

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 I 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

RISK OVERALL

CURRENT:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	12	1	8.00
			MEDIUM

FUTURE:

LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
4	13	0	7.29
			MEDIUM

RISK BREAKDOWN

CURRENT:

1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
4	10	2	1	0
0	0	0	17	0

Likelihood
Severity

FUTURE:

1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
4	12	1	0	0
0	0	0	17	0

Likelihood
Severity

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	pupils staff	could come into contact with virus - if no social distancing	bubbles of up to 15 furniture removed from class to allow 2m distances pupils have individual stationary staff members assigned to bubbles assigned toilets & assigned staircases staggered lunchtimes and starts and finish times no parents around school markers around school both inside and outside to show distances	3 - Medium	4 - High	MEDIUM	Class-sized bubbles - staff assigned to bubbles Secondary bubbles of 2 classes to ensure lunchtime space availability. Toilets assigned to secondary bubbles - 1 in/3 out. staircases and entrances assigned to secondary bubbles. desks facing forward. Individual stationary for each child. 3 isolation rooms across school. 1 isolation toilet in EYFS area. Library to be used as a second staffroom to avoid numbers over recommended. Staggered start and end times to limit parents gathering at gates. no parents on site except for an appt- face coverings to be worn at all times. staggered playtimes with each secondary bubble allocated an outside area.	2 - Low	4 - High	MEDIUM	SLT		Green		
Travel to and from school - Dedicated school transport			N/A				N/A								
Travel to and from school - Public transport	pupils families, staff	could come into contact with virus	staff are only asked to come into school if can safely do so - most staff have cars. There are limited members of public on public transport	4 - High	4 - High	HIGH	• most families do not travel by public transport. • Everyone to wash hands after entering the building (walk or use car if this is an option) staggered start and end times.	3 - Medium	4 - High	MEDIUM	all staff		Red		
Beginning of school day	pupils families, staff	could come into contact with virus	staggered starts handwashing as soon as arrive at school assigned gates assigned staircases no parents on site sanitizer available	2 - Low	4 - High	MEDIUM	Pupils to come straight into school through a range of pre-determined entrances - Staff on duty to control this - no parents/limited parents on site Parents informed in July via website, blogs, letters and all school social media platforms	2 - Low	4 - High	MEDIUM	slt		Green		
Parents congregating at the gate (primary)	pupils families, staff	could come into contact with virus	staggered starts and finish times assigned gates no parents on site	2 - Low	4 - High	MEDIUM	• Stress with parents the government's message about social distancing • Set out clear expectations for drop off / pick up • Leaflet for parents, social media campaign, advice and guidance on website making parents aware of the rationale for this- July 2020.	2 - Low	4 - High	MEDIUM	SLT		Green		
Cloakroom facilities	pupils, staff	could come into contact with virus	assigned cloakrooms where possible limited number of pupils in area at one time pupils bringing essential items only	2 - Low	4 - High	MEDIUM	• assigned cloakroom/locker facilities with restricted access for a limited number of pupils at a time Encourage pupils to bring only essential items into school	2 - Low	4 - High	MEDIUM	SLT		Amber		
Assemblies	pupils, staff	could come into contact with virus	class worship only	1 - Very low	4 - High	LOW	• Class worship daily weekly video link worship from HT to classrooms	1 - Very low	4 - High	LOW	DS		Red		
Social distancing in classrooms	pupils, staff	could come into contact with virus	furniture re arranged to allow 2m social distancing pupils have individual stationary all soft furnishing removed teacher at front of room pupils stay at individual desks	2 - Low	4 - High	MEDIUM	Maintain bubbles - staff and pupils stay together as much as possible and stick to DfE advice re seating arrangements, social distancing. Staff supporting PPA cover take own resources into classroom(not use class teacher's) Seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space- extra furniture removed and put into storage to make room. Perspex screens to be purchased for year 2 classroom when space is an issue.	2 - Low	4 - High	MEDIUM	SLT/All staff		Amber		
Lining-up	pupils, staff	could come into contact with virus	Educate pupils about social distancing when lining-up floor markers around inside and outside school	2 - Low	4 - High	MEDIUM	• Educate pupils about social distancing when lining-up • Use floor markers for younger pupils if possible • Limit the need for lining-up	2 - Low	4 - High	MEDIUM	all staff		Amber		
Keeping pupils separate at lunchtime	pupils, staff	could come into contact with virus	Staggered lunchtimes/rotas Pupils to eat sandwiches in the classroom to cut down on movement Pupils who have school dinners in the dining hall to observe queuing rules and seating organised to provide the 2-metre gap	2 - Low	4 - High	MEDIUM	• Staggered lunchtimes/rotas to maintain 'secondary bubbles' • social distancing guidance to be followed- each bubble has own play area each bubble has a games bag- equipment for their use only secondary bubble tables set up in the hall and cleaned in between each sitting lunch time supervisors assigned to bubbles	2 - Low	4 - High	MEDIUM	SLT		Amber		
Social distancing at breaktimes	pupils, staff	could come into contact with virus	Staggered breaks for different year groups assigned play area 'play bags' for each bubble Provide activities to ensure social distancing (eg Daily Mile, etc)	2 - Low	4 - High	MEDIUM	• Staggered breaks for different year groups • Provide activities to ensure social distancing (eg Daily Mile, etc) • assigned play areas & play bags staff supervision for each bubble • Staff limit the number of pupils (eg one in, one out) - see also Hygiene and cleaning requirements	2 - Low	4 - High	MEDIUM	all staff		Red		
Social distancing - toilets	pupils, staff	could come into contact with virus	assigned toilets extra cleaning throughout the day handwashing procedures	2 - Low	4 - High	MEDIUM	- assigned toilets for KS2 KS1 classes have their own toilets within the classroom	2 - Low	4 - High	MEDIUM	all staff		Amber		
Staff safety - social distancing	staff	could come into contact with virus	Staggered breaks- occupation limits in staffroom/ second staff area created in Pastoral office • Staff to take breaks in their classroom • Cancel face-to-face staff meetings • Regular briefings via e mail or in the hall with social distancing	3 - Medium	4 - High	MEDIUM	• Limit the number of staff accessing the staff room at the same time • Staggered breaks/lunchtime Library to be used as a second staff break space Cancel face-to-face staff meetings • Regular briefings via e mail / Teams • staff meetings in the hall or via Teams	2 - Low	4 - High	MEDIUM	all staff		Amber		
End of day procedures	pupils, staff, families	could come into contact with virus	Staggered end times assigned gates Parents not allowed on site	2 - Low	4 - High	MEDIUM	• Staggered times for exit at the end of the day • Parents to observe social distancing rule when waiting for their child • Leave the school grounds in a timely and orderly manner	2 - Low	4 - High	MEDIUM	DS		Amber		
Social distancing - trips and events off site	pupils, staff	could come into contact with virus	Cancel all off-site events including swimming sessions, school trips and local visits	1 - Very low	4 - High	LOW	• Cancel all off-site events including swimming sessions, school trips and local visits. Trips to be postponed until Spring term at earliest. Sports coach to investigate when swimming baths safe to open and arrange for risk assessments Once social distancing allows, reinstate trips. Risk assessments for visits must include COVID-19 requirements and explain how bubbles will be maintained.	1 - Very low	4 - High	LOW	SLT/DB		Green		

[illegible]

