

**1 - Social Distancing Practicalities** Note it is considered to be more challenging to ensure EY children comply with guidance in this section

**NOTES**

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns L or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

**CURRENT: RISK OVERALL**

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	3	13	<b>16.88</b> HIGH

**FUTURE: RISK OVERALL**

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	13	0	<b>5.63</b> MEDIUM

**RISK BREAKDOWN**

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
<b>Likelihood</b>	0	0	2	6	8
<b>Severity</b>	0	1	0	15	0

	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
<b>Likelihood</b>	0	3	13	0	0
<b>Severity</b>	0	16	0	0	0

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Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Maintaining bubbles	Children and staff	Risk of infection if social distancing isn't adhered to	None	4 - High	4 - High	HIGH	From September 2021, children will no longer need to stay in class bubbles for the whole day. However in an infant school children do spend much of the day working within their classroom with the same group of children and sit at tables with the same group of children. Children will be taught in class bubbles of no more than 30 children in a class. Children will work with other children from other classes for phonics, intervention groups such as Nurture and maths in year 2. These will be consistent groups for at least a half term and with the exception of phonics, will be children from the same year group. Although Year groups will be on the playground at the same time they will have designated play areas and will remain within their year group. There may be a period of 5-10 minutes where some Year 1 and Year 2 children may be playing in the same area of the playground. Limiting interaction where possible will minimise numbers of children and staff who may be identified as a close contact of a positive case thus reducing the chance of infection. In the event of an outbreak in a class, we will revert to that class staying in their own class bubble and we will temporarily suspend movement between groups for members of that class.	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22			
Travel to and from school	Children and parents	Risk of infection if social distancing isn't adhered to	None	5 - Very high	2 - Low	MEDIUM	Soft opening between 8.45-8.55am will mean families will arrive at different times.	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22			
Beginning of school day	Children and parents	Risk of infection if social distancing isn't adhered to.	Playground gate opens at 8.30am and children enter playground with parents and wait for doors to open. Children enter school building between 8.45am and 8.55am	4 - High	4 - High	HIGH	Soft opening between 8.45-8.55am. Parents discouraged to arrive before 8.45am to avoid queues. (No access to playground before 8.35am) Families arriving earlier than 8.45am will be required to stand in their class line behind their coloured square waiting for doors to open. All year groups to enter via a different door and Year 1 and Year 2 have a separate gate to enter the playground. Reception to enter the school from the doors at the top of the car park. Encourage only one adult per family to be on school site at drop off time. Children to remain with parents at all times and should not be playing with other children. Regular text reminders sent home to parents to remind of above. Head, DHT on duty to monitor this. Parents to leave site straightaway after handing child over to staff. In the event of an outbreak within school, parents and staff to be requested to wear face masks whilst on the school site at drop off and pick up times.	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22			
Parents congregating at the gate (primary)	Children and parents	Risk of infection if social distancing isn't adhered to	None	5 - Very high	4 - High	HIGH	Encourage parents to leave the top of the drive immediately after drop off and collection times. Soft opening will support parents dropping off and going straightaway.	3 - Medium	2 - Low	MEDIUM	HT and DHT	ongoing throughout this academic year 2021/22			
Cloakroom facilities	Children and staff	Risk of infection if social distancing isn't adhered to	None	4 - High	4 - High	HIGH	Coats to be put on peg in cloakrooms - book bags taken into classroom. One class at a time in the cloakroom collecting coats, where possible. This applies to both beginning and end of day as well as breaks and lunchtime. Closets monitored by staff and reminded to get their things and move out of the cloakroom instead of congregating with their peers. Year groups have their own cloakrooms so there will be no mixing across year groups. Lunch bags placed on trolleys by children.	2 - Low	2 - Low	LOW	Whole staff team under direction of HT	ongoing throughout this academic year 2021/22			
Assemblies	Children and staff	Risk of infection if social distancing isn't adhered to	None	5 - Very high	4 - High	HIGH	Assemblies to take place virtually except for once a week when one year group at a time will be in the hall for congratulations assembly. Classes in the hall to be well spread out utilising all the space in the hall. All internal and external doors to be opened to allow for adequate ventilation. Parents not invited into school for any assemblies for the foreseeable future. (this will be kept under review) In the event of an outbreak in a class, that class will not attend the hall for assembly and will access the assembly from their classroom via Teams.	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22 (reviewed half termly)			
Social distancing in classrooms	Children and staff	Risk of infection if social distancing isn't adhered to	None	5 - Very high	4 - High	HIGH	Children to sit with the same group of children within lessons whilst at tables. Windows and doors to be open in classrooms to keep classrooms well ventilated. All internal doors to be open at all times. When hall is in use both internal and external doors to be opened. Frequent handwashing and /or hand sanitising. Children to be regularly reminded of the catch it, bin it, kill it, message.	3 - Medium	2 - Low	MEDIUM	HT and DHT	ongoing throughout this academic year 2021/22			

Keeping children separate at lunchtime	Children and staff	risk of infection if social distancing isn't adhered to	None	5 - Very high	4 - High	HIGH	Reception lunchtime 11.30am-12.30pm. KS1 lunchtime 12noon-1pm. Only one year group in the hall eating their lunch. Children to sit at the same table each day with the same children.. Limit amount of movement around the hall by children. Each year group to have their own area of the playground. There may be a 5-10 minute period of time at lunchtime where some Year 1 and year 2 children may mix together. In the event of an outbreak in a class that class will need to eat their dinner in the classroom and have a separate area of the playground to play in.	3 - Medium	2 - Low	MEDIUM	HT and DHT	ongoing throughout this academic year 2021/22
Social distancing at breaktimes	Children and staff	Risk of infection if social distancing isn't adhered to	None	5 - Very high	4 - High	HIGH	Large playground to be split in half for KS1 with one year group in each area at any given time. Reception classes to have afternoon play on the large playground in one section of the playground... Where P.E is happening reception to play on another area of the playground.	3 - Medium	2 - Low	MEDIUM	HT and DHT	ongoing throughout this academic year 2021/22
Social distancing - toilets	Children	Risk of infection if social distancing isn't adhered to	None	3 - Medium	4 - High	MEDIUM	Staff limit the number of children using the toilets at any one time. Additional cleaning of touch points in toilet blocks throughout the day - once between playtime and lunchtime and once after lunch in addition to usual cleaning regime of toilet blocks. Plentiful supplies of handwash and paper towels available at all times.	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22
Staff safety - social distancing	Staff	Risk of infection if social distancing isn't adhered to	None	4 - High	4 - High	HIGH	Staff room capacity to be reduced to 7 people in there at any one time. Staff have access to library or reception bottom room for rest breaks if staffroom is over capacity. Staggered lunchtimes should support staff flow in the staffroom. Windows should be opened at all times. Face-to-face staff meetings to be held in a well ventilated, large room where staff social distancing is strongly encouraged. Regular briefings via e mail for all staff. In the event of an outbreak in school all staff meetings to revert back to virtual on Teams	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22
End of day procedures	Children, parents and staff	Risk of infection if social distancing isn't adhered to	Parents wait on playground. In KS1 teachers bring children out to playground and release them one by one to parents. In reception children are released from classroom doors.	5 - Very high	4 - High	HIGH	Reception to finish school at 3pm. KS1 to finish at 3.05pm. Parents to form an orderly queue behind the coloured shape for their child's class. Children to be released to parents in the order in which parents are in the queue. Parents to be instructed to leave the school site as soon as they have collected their child. Only one adult per family to be on site at pick up time. Siblings in KS1 to be released by the eldest child's teacher. Children attending Links after school club to be taken through school to reception playground where they will be handed over to Links staff.	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22
Social distancing - trips and events off site	Children and staff	Risk of infection if social distancing isn't adhered to	None	4 - High	4 - High	HIGH	School trips can resume this academic year but must be carefully risk assessed against Covid-19 and can only go ahead if suitable mitigations can be put in place to keep all children and staff safe as much as possible against Covid-19. Year group only trips to be allowed and not trips involving more than one year group. However, if there is an outbreak, it may be necessary to cancel any planned trips for a period of time.	2 - Low	2 - Low	LOW	HT	ongoing throughout this academic year 2021/22
Social distancing if parents are in school	Children, staff and parents	Risk of infection if social distancing isn't adhered to	None	4 - High	4 - High	HIGH	No parents to attend assemblies or events where there will be many other parents in attendance such as coffee mornings etc. Parent consultations can take place face to face but will be tightly controlled so daytime appointments will be held in rooms in school where parents are not accessing learning areas. Evening appointments will be tightly controlled so only one parent waiting for a teacher at any one time and appointments venues will be spread across the school. Parents will be required to wear face masks for the duration of their visit in school unless medically exempt. Any information meetings deemed to be better face to face will be conducted in a well ventilated hall and numbers will be strictly controlled. Wearing of face masks will be required unless medically exempt. Open days for new families will be held on a strictly by appointment basis so there is a very limited amount of guests in school. The wearing of face masks will be required unless medically exempt. Parents wishing to speak to staff will be by appointment only. Parents wishing to meet with staff should arrange a telephone/virtual meeting. In the event of an outbreak in school, planned face to face events will revert to virtual	3 - Medium	2 - Low	MEDIUM	HT and DHT	ongoing throughout this academic year 2021/22
Close proximity of staff and children	Children and staff	Risk of infection if social distancing isn't adhered to	None	5 - Very high	4 - High	HIGH	Rooms should be well ventilated at all times and classroom doors should be open at all times to allow a good flow of air through. Regular hand washing and/or sanitising for both staff and children. Regular reminders to children of catch it, bin it, kill it message. Staff dealing with incidents such as first aid, toileting accidents should wear gloves, aprons and face masks as appropriate.	3 - Medium	2 - Low	MEDIUM	HT	ongoing throughout this academic year 2021/22
Visitors to school	Children, staff and visitors	Risk of infection if social distancing isn't adhered to	None	3 - Medium	4 - High	MEDIUM	External partners to be allowed into school to work with children where required or to carry out maintenance activities. All visitors should sanitise on arrival and fill in a track and trace form. No-one to come to school if they are feeling unwell. Produce clear guidance for any contractors if they have to make essential site visits. Essential maintenance should be accommodated wherever possible and where social distancing can be observed. See joint statement from WCC education and property services teams. See also 'Building work and logistics'.	2 - Low	2 - Low	LOW	HT and DHT	ongoing throughout this academic year 2021/22

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