	5	5	25	Key Persons will get to know the families through stay and play sessions and consultations and have conversations with parents by phone where required. Gradual approach to settling will be personal to each child. Relationships will be built up between families and key people.	3	5	15
EYFS	Catching and transmitting covid 19/ functioning as a school	Supporting children with personal hygiene and intimate care is unavoidable.	Children and staff.	5	5	25	Handwashing signage, handwashing facilities, handwashing tuition, soap and paper towels available, bins covered and emptied frequently, communication with staff, pupils and parents, handwashing regularly, especially before lunch. When a child requires intimate care, the adult can use PPE but this needs to be donned and doffed correctly. Staff will model excellent personal hygiene routines- hand washing, wiping noses. Existing families will know practise- we need to teach our new families i.e. counting to 20 while washing hands.	3	5	15
EYFS	Catching and transmitting covid 19	Toilet access - Adults	Children and staff	5	5	25	The toilets will be cleaned frequently. Adults will have toilets allocated to them: Nursery and Pre-School: down stairs in Sandringham Central. Specialist staff: upstairs in Sandringham Central. Reception: Reception block. Daycare: daycare block. Blue stairs: KS1 and admin staff. SLT: DHT toilet. SEND staff: toilet next to sensory room. KS2 staff and cleaners: Green stairs.	3	5	15
EYFS	Catching and transmitting covid 19	Toilet access - Children	Children	5	5	25	Toilets to be cleaned between sessions. Adults to monitor amounts of children in the toilets at any one time. All children will be using the toilets housed within their setting. Reception will use toilets in the main toilet block at lunchtimes only. Staff will cover good personal hygiene practises in teaching times.	3	5	15

EYFS	Catching and transmitting covid 19	Administering first aid	Children	5	5	25	Reusable ice packs will be wiped clean with antibacterial cleaning products. All Nursery Nurses are qualified first aiders and can deal with accidents. If dealing with blood the normal first aid PPE should be worn.	3	5	15
EYFS	Catching and transmitting covid 19	Children with existing health conditions.	Children	5	5	25	Care plans updated if required, medical advice will be taken.	3	5	15
EYFS	General functioning of the school	Wellbeing of staff	Staff and Children.	5	5	25	All staff to be made aware of the risk assessment for their area. All staff to be made aware of the new procedures for their areas and other school areas they may come into contact with. All staff be aware of the Wellbeing Tool Kit and Well Being and Mental Health Policy. Staff will receive updates on new	3	5	15
EYFS	Safeguarding and functioning of school	There is a risk associated with children being at home and not in school with very limited contact with school.	Children and parents	5	5	25	With children coming in to school daily, staff have a daily opportunity to check on children and parents daily. Lessons can be focused on online safety and general safety levels at home. Families who are experiencing DV at home have a greater opportunity to ask for help.	3	5	15
EYFS	Safeguarding and children's education.	Children being off of school will mean that they may be at risk of safeguarding concerns at home. Evidence does suggest that during lockdown there was a greater number of DV incidents. Being at home in lockdown will restrict children's learning opportunities.	Children	5	5	25	Zoom sessions for children will be offered if a whole class bubble is closed. Regular contact will be maintained with children/ families if they are isolating through the key person. Daily educational zoom sessions will be offered to key workers. Devices for zoom sessions can be loaned out. Food vouchers are available. Children in receipt of free school meals will be contacted individually and offered weekly food boxes for the duration of their isolation.	3	5	15
EYFS	Safeguarding and children's education.	Some children we know are abroad and we are not seeing them regularly on zoom despite attempts.	Children	5	5	25	The attendance leader is aware of a small number of children out of the country and has been in touch with them. The LA attendance lead has been informed and is working with school. Attendance of all children is monitored carefully. All children will be expected to return to school physically. There will be remote learning in place for children not attending and they will be carefully monitored.	5	5	25
EYFS	General functioning of the school	poor ventilation	Staff and Children.	5	5	25	Effective ventilation should be encouraged throughout school. The site supervisor should open high windows daily first thing each morning. External doors should be opened where safe to do so.	3	5	15
EYFS	Catching and transmitting covid 19	Transmission of infection by touching outdoor climbing equipment, bikes and other resources is unavoidable.	Children and staff.	5	5	25	Ensure all surfaces and play equipment are cleaned after use/ daily. Classrooms and working areas will be cleaned more frequently. Removal of excess furniture. Practice good personal hygiene throughout the day. Classrooms will have their own resource sets such as pens and pencils where appropriate.	3	5	15

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EYFS	Catching and transmitting covid 19	Outdoor learning areas	Children and staff.	5	5	25	The outdoor learning areas should be used as much as possible. The outdoor learning areas are only used by the year group they are in. Sand will need to be replaced according to manufacturer's instructions. Children will be encouraged to wash their hands before and after messy play.	3	5	15
EYFS	Catching and transmitting covid 19	Groups of children from across the EYFS will be accessing the wider school in areas such as sensory room, library, ground floor hall (phonics). This requires movement around school in different buildings	Children and staff.	5	5	25	Children will be kept in small groups or classes and supported in the careful movement around the school by adults and key people. Adults will follow timetables slots for different areas and allow space for other groups passing. Once areas are used they will be left clean and tidy as they had been found.	3	5	15
EYFS	General functioning of the school	Staff off sick for other reasons	Children	5	5	25	If a member of the EYFS team is absent, a dynamic risk assessment will take place to ensure ratios are kept to. We will endeavour to use EYFS staff to cover where possible. In instances where this is not possible- staff from main school will be used.	3	5	15
EYFS	Catching and transmitting Covid 19	Music teacher coming into the EYFS settings to deliver music and movement sessions. Teacher will be moving around the entire EYFS.	Children and staff	5	5	25	Music teacher coming in to deliver sessions in person. Teacher will have completed COVID staff training and made aware of policies and procedures. Teacher will be encouraged to take the lateral flow tests regularly. Windows will be opened to allow for good ventilation. Adult to remain 2m distance from other adults and from children as much as possible.	3	5	15
EYFS	General functioning of the school	Risk of spreading infection through items brought into school from home	Children	5	5	25	Children limited to bringing a small bag of clothes which stays in school. Book bags to be brought in on daily. Majority of messages from school to be electronic.	3	5	15

Year	Harm	What is the hazard?	Who could be harmed?	Risk level rating			Risk mitigation/ additional controls	Risk level rating with mitigation measures		
				L	C	R		L	C	R
Years 1-6	Catching and transmitting covid 19	Adults on site wearing face masks	Staff	5	5	25	Staff will not be required to wear face masks but if staff would feel more comfortable then they will be permitted.	3	5	15
Years 1-6	Catching and transmitting covid 19	Large numbers of children and adults mixing making distancing hard and transmission more possible.	Children, Staff and parents	5	5	25	The school will be maintaining the staggered start to the start/ end of the school day, along with the one way system. This will reduce numbers of adults inside and start/ end of the day and help to create a calm, safe environment on site.	3	5	15
Years 1-6	Catching, transmitting and general function of the school	Children being in contact with a wide range of other children at lunch times	Children and staff.	5	5	25	Lunchtimes will be staggered which will mean that there are less children in the lunch hall at one time and everyone will have more space. Additional cleaning of the lunch areas will take place. Year groups will have lunch sittings and there will be a wipe down between sittings.	3	5	15
Years 1-6	Catching, transmitting and general function of the school	Children becoming dysregulated, resulting in closer contact with adults, other children and additional movement around school.	Children and staff.	5	5	25	Individual risk assessments will take place for children who are struggling with their regulation. All classrooms will have time out/ chill out areas within the classroom and children should be encouraged and supported to use these. All staff will undergo training about the three R's of supporting children with self regulation.	3	5	15
Years 1-6	General functioning as a school plus catching covid 19	Supporting children emotionally .i.e. close contact through hugs and physical reassurances is unavoidable. For example, if a child falls over in the playground or is having friendship issues.	Children and staff.	5	5	25	Ensure children's faces are facing away from staff, approach children from the side or back when reassuring/supporting. Carry out excellent personal hygiene routines- catching sneezes/ coughs, hand washing and other areas if required.	3	5	15
Years 1-6	Catching and transmitting covid 19	Transmission of infection by handling resources and touching surfaces is unavoidable.	Children and staff.	5	5	25	Reduce amount of toys available and ensure available resources are easy to clean. Ensure resources are regularly cleaned. Ensure surfaces are cleaned regularly.	3	5	15
Years 1-6	Catching and transmitting covid 19/ functioning as a school	Supporting children with personal hygiene and intimate care is unavoidable.	Children and staff.	5	5	25	Handwashing signage, handwashing facilities, handwashing tuition, soap and paper towels available, bins covered and emptied frequently, communication with staff, pupils and parents, handwashing regularly, especially before lunch. If a child requires intimate care, the adult can use PPE but this needs to be donned and doffed correctly.	3	5	15

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Years 1-6	Catching and transmitting covid 19	Toilet access	Children and staff.	5	5	25	The toilets will be cleaned frequently. Adults will have toilets allocated to them: Nursery and Pre-School: down stairs in Sandringham Central. Specialist staff: upstairs in Sandringham Central. Reception: Reception block. Daycare: daycare block. Blue stairs: KS1 and admin staff. SLT: DHT toilet. SEND staff: toilet next to sensory room. KS2 staff and cleaners: Green stairs.	3	5	15
Years 1-6	Catching and transmitting covid 19	Children with existing health conditions.	Children	5	5	25	Care plans updated if required, medical advice will be taken.	3	5	15
Years 1-6	General functioning of the school	Wellbeing of staff	Staff and Children.	5	5	25	All staff to be made aware of the risk assessment for their area. All staff to be made aware of the new procedures for their areas and other school areas they may come into contact with. All staff be aware of the Wellbeing Tool Kit and Well Being and Mental Health Policy. Staff will receive updates on new	3	5	15
Years 1-6	General functioning of the school	Lunch time arrangements within a busy dining hall with large numbers of children and adults in close contact.	Staff and Children.	5	5	25	a staggered lunch with year group sittings will be in place. This will include between sitting wipe downs. One year group a day will eat in their classrooms.	3	5	15
Years 1-6	Safeguarding and functioning of school	There is a risk associated with children being at home and not in school with very limited contact with school.	Children and parents	5	5	25	With children coming in to school daily, staff have a daily opportunity to check on children and parents daily. Lessons can be focused on online safety and general safety levels at home. Families who are experiencing DV at home have a greater opportunity to ask for help.	3	5	15
Years 1-6	Safeguarding and functioning of school	At Sandringham oracy and collaborative learning is a central element to our learning approach. Government guidance suggests where possible children should be seated facing the front of the classroom. Classrooms vary in size which makes it impossible to arrange all children to face forwards and still allow safe exits.	Children, staff and parents	5	5	25	Class teachers should consider the layout of their classroom and tight inward facing groups of children should be avoided where possible. Windows and doors should be open where possible for effective ventilation.	3	5	15
Years 1-6	Safeguarding and children's education.	Children being off of school will mean that they may be at risk of safeguarding concerns at home. Evidence does suggest that during lockdown there was a greater number of DV incidents. Being at home in lockdown will restrict children's learning opportunities.	Children	5	5	25	Zoom sessions for children will be offered if a whole class bubble is closed. Regular contact will be maintained with children/ families if they are isolating. Daily educational zoom sessions will be offered to key workers. Devices for zoom sessions can be loaned out. Food vouchers are available. Children in receipt of free school meals will be contacted individually and offered weekly food boxes for the duration of their isolation.	3	5	15

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Years 1-6	Safeguarding and children's education.	Some children we know are abroad and we are not seeing them regularly on zoom despite attempts.	Children	5	5	25	The attendance leader is aware of a small number of children out of the country and has been in touch with them. The LA attendance lead has been informed and is working with school. Attendance of all children is monitored carefully. All children will be expected to return to school physically. There will be remote learning in place for children not attending and they will be carefully monitored.	5	5	25
Years 1-6	General functioning of the school	poor ventilation	Staff and Children.	5	5	25	Effective ventilation should be encouraged throughout school. The site supervisor should open high windows daily first thing each morning. External doors should be opened where safe to do so.	3	5	15

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							Risk level rating			Risk level rating with mitigation measures					
	Harm	What is the hazard?	Who could be harmed?	Likelihood	Consequences	Risk	Risk mitigation/ additional controls	L	C	R					
Non class based staff	Catching, transmitting and general function of the school	Large numbers of children and adults together, moving around school.	Children and staff.	5	5	25	Classes/ year groups will continue to have allocated stairs and the rule of walking on the left side if stairs/ corridors will continue. staggered timings will reduce movement around the school.	3	5	15					
Non class based staff	Catching, transmitting and general function of the school	Supporting children emotionally .i.e. close contact through hugs and physical reassurances is unavoidable.	Children and staff.	5	5	25	Ensure children's faces are facing away from staff, approach children from the side or back when reassuring/supporting separation. Carry out excellent personal hygiene routines- hand washing and other areas if required	3	5	15					
Non class based staff	Catching Covid 19	visitors coming into site with covid 19	Children, parents and staff.	5	5	25	all visitors coming into the building, engaging with staff/ children will be required to complete a health disclosure	3	5	15					
Non class based staff	Catching and transmitting covid 19/ functioning as a school	Supporting children with personal hygiene and intimate care is unavoidable.	Children and staff.	5	5	25	Handwashing signage, handwashing facilities, handwashing tuition, soap and paper towels available, bins covered and emptied frequently, communication with staff, pupils and parents, handwashing regularly.	3	5	15					
Non class based staff	Catching and transmitting covid 19	Staff with existing health conditions.	Children	5	5	25	Individual risk assessments updated if required. For some staff it may not be safe for them to return to school and rather will be required to work from home.	3	5	15					
Non class based staff	General functioning of the school	Wellbeing of staff	Staff and Children.	5	5	25	All staff to be made aware of the risk assessment for their area. All staff to be made aware of the new procedures for their areas and other school areas they may come into contact with. All staff be aware of the Wellbeing Tool Kit and Well Being and Mental Health Policy. Staff to receive training when they return to school. All staff have counselling services available to them, Supervision is also available for all staff.	3	5	15					
Non class based staff	Catching and transmitting covid 19	Toilet access	Children and staff.	5	5	25	The toilets will continue to have an enhanced cleaning routine. Adults will have toilets allocated to them: Nursery and Pre-School: down stairs in Sandringham Central. Specialist staff: upstairs in Sandringham Central. Reception: Reception block. Daycare: daycare block. Blue stairs: KS1 and admin staff. SLT: DHT toilet. SEND staff: toilet next to sensory room. KS2 staff and cleaners: Green stairs.	3	5	15					
Non class based staff	Catching and transmitting covid 19	Adults on site wearing face masks	Staff	5	5	25	Staff will not be required to wear face masks but if staff would feel more comfortable then they will be permitted.	3	5	15					
Non class based staff	Catching and transmitting covid 19	Professional Visitors to the the school	Staff, children	5	5	25	all visitors coming into the building, engaging with staff/ children will be required to complete a health disclosure	3	5	15					
Non class based staff	General functioning of the school	poor ventilation	Staff and Children.	5	5	25	Effective ventilation should be encouraged throughout school. The site supervisor should open high windows daily first thing g each morning. External doors should be opened where safe to do so. The pastoral team will return to their offices but have an air purifier installed and be asked to keep doors open.	3	5	15					

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

20-25- Stop
15-16- Urgent
8-12- Action
3-6- Monitor
1-2 No action

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	Harm	What is the hazard?	Who could be harmed?	Risk level rating			Risk mitigation/ additional controls	Risk level rating with mitigation measures		
				L	C	R		L	C	R
SEND	Catching, transmitting and general function of the school	Children who normally work both inside and out of their classroom due to their learning needs would result in children/ staff groups coming into contact with one another	Children and staff	5	5	25	All children with significant SEND needs work as one group in the gym where resources have been relocated. The space would be large and ventilation good to support with social distancing and enable children to continue to access a purposeful and quality provision. SENDCO and SEND Staff on site to manage the provision. This will be one class located in the GYM for children with a high level of sensory need. There will also be some children that have been ordinarily taught in mainstream classrooms with adult support, these children will continue to have this support in place. they will also have contact with peers from other year groups for intervention sessions. No more than two intervention session will take place in a school day.	3	5	15
	Catching, transmitting and general function of the school	Multiple use of the sensory room and cross contamination	Children and staff	5	5	25	Small groups of children will be able to use the sensory room at one time. Straight after use, the room is wiped clean before another group enters the room. Ventilation is maintained by opening the windows and doors to the corridors. The Sensory room has been remodelled and pupils have access to a larger space. SEND Staff to manage the access to the room. All equipment to be cleaned between the children arriving for the afternoon session.	3	5	15
SEND	Catching, transmitting and general function of the school	Use of sensory resources	Children and staff	5	5	25	Sensory toys to be sanitised after use. Close monitoring of this by class teachers and TAs. Toys used by multiple children will be sanitised after each session. Children to wash hands/sanitise hands before they transition to a new activity. All equipment to be cleaned between the children arriving for follow up sessions.	3	5	15
	Function of the school/ catching covid 19	Children who have oral sensory needs.	SEN students who suck their thumbs, jumpers and shirt collars. Children with SEND needs who will lick objects to explore them.	5	5	25	Social stories on hygiene procedures, visual reminders, hand sanitisers, hand washing, close monitoring. Individual resources allocated to children with oral sensory needs to reduce risk to other children.	3	5	15
SEND	Function of the school/ catching covid 20	Close contact with parents are unavoidable when supporting children with separation anxieties.	Children, parents and staff.	5	5	25	Ensure children's faces are facing away from staff, approach children from the side or back when reassuring/supporting separation. GYM Staff to meet and greet children and families at the main Sandringham gate. Staff will carry hygiene sprays and will support children cleaning their hands. All discussions with parents will be encouraged to be made via telephone call or WEDUC. Staff will not be required to wear face masks but if staff would feel more comfortable then they will be permitted.	3	5	15
	Function of the school/ catching covid 21	Children will experience confusion, anxiety and emotional issues being in a different environment with different adults.	Children.	5	5	25	Share resources with families on excellent personal hygiene routines- hand washing and other areas if required. Children to be provided with visuals of the environment. Transition booklet to be arranged and emailed to parents	3	5	15

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

20-25- Stop
 15-16- Urgent
 8-12- Action
 3-6- Monitor
 1-2 No action

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SEND	Function of the school/ catching covid 22	Children seeking physical sensory interaction	Children and staff.	5	5	25	Ensure children's faces are facing away from staff, approach children from the side or back when reassuring/supporting separation. Carry out excellent personal hygiene routines- hand washing and other areas if required. Staff to encourage children to use the Exercise areas in the GYM to encourage self regulation skills.	3	5	15				
	Function of the school/ catching covid 23	Transmission of infection by touching outdoor climbing equipment, bikes and other resources is unavoidable.	Children and staff.	5	5	25	Ensure all surfaces and play equipment are cleaned after use. All equipment to be cleaned between the children attending sessions in the GYM or the Discovery Zone.	3	5	15				
SEND	Function of the school/ catching covid 24	Transmission of infection by touching toys and touching surfaces is unavoidable.	Children and staff.	5	5	25	Ensure toys are always cleaned after use. Ensure surfaces are cleaned regularly. All equipment to be cleaned between the children attending sessions in the GYM or the Discovery Zone.	3	5	15				
	Function of the school/ catching covid 25	Supporting children with personal hygiene and intimate care is unavoidable.	Children and staff.	5	5	25	Handwashing signage/visuals, handwashing facilities, handwashing tuition, gloves, soap and paper towels available, bins covered and emptied frequently, communication with staff, pupils and parents, handwashing regularly, especially before and after lunch. All staff to use PPE, which they ordinarily use, when engaging in personal hygiene tasks.	3	5	15				
SEND	Catching and transmitting covid 19	Toilet access	Children and staff.	5	5	25	Staff will have access to the toilets next to the sensory room which will have a reduced number of staff using. Children in the main building will have access to the KS2 or KS1 toilets depending on their age in the toilet block. Children with SEND in the EYFS areas to use allocated toilet blocks. SEND Staff to support children with toilet visits but ensure that transitions are minimised, timetabled and appropriate to the needs of the child. All toilets in school will be given additional cleans throughout the day.	3	5	15				
	Catching and transmitting covid 20	Social distancing with very young children is unavoidable.	Staff and Children.	5	5	25	Social distancing posters and social stories to remind children. Staff to monitor and remind children frequently. Some learners will not be able to social distance and an increase in personal hygiene will be encouraged. Staff will be encouraged to social distance and have clear markers within the Discovery Zone and The Gym so that there is distance between multiple adults.	3	5	15				
SEND	Catching and transmitting covid 21	Children with existing health conditions.	Children	5	5	25	School to follow guidance from specialist consultants and medical staff on measures to be put in place and individual health care plans created to mitigate any risks.	3	5	15				
	Catching and transmitting covid 22	Wellbeing of staff	Staff and Children.	5	5	25	All staff to be made aware of the risk assessment for their area. All staff to receive updated training of Covid secure procedure. All staff be aware of the Wellbeing Tool Kit and Well Being and Mental Health Policy as well as the Pastoral approach to the return to school	3	5	15				
SEND	Catching and transmitting covid 23	Contact with adults and children unavoidable at lunchtimes, young children need support with cutting food and tidying away.	Staff and Children.	5	5	25	Children to wash hands prior to eating their lunch and after coughing, sneezing and wiping nose. Posters and verbal reminders to children about basic manners and hygiene rules. Children in the RP/GYM will have lunch in the GFH.	3	5	15				
	Catching and transmitting covid 24	Children/ staff coming into contact with other children/ groups of children around school.	Staff and Children.	5	5	25	All pupils to be encouraged to move safely around all aspects of the school and follow excellent hygiene practice. Children to follow staggered lunchtimes in line with whole school approach.	3	5	15				

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SEND	Safeguarding and functioning of school	There is a risk associated with children being at home and not in school with very limited contact with school. The numbers of children who have allocated social workers has significantly increased across school during lockdown, school have had a number of police DV alerts since lockdown and data from Kooth (an online child counselling service) demonstrates a 60% increase in relationship with child sexual exploitation. Deprivation levels across school are high.	Children and parents	5	5	25	With children coming in to school daily, staff have a daily opportunity to check on children and parents daily. SENDCO and Middle Leaders where appropriate will continue to make calls to families to check on their wellbeing and will continue to deliver home learning. the majority of SEND children will continue to receive interventions delivered remotely. This will be carried out daily and there will always be two support adults attending the session. In the instance that a child is not being seen in daily zoom sessions, SEND Leaders will call families to remind them to attend. If children are not contactable then home visits will be made. If in the event, remote learning is not accessible, SEND leaders will contact families to arrange alternative arrangements.	3	5	15				
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