

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

**Aylesford School & Sixth Form College
Risk Assessment
Form**

Risk Assessment for (Activity/Process/Operation)	Re-entry to School January 2021- Critical Workers/Vulnerable
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Phase	Primary	Team /Department	Primary		
Assessment Date	January 2021	Review Date	Weekly	Reference Number	

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
Parents do not observe social-distancing when dropping off/collecting children.	Pupils, parents, staff	H	<ul style="list-style-type: none"> Regular updates/reminders via letter/email out to all parents/carers detailing procedures and expectations. Start and end of school day the same for all children due to lower numbers/ designated drop off and collection points Only one parent to drop off/collect (monitor and remind). 	L	SLT/SITE	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> • Posters displayed (visible from playground) reminding families to observe social distancing. • 2m markings on paths into school and on playground leading into Griffins and Practical Area ensuring effective social distancing • Arrows placed to show one-way system around school when dropping off/collecting. • At home-time, parents to line up on playground markers. Each child sent from classroom to parent at front of line (1 at a time). • Parents to exit site with children one at a time using one-way system. • Face coverings to be worn by all adults dropping off / collecting unless exempt for medical reasons 			
Children do not observe social distancing when coming into the school building.	Pupils, parents, staff	H	<ul style="list-style-type: none"> • Designated drop-off and collection points. • Children to stay with parent/carer until handed over to teacher at designated classroom door. • On entry to playground children to line up with parents on 2 m markings, maintaining safe distances. • Children to remain close by parents at all times; reminder email sent. • Children to move forward when the marking in front is free. • On playground, children to line up on markings outside designated 	L	SITE/SLT/TEACHERS	On-going

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			classrooms – each bubble of children will have an allocated entrance and classroom. <ul style="list-style-type: none"> • Children to say 'good-bye' to parent at 'drop-off' line before walking to teacher. • Children to enter cloakroom, hang coat, wash hands/antibac and sit in allocated space in the classroom. • Individual RA for those pupils with SEND who are unable to socially distance. 			
Children do not socially distance in the classroom and so risk spreading the virus among themselves.	Pupils, parents, staff	H	<ul style="list-style-type: none"> • One bubble in each classroom with 1/2 adults leading. • The outside classroom in Reception will be set up similarly to inside, providing extra space to more ably socially distance the pupils. • Use of the playground and the school's grounds will be maximised to help socially distance the children as they learn outside. • To help children socially distance from adults in the classroom, a taped line to be laid on the carpet 1m from the teacher's chair/desk. • Children will be seated in rows, facing the front wherever possible, and will sit in the same place all day, every day. • Individual RA for those pupils with SEND who are unable to socially distance. 	L	SLT/all staff	On-going

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
Children will not adhere to social distancing around school.	Pupils, staff	H	<ul style="list-style-type: none"> Supervision by staff member at all times. Playground to be zoned to keep bubbles in designated areas with member of staff. Play trail will be taped off. One-way system around school (stay to the left). Posters to remind the children of one-way system. Standees around school reminding children to observe social distancing. Arrows displayed to signal direction of movement. Individual risk assessments for SEN pupils who struggle with separating from parents/social distancing. 	L	SLT (EDK/GLD)	On-going
Cross-contamination of the virus on children's clothing.	Pupils, staff	H	<ul style="list-style-type: none"> Clean uniform to be worn each day. PE kits to be worn all day when the children are due to partake in PE lessons. This will avoid the need for changing in school, contaminating touch points, mixing uniform items with other children. Trainers/pumps to be worn at all times during PE (no bare feet). 	L	Class teachers	On-going
Cross-contamination of the virus from children's hands.	Pupils, staff	H	<ul style="list-style-type: none"> Children will be instructed to hang up their coat/bag and then wash their hands as soon as they enter the school premises. Bubbles of children will only use the sinks and toilets designated to them 	L		

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			<ul style="list-style-type: none"> • Children to wash or sanitise their hands a minimum of 7 times a day and more as appropriate. (on entry to school, before and after snack, after break, before lunch, after lunch, afternoon break) • Children to wash their hands for 20 seconds (songs/timers) with warm water and soap each time. • Anti-bacterial gel to be readily available in the classrooms. • Children to wash or sanitise their hands when they: <ul style="list-style-type: none"> ○ arrive at school ○ before they eat a snack ○ have been to the toilet ○ before they eat lunch ○ before they go out to play ○ when they return from the playground, ○ before they go home ○ before they use ICT equipment ○ after they use ICT equipment ○ any other time when they have touched a hard surface that is an area commonly used • Children to be reminded to wash hands and use anti-bacterial gel between activities. • Instructional signs on how to wash hands to be displayed above sinks and all around the school. • Soap and paper towels to be plentiful at all sinks. 			

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			<ul style="list-style-type: none"> Under no circumstances, should children enter the spaces allocated for other bubbles. This includes other classrooms, staff rooms and offices. 			
Cross-contamination between adults and adults, and adults and children.	Pupils, staff	H	<ul style="list-style-type: none"> Adults are instructed to wear clean clothes each time they visit school. All adults wash their hands when arriving at school. Adults are to use the anti-bacterial gel placed in the entrance hall and in classrooms. Adults should wear PPE when providing intimate care/administering first aid. Only essential visits to school will be permitted, e.g. social workers, specialist services (See Visitor RA) Adults to maintain 2m distance from each other, and children, where possible (where circumstances allow). Visors/face coverings to be worn in classrooms when working in close proximity (within 2m) of pupils Face coverings to be worn by adults, in all communal areas (including corridor to photocopier/staff room) Visors/face coverings to be worn when entering the school office. Weekly lateral testing for all staff members. 	L	All staff	On-going
Spread of virus due to poor pupil hygiene.	Pupils, staff, parents	H	<ul style="list-style-type: none"> Catch it – bin it – kill it to be promoted in the classrooms (regular reminders throughout the day) 	L	All staff	On-going

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			<ul style="list-style-type: none"> • Plentiful supply of paper tissues to be available in the classroom. • Tissues to have one-use only and then to be put in the lidded bin and hands to be washed. • Bin to be emptied every lunchtime and evening by the cleaner. • To keep a healthy fresh-air flow around the classrooms, doors and windows will be left open where-ever possible (including skylights) 			
Cross-contamination between objects and furniture.	Pupils, staff	H	<ul style="list-style-type: none"> • Children use allocated, named pencil cases holding pencils and colouring pencils, pens, glue-sticks and rulers (supplied by school). Children cannot swap equipment. • Equipment is cleaned by staff when it has been used by pupils. • Each group to use resources in designated rooms. • Shared resources must be either be placed in isolation for 48 hours (72 hours for plastics) or be sanitised thoroughly after use. • The cleaners to perform a deep clean (wash and sanitise the tables and the chairs, light switches, door handles/plates) thoroughly after school/early morning before children arrive). 	L	All staff	On-going

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> • Bannisters to be sanitised several times a day -8:45, 10.15, 10.45, 1.00, 3.45/during morning deep clean • Before and after using i-pads or computers, all pupils should wash their hands thoroughly. • All soft furnishings are removed from the classroom. • Book quarantine in operation so books are put aside for 2 days after they have been handled so the virus is not passed on. 			
Playtimes- Cross-contamination between children	H		<ul style="list-style-type: none"> • Playground 'zoned, providing each bubble with an allocated area to play in. • The children are encouraged to socially-distance (although this will be challenging for much younger children). • Catch-and-throw balls are not permitted because they may pass the virus from person to person. • Non-contact games to be planned and delivered during playtimes. • Children & adults thoroughly wash hands or hand sanitise before and after going out to play. • Classes exit and enter through their designated classroom door. 	L	All staff	On-going
Cross-contamination between children in the toilet.	Pupils	H	<ul style="list-style-type: none"> • Specific toileting facilities to be allocated to specific bubbles. • The use of the toilet areas to be staggered 	L	All staff	On-going

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			<ul style="list-style-type: none"> • The toilets to be cleaned morning, lunchtime and end of the day. • A cleaning checklist to be posted in each toilet showing when they were last checked and by whom: the activities will include, cleaning sinks, cleaning toilet seats, cleaning around toilet bowls, wiping down taps with anti-bacterial spray, wiping down soap dispensers, paper towel dispenser, time checked and by whom. • Soap, toilet paper and paper towels to be replenished. • Children wash hands before leaving the toilet area, this will be checked by adults at the time. 			
Eating- Cross-contamination between children	Pupils	H	<ul style="list-style-type: none"> • Children wash their hands before eating. • Children to eat their lunches in their own classrooms, with the exception of the Reception/Year 1 bubble who will eat their lunches in the hall. • Packed lunches will be prepared at a central hub and delivered to school (No hot lunch provision from 18/1/21). • Food served in disposable containers and placed in waste bag for caterers to collect after service. • Children do not share drinks, food or cutlery. • Packed lunches to be clearly marked with child's name and their year group. 	L	SLT/AIP/ all primary staff	On-going

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			<ul style="list-style-type: none"> Children only bring food/drink items that they can open themselves (e.g. they do not need an adult to open them for them or peel and organise). 			
Wet play-time Cross-contamination between children as they will wish to play together.	Pupils, staff	H	<ul style="list-style-type: none"> Children to play outside if at all possible. Parents to provide water-proof coats so that children can go outside in light rain. Lunches to be consumed in classrooms, followed by activities. 15 minutes before the end of lunch, each class to be taken to hall/ICT suite for story games whilst classroom and toilets are cleaned (See Wet Play Rota/Procedures). Watching a film in the classroom to be an option, while children are distanced. Use of computer suite with children sitting at alternate computers. 	L	All staff	On-going
Unclean hard surfaces can increase the risk of the virus spreading.	Staff, pupils, families	H	<ul style="list-style-type: none"> Cleaners are given specific instructions to clean daily all door handles, tables, toilets, etc., thoroughly using anti-bacterial spray. This to be carried out mid-morning, at lunchtime and after school. Adults in classrooms are given extra cleaning equipment so they can continue to wipe down tables, equipment during the day. Wherever possible, cleaners will not enter rooms until children have exited them. 	L	SLT/ Accuro	On-going

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> Doors to propped open when in class to reduce the amount of times door handles and push plates are used by children and adults. They must be closed when classrooms are empty. Daily deep clean at end of day/early morning. 			
Any child or adult showing symptoms (or members of their household) may spread the virus	Pupils, staff, families	H	<ul style="list-style-type: none"> The common symptoms of Covid-19 are a continuous dry cough, a change in/loss of taste/smell and/or a high temperature. Any child who shows symptoms of the virus (coughing, temperature, etc.) will be isolated from the group and taken to a private room. Their parents will be telephoned for them to be collected. This child will be accompanied by an adult who will wear PPE (mask, gloves, apron). Less common symptoms, such as a general feeling of unwellness, aches and pains and sore throats/stomachs, must also be treated in the same manner as above. If a positive test result is received, the school must be informed by parents and the rest of the group and staff member will be sent home to self-isolate for a period of 10 days from the day after the positive results has been received. School will have thermometers available. School will take a child's temperature if they look unwell or act in 	L	All staff	On-going

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			<p>a way that might suggest this as a precaution.</p> <ul style="list-style-type: none"> Any adult showing symptoms of the virus should go home straight away. They will arrange an NHS test and stay away from school until the result is known. For positive results, the adult must stay in self-isolation for 10 days from the day that a positive result is received. Parents will be instructed to inform school immediately if a person in their family shows symptoms of the virus and their children will not come into school unless either a negative test result has been received, or following a 10 day isolating period from the day after the positive test result. Staff members who have been in close contact with a positive case but are not displaying symptoms CAN come into school and go about their normal duties. In order to this they MUST AGREE 7 day lateral testing (provided onsite). Disposable tissues are to be available in the classrooms that should be disposed of in the bin after every use. The bins will be emptied lunch times and evenings. 			
Cross-contamination of virus from school to home.	Pupils, families	H	<ul style="list-style-type: none"> Before all children go home, they will pack their bags before washing their hands and leaving with their parents. 			

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			<ul style="list-style-type: none"> Parents to line up behind the taped line on the playground and wait until their child comes out. Each child will be sent to their parent when parent reaches the front of the line. Feedback to parents will be in the form of a written note, email or phone call. There will be no face-to-face discussions. 			
Contamination between office staff and visitors/deliveries entering the reception area.	Staff	H	<ul style="list-style-type: none"> The glass screen between administration staff and visitors to remain closed at all times. When a parcel is delivered to school, the person who has opened it will dispose of packaging in outdoor bin and wash their hands. Essential visitors will be allowed into school where alternative arrangements cannot be made (see Visitor RA) Telephones, printer screen and computer screens to be wiped down after use. Only 3 members of staff in school office at one time. 	L	All staff	On-going
Staff gathering in the staff room and moving around the school so spreading the virus. Staff needing a break.	Staff	H	<ul style="list-style-type: none"> Only 4 members of staff in staffroom at one time. Refreshments to be taken to the classrooms (tea, coffee), etc. Please ensure that drinks are consumed away from the staffroom where possible, allowing room for those who need to eat. 	L	All staff	On-going

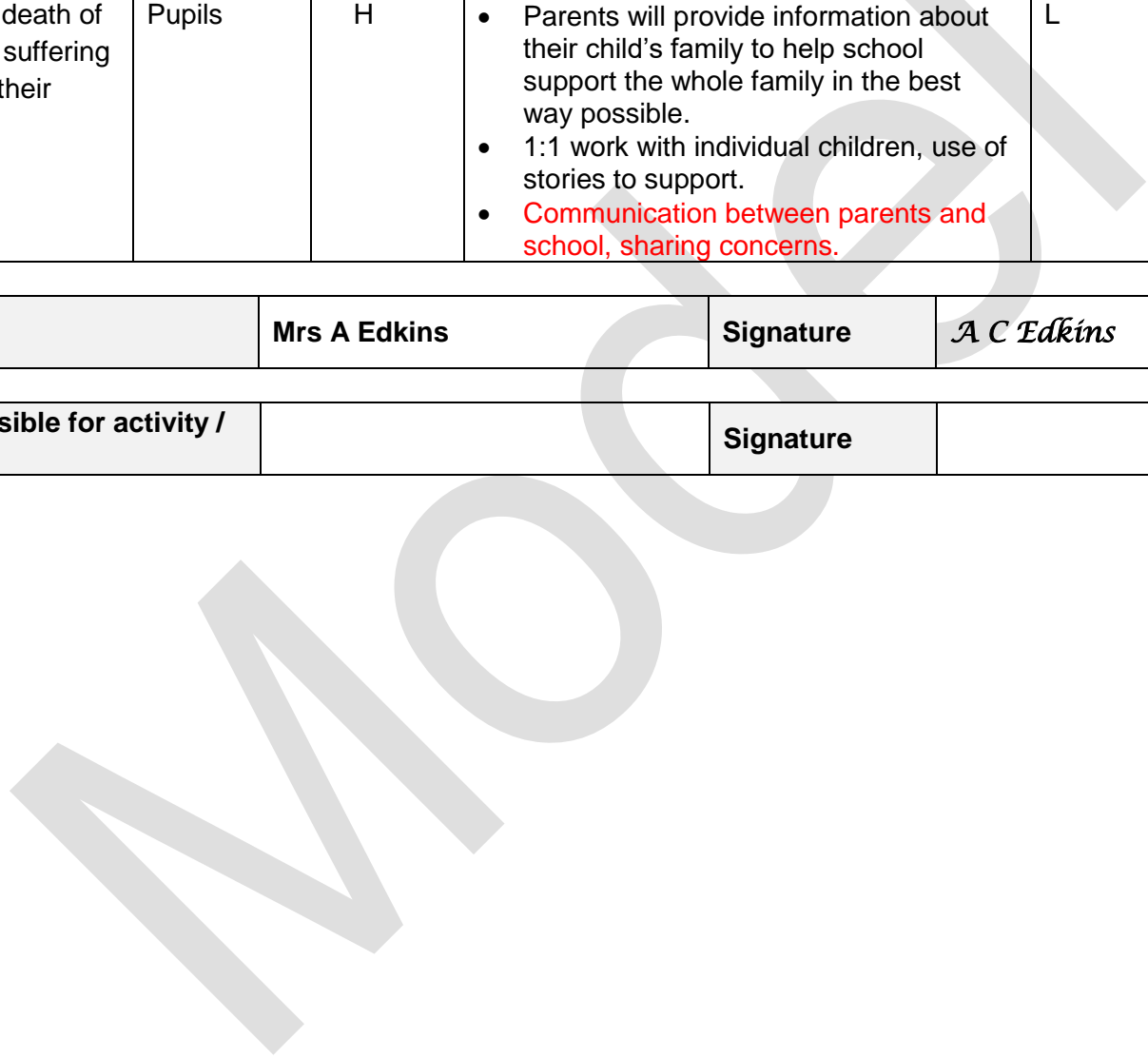
What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> A 2m distance must be maintained in the staff room when eating. Face coverings must be worn in the staffroom when not eating/drinking and 2m distancing cannot be adhered to. EG getting food from the fridge, making a drink. 			
All pupils do not receive a fair and equal entitlement to learning.	Pupils	H	<ul style="list-style-type: none"> Blended learning in operation, entitling all children, whether at home or at school to an equal, broad and balanced curriculum. Weekly timetable sent out weekly to all parents and carers. This is followed by children at home and in school. Suggested links and resources made available on timetable and website. Daily Zoom lessons for all children (45 minutes per day). Zoom lessons are interactive and the teacher is available throughout to support learning and provide feedback. 3 substantial pieces of work is to be submitted weekly for marking and feedback (See Blended Learning Policy). Attendance and participation in home learning is monitored and contact made with families weekly. 	L	All teaching staff	Daily
Pupil may become anxious or distressed and not be able to follow instructions given by adults.	Pupil	H	<ul style="list-style-type: none"> Children who repeatedly do not follow adult instructions may put others at risk through contamination. They will need to be collected by their parents. 	L	SLT/Class teachers	On-going

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> (see amended Behaviour Policy) 			
Staff who work in Griffins also work in other areas of the school during the day risking contamination.	Staff, pupils, families	H	<ul style="list-style-type: none"> 2/3 staff members on duty. Where possible, children will be split into smaller bubbles (key stages). 2 rooms will be zoned and children will be kept in allocated spaces. Food will also be served in these areas (see Wrap Around Care Risk Assessment) Face coverings / visors to be worn at all times. 	L	SLT/ Griffins Staff	On-going
Gathering of children in the hall altogether is a risk to the virus spreading.	Staff, pupils, families	H	<ul style="list-style-type: none"> Assemblies will not held for the foreseeable future. The hall may be used for small group activities. The hall will be used to serve lunches to only Reception/Year 1 bubble. When PE takes place in the hall, due to adverse weather conditions, doors and windows must be open to allow ventilation. 	L	All staff	On-going
Music lessons could lead to transmission of virus	Pupils Staff	H	<ul style="list-style-type: none"> Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies, until further notice When singing, children will be in smaller groups, facing the same direction and 2m apart and done outside or in the hall. 	L	All staff	On-going
Children may feel anxious about the Covid-19 lockdown experience or leaving their parents.	pupils	H	<ul style="list-style-type: none"> Children will take part in weekly PSHE lessons and opportunities will be created to talk to children on an individual basis. 	L	All staff	On-going

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
Children feel worried about death of a relative or themselves, or suffering from a bereavement within their close circle.	Pupils	H	<ul style="list-style-type: none"> Parents will provide information about their child's family to help school support the whole family in the best way possible. 1:1 work with individual children, use of stories to support. Communication between parents and school, sharing concerns. 	L	All staff	

Name of Assessor	Mrs A Edkins	Signature	<i>A C Edkins</i>
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Name of Manager responsible for activity / process		Signature	
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Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

