

Summary Risk Assessment for parents – January 2021

Risk	Risk management strategies
Transmission of Covid-19 at drop off and pick-up times	<p>Staggered drop off and pick-up times and one-way system around the site</p> <p>Adults asked to keep moving and not to speak to staff on the door, but to use other means of communication. Staff proactive in communicating with parents, sharing concerns</p> <p>Request that only one person picks up and drops off to reduce the number of people on site</p> <p>Adults required to wear a mask when on the school site dropping off/picking up</p>
Transmission of Covid-19 via the school office	<p>Parents/carers must wear face masks when coming to the school office</p> <p>Strong encouragement to only come to the office in an emergency, or if requested to do so</p> <p>New routines for staff visiting the office to reduce contact with the admin team</p>
Transmission of Covid-19 via visitors on site	<p>Visitors to site being kept to a minimum – wherever possible meetings take place virtually</p> <p>Professionals and peripatetic staff required to wear face masks when moving about the site</p> <p>Specific risk assessments in place for peripatetic staff – all national guidance followed</p>
Transmission of Covid-19 between bubbles	<p>Bubbles are kept apart at all times – staggered break times where shared spaces have to be used</p> <p>Windows in shared adult areas are open all around the site to ensure ventilation</p> <p>Staff required to maintain social distance in any shared spaces</p> <p>Shared equipment sanitised after each user – wherever possible shared resources are not used</p>
Transmission of Covid-19 within bubbles	<p>Wherever possible children have their own resources</p> <p>Classrooms are well ventilated, regular opportunities to be outside (in all weathers)</p> <p>Cleaning of all frequently touched surfaces and tabletops takes place at lunchtime as well as at the end of the day. Cleaning staff limited to specific areas of the school to reduce cross-over.</p> <p>Regular hand-washing/sanitising</p> <p>Children with any Covid-19 symptoms sent home/self-isolation rules adhered to</p>
Staffing shortages as a result of staff illness and reduced staff movement	<p>Bubbles are, where possible, over staffed to enable staff stretch in the event of short-term staff absences. Additional hours given to existing staff to cover short-term absences wherever possible</p> <p>Any staff movement between bubbles is carefully risk assessed</p> <p>Supply teachers used sparingly, where needed this is covered by an additional risk assessment</p>
Positive case of Covid-19 within school community	<p>All DfE advice adhered to including self-isolation and bubble closure</p> <p>Advice sought from PHE as required and followed</p> <p>Advice sought and followed from ODST</p> <p>Staff and parent community kept informed – open and transparent communication</p>