

COVID-19: CHERRY TREES SCHOOL

<b style="color: red;">RISK ASSESSMENT FOR: Cherry Trees	ASSESSMENT UNDERTAKEN BY: SMT DATE: November 2020	ASSESSMENT REVIEW BY WHOM: SMT DATE: Every half term, or as needed (to reflect changes in guidance, or school procedures)
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HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
Movement of people through school – cross contamination	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Only people not displaying symptoms are in school. Staff to collect pupils from parents/carers, and taxis, from their own classes. Staff asked to stay in their identified bubbles, covering own breaks. Bubble 1: Blue Class will enter and exit school through the Side Gate, manned by Kelly. Red and Orange Classes will enter and exit school through the Main Entrance manned by Hayley. Bubble 2: Green, Yellow and Purple Classes will enter and exit school through the Hall Entrance, manned by Rachel or Sam. David and Gary to be on duty on the Car Park. 	<ul style="list-style-type: none"> To ensure all adults adhere to social distancing as much as possible. SMT to model. Staff will be asked not to walk around school. 	

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					<ul style="list-style-type: none"> All members of staff to wear face masks in communal areas around school, unless exemptions apply. If members of staff are classed as extremely clinically vulnerable, in line with the government guidance, these members of staff will work from home. Members of staff to sanitise their hands, following any transition between rooms. (Reusable bottles that attach to lanyards have been ordered for every member of staff). 		
Inability to social distance (safeguarding through hand holding)	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Two bubbles now operate in school. Each bubble has allocated class and play spaces, toilets and changing facilities. Staff have their own toilet and staffroom space (we have temporarily closed the staffroom to staff breaks, until further notice). Please stagger breaks and usage – please adhere to social distancing. Staff to clean areas of communal use – toilets, therapy 	<ul style="list-style-type: none"> Display cleaning regime in each used classroom. Share information with families. Hand washing – separate for pupils/staff. Use of soap dispensers. Anti-bacterial wiping of areas. 	

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					rooms, library, hall, soft play and sensory room. <ul style="list-style-type: none"> • Keeping the same staff in the room. • Children to eat lunches in classrooms. • Pupils/staff continue to follow hand-washing regimes. • All members of staff to wear face masks in communal areas around school, unless exemptions apply. 		
Mixing of population	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Staggered entry of pupils into school. • Buses – 9am and 3pm • Walking pupils 9.15am and 2:45pm. • Parents to wear face masks at drop off/collection times unless exemptions apply. • Pupils and staff to use designated spaces for work/play. • Pupils and staff to use designated spaces for toileting. Members of staff to use anti-bacterial wipes to wipe toilets down before and after use, and to dispose of these in the silver 	<ul style="list-style-type: none"> • Entrances identified for each family group to enter school. Bubble 1: Blue Class to enter/exit via Side Gate, Red and Orange Classes to enter/exit via Main Entrance. • Bubble 2: Green, Yellow, and Purple Classes to enter/exit via Hall Entrance. 	

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					lidded pedal bins in the toilet cubicles. <ul style="list-style-type: none"> • One member of each class identified as a 'runner' for first aid equipment, lunches and other class needs, + collecting from gate etc. • Shared spaces are timetabled and staff are required to clean spaces at the end of each day – using their own classroom cleaning products. • Cleaning materials are NOT to be left in shared spaces. These must be locked away. • Body fluid must be cleaned away immediately. • All members of staff to wear face masks in communal areas around school, unless exemptions apply. • If members of staff are classed as extremely clinically vulnerable, in line with the government guidance, these members of staff will work from home. 		
Sharing equipment	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils to be allocated a set of pencils and essentials to 	<ul style="list-style-type: none"> • Photocopier to be wiped with anti-bacterial 	

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					<p>complete tasks. These are not to be shared. (Please use trays).</p> <ul style="list-style-type: none"> Staff will monitor and clean down equipment at the end of each day. Staff to ensure all copying and printing is collected by the 'runner' in your room. 	<p>wipes between uses – last user to wipe down, and to dispose of wipes in the silver lidded bin next to the photocopier.</p> <ul style="list-style-type: none"> Only wipeable equipment/toys to be used. Robust cleaning of equipment each day. 	
<p>Personal care including injury. Personal information to be accessible in each room.</p>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> Staff to use first aid boxes in located areas – first aid person to be identified within each working team. One member of staff (runner) to seek support from SMT where needed. Staff to wear full PPE (aprons, gloves and masks/visor) to change pupils. Medical supplies to be distributed to each class. 	<ul style="list-style-type: none"> If a member of SMT is required to support with a child/member of staff, they will wear full PPE. SIF's/care plans to be printed for each room 	
<p>Personal care – changing and feeding</p>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> Follow Gov. guidance, which currently states full PPE to be available and worn for all personal care (aprons, gloves, and masks/visor). 	<ul style="list-style-type: none"> Staff to follow personal care regimes. 	

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					<ul style="list-style-type: none"> Depending on need, staff to be allocated to support with personal care each day. Normal guidance to be followed regarding cleaning down and washing hands. To encourage pupils to be as independent as possible. 		
Illness	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> All illness to be reported immediately to SMT - pupils must be removed to 'safe zone' (Nurses room) with their belongings ready for transport home. Staff to alert SMT. SMT to report this to the Staffordshire Local Outbreak Control Team, in-line with Staffordshire guidance. All areas to be cleaned down if sickness has occurred. PPE to be sited in Nurses Office for use. 	<ul style="list-style-type: none"> If any child/member of staff displays symptoms of COVID, SMT to be alerted and senior leaders to respond accordingly following Gov. guidance. See attached. Hayley to inform the Staffordshire Local Outbreak Control Team, and, or Public Health England, of any suspected, or known Covid-19 cases, and to 	

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						follow and act upon their advice.	
Use of communal areas – Staffroom	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Staff to use the staffroom for permitted reasons only (until further notice). These reasons include PPA, photocopying, printing, laminating, access to resources, and access to tea/coffee making facilities. • Staff to use one covered drinking vessel through the day. • Staff to be responsible for cleaning own equipment. • All members of staff to wear face masks in communal areas around school unless exemptions apply. • Members of staff to sanitise their hands, following any transition between rooms. (Reusable bottles that attach to lanyards have been ordered for every member of staff). 	<ul style="list-style-type: none"> • Where possible stay in classrooms. 	
Use of communal areas – Reception Area and School Office	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • The shared pen in the Reception Area will be removed from the foyer. Members of staff to use their own pen to sign in and out of the building. 	<ul style="list-style-type: none"> • Where possible, all communications to and from the Office to be via email. If an 	

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					<ul style="list-style-type: none"> • No children are to be taken into the Office Area. • Members of staff are not permitted to enter the Office Area, unless it is an emergency. • Teachers to take registers (using SIMs), and complete the dinner registers in class, by 9:40am. • If members of staff require a key, you will need to ask for this at the Reception window. The key will then be passed through the window. Upon returning the key, it will be placed in a container, and the Office staff will sanitise this before returning it to the key cupboard. • If members of staff need to make a telephone call, please use the phone in the Nurse's Office, and use anti-bacterial wipes to sanitise the phone, before and after use, disposing of these in the lidded bin in the Nurses Office. • If members of staff require an order form to order resources, please email the Office staff for an electronic copy. If catalogues are online, please 	<p>urgent conversation is needed with the Office staff, this to be carried out via the Office window.</p>	

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					use the online version. If a paper catalogue is required, please ask for this at the Office window.		
Medication	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> Teacher to administer meds in Hayley's office – Hayley to be the counter signer. 	<ul style="list-style-type: none"> Staff to administer medication as usual protocol. 	
Entry and exit to/from school	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> SMT will supervise the entry/exit into school. Blue Class will enter and exit school through the Side Gate, manned by Kelly. Red and Orange Classes will enter and exit school through the Main Entrance manned by Hayley. Bubble 2: Green, Yellow and Purple Classes will enter and exit school through the Hall Entrance, manned by Rachel, or Sam. David/Gary will monitor gate entrance and lock at 9.35am. TA's will be allocated bus runs to collect pupils am and return them pm. All members of staff to wear face masks in communal areas around school, unless exemptions apply. 	<ul style="list-style-type: none"> Staggered entry/exit time. Staff to enter through main area – signing in using their own pen. Staff to only use allocated spaces when signed in. 	

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					<ul style="list-style-type: none"> Teachers to take registers (using SIMs) in class – register closes at 9.40am. Runners in classes must alert Hayley to any concerns regarding attendance. Registers to be taken mornings and after lunch. Teachers to remain with walking pupils. SMT to be alerted if additional staff are required to support. 		
Fire – risk of fire	All children and staff	5	2	10 MEDIUM	<ul style="list-style-type: none"> All staff need to ensure they are familiar with the COVID fire procedures for each class. SMT will sweep as usual. One drill this term. 	<ul style="list-style-type: none"> Posters to be displayed in all classrooms – COVID fire procedures. 	
Activities	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> Pupils will be given a set of equipment to use. (Use trays) Shared toys will be sanitised in the same manner as previously instructed. Activities that may present as cross contamination must be agreed by SMT – sand, playdough, messy play, cooking etc. Teachers to assess risk and seek support where needed. Curriculum activities will commence for the start of September. 	<ul style="list-style-type: none"> Staff responsible for the daily/weekly resource washing – only use what willing to clean. 	

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Challenging behaviour	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Challenging behaviour must reflect de-escalation. • 'Runner' to collect SMT to help manage if needed. If a member of SMT is required to assist with a pupil, they will wear full PPE. • Staff must alert SMT to difficulties so that these can be further risk assessed. • Physical intervention only to be used where the child has a vulnerability assessment – see David. 	<ul style="list-style-type: none"> • Pupils identified with IBSP – staff should be aware of these and understand procedure during this current time • Identify calm spaces for children displaying distress – this cannot be office spaces – supervised outdoor space or hall. 	
Forest school	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> • Forest school area is timetabled for use and classes will be given an allocated slot. • Forest school activities may be undertaken after discussing these with SMT. 	<ul style="list-style-type: none"> • Timetable for use. 	
Visitors	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Carlense to visit classrooms to deliver music therapy. • Carlense to wipe down equipment after each child and after each class. 	<ul style="list-style-type: none"> • Runner to escort/direct Carlense/other professional to next classroom. 	

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					<ul style="list-style-type: none"> Behaviour Support Advisor, Educational Psychologists, Speech and Language Therapists to wear full PPE when visiting classrooms. 		
Trips	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> Forms to be completed at least two weeks prior to visit. Staff must include venue risks assessments. Forms to be discussed by SMT. If agreed staff must then complete the Evolve forms. 	<ul style="list-style-type: none"> SMT to discuss and consider risk in light of COVID. 	
Contingency plan in case of future closure.	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> Staff working from home will continue to provide 'virtual' schooling under the direction of SMT. 	<ul style="list-style-type: none"> Laura and Hayley to meet weekly for feedback. Any safeguarding concerns must be reported immediately. 	
Supporting families and safeguarding	All children and families	3	4	12 MEDIUM	<ul style="list-style-type: none"> School will continue to support families and conduct safe and well doorstep visits. Staff must inform DSL of any concerns as they arise. 	<ul style="list-style-type: none"> Staff working at home to continue to call parents- safe and well checks. Staff to alert DSL of safeguarding concerns and to share 	

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						information regarding calls to parents.	
Assembly	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> • Until further notice, no assemblies or group gathering will take place. • Teachers are required to conduct assemblies within their classes. 	<ul style="list-style-type: none"> • Whole class assemblies to celebrate key events will happen via Microsoft Teams. 	
Absence of pupils	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • This will continue to be monitored daily by SMT and safeguarding. • Staff must alert SMT to any concerns they may have regarding any pupil or family. • Report daily to the DFE including symptoms of COVID or other illnesses. 	<ul style="list-style-type: none"> • Office staff to follow up non-attending pupils who are on rota to attend. • Teacher to alert office staff via email. 	
Transport - the spacing of pupils, entering, and leaving school.	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> • Pupils will have staggered entry and exit into/out of school. Teachers are required to be prompt to elevate traffic in drop-off and collection areas. • SMT to manage gate areas and staff are timetabled to collect and drop-off children. 	<ul style="list-style-type: none"> • 2m distance to be always observed. • Escorts to line up 2m distance to handover info to the school office 	

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					<ul style="list-style-type: none"> Transport providers will alert school and the local authorities if difficulties are encountered. 		
Other visitors	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> Visitors to be agreed by SMT and all meetings will be held in the Hall or the SMT room. Staff will continue to conduct virtual meetings under the direction of the Head teacher where possible. Visitors to use school toilets. 		
Toileting	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Staff and pupils will be allocated designated toilet areas. Any concerns please alert SMT. Staff will need to clean areas after changing of pupils. Members of staff to use anti-bacterial wipes to wipe toilets down before, and after use, and to dispose of these in the silver lidded pedal bins in the toilet cubicles. Staff and pupils must wash hand thoroughly after toilet use. 	<ul style="list-style-type: none"> Toilets to be sprayed after use – posters displayed to remind staff/pupils of toilet procedures and clean down 	
Classroom management-physical space	All staff and children	5	6	30 HIGH	<ul style="list-style-type: none"> As much as possible, pupils to work/play outside in supervised designated spaces. Where possible ensure pupils are separated as much as possible. 	<ul style="list-style-type: none"> Staff to open windows to encourage ventilation 	

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					<ul style="list-style-type: none"> Staff to open windows for provide classroom ventilation. 		