

COVID-19: CHERRY TREES SCHOOL

RISK ASSESSMENT FOR: Cherry Trees	ASSESSMENT UNDERTAKEN BY: SMT DATE: May 2021	ASSESSMENT REVIEW BY WHOM: SMT DATE: Every 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 Clare. 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. All members of staff to wear 	<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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					<p>face masks in communal areas around school, unless exemptions apply. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</p> <ul style="list-style-type: none"> • Members of staff who are 28 weeks pregnant must work in isolation or work from home, in line with the guidance set out by the Royal College of Obstetricians and Gynaecologists and the Royal College of Midwives. • Members of staff to sanitise their hands, following any transition between rooms. • Increased cleaning of touch points to be carried out in communal areas, by Gary, at specific times throughout the day. • Chartwells (Cleaning Company) to carry out their 		

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					COVID-19 interim specification. <ul style="list-style-type: none"> Staff are encouraged to engage, if they wish to do so, with the asymptomatic testing programme. 		
Inability to social distance (safeguarding through hand holding)	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> Two bubbles continue to operate in school. Each bubble has allocated class and play spaces, toilets and changing facilities. Staff have their own toilet and staffroom space. Please stagger breaks and usage – please adhere to social distancing. Staff to clean areas of communal use – toilets, therapy rooms, library and hall, and light room. Keeping the same staff in the room, wherever this is possible. Children to eat lunches in classrooms. Pupils/staff continue to follow regular hand-washing regimes on arrival to school, after breaks, following a transition to another room/space, and before and after eating. All members of staff to wear 	<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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					face masks in communal areas around school unless exemptions apply. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.		
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. • Where possible, members of staff to consider the layout and organisation of their classrooms, to encourage pupils to sit side by side or facing forwards. • Pupils and staff to use 	<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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					<p>designated spaces for toileting. Members of staff to wipe toilets down before, and after use.</p> <ul style="list-style-type: none"> • Staff are encouraged to engage, if they wish to do so, with the asymptomatic testing programme. • 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 members of staff are required to clean spaces at the end of each day – using their own classroom cleaning products. • For individual and frequently used equipment, for example, pencils/pens, pupils and staff should have their own. Other classroom or learning environment-based resources, such as books and games should be cleaned regularly. When sharing equipment between bubbles, it should be cleaned before it is moved 		

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					<p>between bubbles and/or allowed to be left unused for a period of 48 hours (72 hours for plastics).</p> <ul style="list-style-type: none"> • Cleaning materials are NOT to be left in shared spaces. These must be locked away. • Body fluid must be cleaned away immediately. • Members of staff need to ensure that windows are kept ajar when the classroom is in use, and to open them fully when the room is not occupied, to ensure that they remain adequately ventilated. In rooms without windows, doors will need to be kept open. • All members of staff to wear face masks in communal areas around school unless exemptions apply. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings 		

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					<p>in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</p> <ul style="list-style-type: none"> Members of staff who are 28 weeks pregnant must work in isolation or work from home, in line with the guidance set out by the Royal College of Obstetricians and Gynaecologists and the Royal College of Midwives. Increased cleaning of touch points to be carried out in communal areas, by Gary, at specific times throughout the day. Chartwells (Cleaning Company) to carry out their COVID-19 interim specification. 		
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 complete tasks. These are not to be shared. (Please use trays). Other classroom or learning environment-based resources, such as books and games 	<ul style="list-style-type: none"> Photocopier to be wiped with anti-bacterial wipes between uses – last user to wipe down, and to dispose of wipes in the silver lidded 	

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					<p>should be cleaned regularly. When sharing equipment between bubbles, it should be cleaned before it is moved between bubbles and/or allowed to be left unused for a period of 48 hours (72 hours for plastics).</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. • Increased cleaning of touch points to be carried out in communal areas, by Gary, at specific times throughout the day. 	<p>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>	<p>All children and staff</p>	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. • Where it is necessary for first aid provision to be administered in proximity, those administering it should 	<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 	

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					pay particular attention to sanitation measures immediately afterwards, including washing hands. <ul style="list-style-type: none"> • Staff to wear full PPE (aprons, gloves and masks/visor) to change pupils. • Medical supplies to be distributed to each class. 		
Personal care – changing and feeding	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). • 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. 	<ul style="list-style-type: none"> • Staff to follow personal care regimes. 	
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. The door to the Nurses room to be kept open to enable adequate ventilation. 	<ul style="list-style-type: none"> • If any child/member of staff displays systems of COVID, SMT to be alerted and senior leaders to respond accordingly 	

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					<ul style="list-style-type: none"> • The member of staff who waits with the child must try to socially distance and wear full PPE (mask, apron, and gloves). • Staff to alert SMT. SMT to report this to the Staffordshire Local Outbreak Control Team, in-line with Staffordshire guidance. • All staff, parents/carers, pupils, and visiting professionals to follow the most up to date guidance. Pupils, staff, and other adults should not come into school if they have COVID-19 symptoms, have tested positive in the last 10 days, or if they have been in close contact with a positive case. This is the revised definition of a close contact: Close contacts are anyone in contact with a confirmed case during the infectious period, in the following circumstances: <ul style="list-style-type: none"> a. Household contact. b. Direct contact: <ul style="list-style-type: none"> • Face to face contact within 	<p>following Gov. guidance. Hayley to inform the Staffordshire Local Outbreak Control Team, and, or Public Health England, of any suspected, or known Covid-19 cases, and to follow and act upon their advice.</p>	

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					one metre for any duration. <ul style="list-style-type: none"> • Skin to skin contact. • Someone the case coughed on. • Any contact within one metre for more than one minute. c. Proximity contact: <ul style="list-style-type: none"> • Within one to two metres on one or more occasions during a single day for a total duration of more than 15 minutes; or • Travelling in a car or other small vehicle or close to the case on a bus, train, and plane. <ul style="list-style-type: none"> • All staff, parents/carers, pupils, and visiting professionals to follow the most up to date guidance. If they have been in close contact with a positive case, they should self-isolate for 10 days from the day after contact with the individual who tested positive (really this equates to 11 days from the point of contact). • All areas to be cleaned down once the pupil has been collected from school. • The member of staff who waited with the pupil to be 		

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					<p>collected must wash their hands thoroughly for 20 seconds with soap and running water, or use hand sanitiser once the pupil has been collected.</p> <ul style="list-style-type: none"> • PPE to be sited in Nurses Office for use. • If anyone tests positive with an LFD they must self-isolate in line with the stay-at-home guidance. If a confirmatory PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test, and the individual can return to the school. • Chartwells (Cleaning Company) to carry out their COVID-19 interim specification. Cleaning Supervisor to be notified if the room has to be used for self-isolation purposes. 		
Use of communal areas – Staffroom	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Staff to use the allocated staffroom spaces for lunch breaks, e.g. kitchen in unit, staffroom and food technology room. 	<ul style="list-style-type: none"> • Where possible stay in classrooms. 	

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					<ul style="list-style-type: none"> 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 wash hands before, and after, touching their face coverings. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses. Members of staff to sanitise their hands, following any transition between rooms. Increased cleaning of touch points to be carried out in communal areas, by Gary, at specific times throughout the day. Chartwells (Cleaning 		

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					Company) to carry out their COVID-19 interim specification.		
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. • 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. 	<ul style="list-style-type: none"> • Where possible, all communications to and from the Office to be via email. If an urgent conversation is needed with the Office staff, this to be carried out via the Office window. 	

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					<ul style="list-style-type: none"> • If members of staff need to make a telephone call, please use the phone in the Nurses 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 use the online version. If a paper catalogue is required, please ask for this at the Office window. • The Office staff will keep a secure record log of any visitors coming into school, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. • Increased cleaning of touch points to be carried out in communal areas, by Gary, at specific times throughout the day. • Chartwells (Cleaning 		

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					Company) to carry out their COVID-19 interim specification.		
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 Clare. 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. Members of staff to 	<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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					<p>wash hands before, and after, touching their face coverings. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</p> <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 members of staff are required to support. 		
Fire – risk of fire	All children and staff	5	2	10 MEDIUM	<ul style="list-style-type: none"> • All members of staff need to ensure they are familiar with the COVID fire procedures for each class. • SMT will sweep as usual. 	<ul style="list-style-type: none"> • Posters to be displayed in all classrooms – COVID fire procedures. 	

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Activities	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • One drill this term. • Pupils will be given a set of equipment to use. (Use trays) • Shared toys will be sanitised in the same manner as previously instructed. • Other classroom or learning environment-based resources, such as books and games should be cleaned regularly. When sharing equipment between bubbles, it should be cleaned before it is moved between bubbles and/or allowed to be left unused for a period of 48 hours (72 hours for plastics). • 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 commenced at the start of September. 	<ul style="list-style-type: none"> • Staff responsible for the daily/weekly resource washing – only use what willing to clean. 	
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 	<ul style="list-style-type: none"> • Pupils identified with IBSP – staff should be aware 	

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					<p>manage if needed. If a member of SMT is required to assist with a pupil, they will wear a face covering.</p> <ul style="list-style-type: none"> • 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. 	<p>of these and understand procedure during this current time</p> <ul style="list-style-type: none"> • Identify calm spaces for children displaying distress – this cannot be office spaces – supervised outdoor space. 	
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. 	
Nurture provision	Identified children accessing the Nurture provision and members of staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils to visit the Nurture room either individually, or as a small group within their identified Bubble. • Jenny to consider the organisation of the Nurture Room, to encourage pupils to sit side by side or facing forwards. • Jenny to ensure that windows are kept ajar when the Nurture Room is in use, and to 	<ul style="list-style-type: none"> • Supporting member of staff to accompany the pupils to and from Nurture. 	

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					<p>open them fully when the room is not occupied, to ensure that the room remains adequately ventilated.</p> <ul style="list-style-type: none"> • Pupils/staff continue to follow regular hand-washing regimes following a transition to another room/space, and before and after eating. • Jenny to wipe down equipment after use by each child/small group. 		
Play therapy	Identified children accessing Play Therapy and members of staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils to visit the Play Therapy room individually. • Clare to ensure that the door is kept ajar when the Play Therapy room is in use, and to open it fully when the room is not occupied, to ensure that the room remains adequately ventilated. • Pupils/staff continue to follow regular hand-washing regimes following a transition to another room/space. • Clare to wipe down equipment after use by each child. 	<ul style="list-style-type: none"> • Supporting member of staff to accompany the pupils to and from Play Therapy. 	
Swimming	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils to visit the Swimming Pool in small class groups 	<ul style="list-style-type: none"> • Supporting members of staff 	

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					within their identified Bubble. <ul style="list-style-type: none"> Pupils/staff continue to follow regular hand-washing regimes following a transition to another room/space. Swimming Teacher to wipe down equipment after use by each small class group. 	to accompany the pupils to and from the Swimming Pool.	
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. Behaviour Support Advisor, Educational Psychologists, Speech and Language Therapists and Occupational Therapist to wear a face covering when visiting classrooms. 	<ul style="list-style-type: none"> Runner to escort/direct Carlense/other professional to next classroom. 	
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"> Information about our remote learning offer is uploaded to the school website. 	<ul style="list-style-type: none"> SMT to meet and plan for absences due to self- 	

COVID-19: CHERRY TREES SCHOOL

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)	
					<ul style="list-style-type: none"> Remote Education to be implemented if they have symptoms or have had a positive test result; live with someone who has symptoms or has tested positive and are a household contact, or if they have been identified as a close contact of someone who has COVID-19. 	<p>isolation or partial/whole school closures, as and when required.</p> <ul style="list-style-type: none"> 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/weekly phone calls if pupils are required to self-isolate. Staff must inform DSL of any concerns as they arise. 	<ul style="list-style-type: none"> Staff to alert DSL of safeguarding concerns and to share 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 gatherings 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. 	<ul style="list-style-type: none"> Office staff to follow up non-attending pupils 	

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HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					<ul style="list-style-type: none"> 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"> 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. Transport providers will alert school and the local authorities if difficulties are encountered. 	<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 	
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, the SMT room or the Bursars Office. 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 	<ul style="list-style-type: none"> Toilets to be sprayed after use – 	

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HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					areas. <ul style="list-style-type: none"> • Any concerns please alert SMT. • Staff will need to clean areas after changing of pupils. • Members of staff to wipe toilets down before, and after use. • Staff and pupils must wash hand thoroughly after toilet 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. • Where possible, members of staff to consider the layout and organisation of their classrooms, to encourage pupils to sit side by side or facing forwards. 	<ul style="list-style-type: none"> • Staff to open windows to encourage ventilation. 	