

# ***St Swithun's CE Primary School***



## ***Preparations for school reopening 8<sup>th</sup> March 2021***

### ***COVID 19 Risk Assessment***

Theme	Considerations and Control Measures	Who is responsible for implementation and monitoring?	Action completed	Estimate Risk Low Med High
<b>Arranging and welcoming all children back to school</b>	<ul style="list-style-type: none"> <li>• Following a Government announcement on 22<sup>nd</sup> February 2021 school will open to all children from 8<sup>th</sup> March 2021.</li> <li>• UK Government Guidance followed:  Schools coronavirus (COVID 19) operations guidance February 2021 will be followed:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></li> <li>• COVID 19 risk assessment, Safeguarding Policy and Remote Learning Policy/Offer and relevant documents are available on the school website for parents to review.</li> <li>• As in the return to school in September 2020, children will be grouped together in bubbles. These groups of children will avoid contact with other groups.</li> <li>• School attendance will be mandatory again. Unless a child is unable to attend school because they are complying with clinical/public health advice. In this case they will have access to remote education.</li> <li>• Stringent procedures will create an inherently safe environment for children and staff where the risk of transmission of infection is substantially reduced. Essential health and safety measures include: <ul style="list-style-type: none"> <li>➤ Requirement for people who are ill to stay at home.</li> <li>➤ Robust hand and respiratory hygiene.</li> <li>➤ Enhanced cleaning arrangements.</li> </ul> </li> </ul>	Headteacher and Leadership team	Completed	MEDIUM



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	<p>on the gates at pick up time.</p> <ul style="list-style-type: none"> <li>• Key Stage 2 children to enter and leave via nominated gate (bike shed or car park gate) – greeted by class teacher.</li> <li>• Children from Nursery to Year 2 will enter via the Key Stage 1 gate. Nursery and Reception children to enter the classroom via their own classroom door. Years 1 and 2 to enter the classroom via their own classroom doors.</li> <li>• One parent should bring their child to school and children must be taken safely to their classroom door and teacher to be dropped off.</li> <li>• Parents who are collecting children from both KS1 and KS2 entrances must leave the school site and walk around the road to the other entrance and not walk across the school site.</li> <li>• There will be no vehicle movement on site during drop off and pick up times to ensure safety. Staff using the staff car parks will arrive and leave before and after designated times. Otherwise they will park outside of the school site.</li> <li>• Bike and scooter racks can be used, but it is important social distancing is adhered to.</li> <li>• The school gates will be opened in line with drop off and pick up times to ensure children and parents do not enter the site early and they must leave the site immediately after they have dropped off or collected their child/children.</li> <li>• It is very important that parents do not gather for longer than needed on the school site, at the school gates or outside of school.</li> <li>• School uniform to be worn by all children. Uniform does not need to be cleaned any more often than usual.</li> <li>• Safety information signs/posters will be present across site relating to hygiene and social distancing rules.</li> <li>• Children should come to school with limited equipment - a water</li> </ul>	Headteacher and Leadership Team	Ongoing	

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	<p>bottle, warm coat, bag, and a PE kit and lunch box.</p> <ul style="list-style-type: none"> <li>• Children should wear an extra layer of clothing in school due to the school being colder because of increased ventilation by keeping windows and doors open.</li> <li>• Hot meals will be offered to all children in school, there is also the option of a cold brunch bag. Hot meals will be served in takeaway food containers and initially delivered to children to eat in their classrooms. Reception children will eat in the KS1 hall. This will be reviewed after the first two weeks.</li> <li>• PPE use is not recommended for children in school, except in certain circumstances. Children who are especially vulnerable will be permitted to wear a face covering, but only if recommended/confirmed by their doctor. Children wearing face coverings to school will be asked to remove them safely without touching the front of their face, before entering school. They must wash their hands immediately. Temporary, disposable face coverings should be placed straight in the bin and reusable covering in a plastic bag they can take home. Face coverings will be kept under review in line with government advice.</li> <li>• Children should not come to school if they are unwell and displaying symptoms that could be coronavirus. In this instance parents should follow the government Stay at Home COVID 19 guidance for households with possible coronavirus infection. Parents should notify the school immediately.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-">https://www.gov.uk/government/publications/covid-19-stay-at-</a></p>	Headteacher and Leadership team	Ongoing	

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	<p><a href="#">home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov</a></p> <ul style="list-style-type: none"> <li>• Children who suffer with conditions that might display similar symptoms such as hay fever will be identified to alleviate concern.</li> <li>• Some children with SEND/ECHP may need specific help and preparation for the changes to routine.</li> </ul>	Headteacher and Leadership Team	Ongoing	
<b>Arranging and welcoming staff back on site</b>	<p>Schools coronavirus (COVID 19) operations guidance February 2021 will be followed:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools coronavirus operational guidance.pdf</a></p>	Headteacher and Leadership team	Completed	MEDIUM

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	<ul style="list-style-type: none"> <li>• Staff will be sent a copy of the COVID 19 risk assessment. Staff will be reminded of key points.</li> <li>• Staff have been sent a copy of the Remote Learning Policy which includes safeguarding considerations and expectations.</li> <li>• PPE use by staff is still not recommended in school except in certain circumstances. However, more staff are now wearing face coverings/shields at their own discretion and this has provided some reassurance. The school have ample supplies of PPE for staff to wear. Otherwise, PPE should be worn when carrying out intimate care, supporting a child or adult who is unwell when social distancing cannot be adhered to. Also, where social distancing is not possible, for example close one to one work with children. More information on PPE use in schools can be found in the 'safe working in education, childcare and children's social care settings, including the use of PPE guidance'. However, this will be kept under review.</li> <li>• Staff wearing a face mask or face shield must ensure this is worn safely. See guidance below on the 'Dos &amp; Don'ts' of wearing a face covering. Face shields should be cleaned frequently. Face masks should be changed daily.</li> </ul> <p style="text-align: center;"><a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a></p> <p style="text-align: center;"><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <ul style="list-style-type: none"> <li>• All staff will extra vigilant in practicing handwashing and hygiene</li> </ul>	Headteacher and Leadership Team	Completed	

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	<p>measures, and social distancing.</p> <ul style="list-style-type: none"> <li>• Staff are to wear a face covering in communal areas (staffroom etc.), unless eating or drinking.</li> <li>• Staff are to be particularly observant of social distancing when eating lunch.</li> <li>• Staff are encouraged to provide their own flask/mug/drinks container and when used put straight in the dishwasher or wash their own crockery if practicable. Used crockery and cutlery must not be left on the kitchen sides.</li> <li>• Staff should maintain their own pens and other similar personal resources and these should not be shared with other staff or children.</li> <li>• In the staffroom maintain social distancing 2m apart. Staff social areas outside have been prepared to extend staff recreational area, allowing for social distancing.</li> <li>• Sufficient soap, cleaning products, sanitiser and hand cream will be available in staffroom areas for staff.</li> <li>• Sanitiser stations have been put at main entrances, walk through areas in school and by photocopier stations.</li> <li>• The photocopier touch screens should be cleaned with an anti-bac wipe before and after use.</li> <li>• All staff meetings will be held ensuring social distancing requirements can be applied.</li> <li>• Teachers must ensure that their classrooms are accessible for enhanced cleaning after school every day.</li> <li>• Staff toilet area: staff will be expected to wipe the toilet handle and taps after use - antibacterial wipes will be available in these areas.</li> <li>• Staff should not attend school if they are unwell and displaying coronavirus symptoms. If they become unwell whilst in school they must leave the site immediately and follow government guidelines (Stay at Home guidance as above).</li> </ul>	Headteacher and Leadership team	Ongoing	





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<b>SEND / Pupil Premium/Catch Up Lessons</b>	<ul style="list-style-type: none"> <li>A concentrated plan to support these children will be monitored by the SENCO/Headteacher.</li> <li>Catch Up lessons will continue remotely.</li> </ul>	Headteacher and SENCO  Teachers	Ongoing	LOW
<b>School day Classrooms &amp; outdoor space</b>	<ul style="list-style-type: none"> <li>Continuing to follow government guidance to reduce the risk of transmission and to make it easier in the event of a positive case to identify who may need to self-isolate, children will be organised in groups (bubbles) and they will not mix with children in school outside of their bubble.</li> <li>Bubbles will be organised in the following way: Saplings (Reception and Nursery) Year 1 Year 2 Year 3 Year 4 Year 5 &amp; 6 Year 5 &amp; 6</li> <li>Social distancing where possible between individuals should be maintained, but this is not always possible especially with younger children. This is still acceptable for younger children not to distance within their bubble.</li> <li>For children old enough, they should be encouraged and supported to</li> </ul>	Headteacher and Leadership team          Headteacher and Leadership team	Ongoing          Ongoing	MEDIUM

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	<p>maintain distance and not touch staff and their peers where possible.</p> <ul style="list-style-type: none"> <li>• Endeavouring to keep groups separate during the school day can be achieved by the school, but there needs to be consideration that children will mix outside of school for example, siblings are more likely to be in different groups, wrap around care groups and other activities children might attend outside of school. However, operating bubbles in school will still bring benefits and reduces the network of possible transmission.</li> <li>• Government advice states that staff in school, specialist staff, professionals and supply staff coming in to school can work across different bubbles in order to facilitate the delivery of the school timetable. In these circumstances people should endeavour to minimise contact and maintain as much of a distance as possible. School will endeavour to minimise this situation when organising the school as much as practicably possible.</li> <li>• With the exception of Early Years and Year 1 classrooms, classes will be organised with spaced out forward facing desks and children will sit side by side.</li> <li>• Other furniture that clutters classrooms has been removed to ensure adequate space available to move around.</li> <li>• Separation and social distancing will be maintained throughout the site. Whilst passing in the corridor or playground is low risk, busy corridors, entrances and exits will be avoided.</li> <li>• Different doors to enter and leave the building will be allocated to classes.</li> <li>• There are sufficient toilet facilities to allocate a block to each bubble.</li> <li>• Soft furnishings where practicable have been removed – also soft toys and intricate resources that are hard to clean. Resources that are not easily washable or wipeable have been removed.</li> </ul>	Headteacher and Leadership Team	Ongoing	

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	<ul style="list-style-type: none"> <li>• The school timetable, activities and curriculum will be organised to ensure bubbles are kept apart and movement around the school site is kept to a minimum. Whenever possible, increased outdoor learning will be planned. The timetable needs to allow for additional time to clean surfaces in classes and in particular the dining hall.</li> <li>• When possible, staff will communicate between other staff on site using their mobile phone. Class phones can be used but need to be cleaned with an anti bac wipe before and after use.</li> <li>• Break times and lunch times will be staggered for children. During these times there will be close supervision of maintaining social distancing.</li> <li>• All children will have lunch in their classrooms. Tables in classrooms are to be cleaned before and after children eat lunch at their table.</li> <li>• Outdoor playgrounds and field will be zoned into sections to ensure separation of bubbles. This will be on a rota basis so all bubbles have an opportunity to use trim trials and climbing frames.</li> <li>• PE lessons will take place in bubbles – outdoor sports should be prioritised where possible. There should be no contact games. Scrupulous cleaning of potentially shared equipment after use is particularly important because of the way in which people breathe during exercise.</li> <li>• The hall will be timetabled so that a PE/exercise space is available in wet weather.</li> <li>• Assemblies will be delivered in bubbles.</li> <li>• School day trips and activities will not take place.</li> <li>• Overnight residential trips will not take place.</li> <li>• Swimming lessons will not take place.</li> <li>• Play equipment outside will be allocated to each bubble and will be frequently washed. Class resources, such as books can be shared</li> </ul>	Headteacher and Leadership Team	Ongoing	

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	<p>within the bubble, but need to be cleaned/wiped frequently.</p> <ul style="list-style-type: none"> <li>• Children will have their own resources allocated (pencils/pens etc) and these will be stored in class trays (except Year 1, Reception and Nursery).</li> <li>• Children and staff can take books and other resources home if required, but if not essential to then this should be avoided. Hygiene rules will apply in this instance with washing hands and wiping equipment/resources before and after use.</li> <li>• Resources such as that inevitably will be shared at times between bubbles, such as PE, art and science equipment should be cleaned frequently and always between bubbles, or rotated to allow them to be left unused for 48 hours or 72 hours for plastic resources.</li> <li>• Classroom doors when practicable to be wedged open in the day to help ventilation and reduce the need to touch door handles. Staff to close doors at the end of the day or if evacuating the building, adhering to fire regulations. External doors leading to outdoor areas and internal communal doors also to be kept open reducing possible virus spread on doors and handles. Always keeping in mind safeguarding safety requirements.</li> <li>• Windows to be kept open to help ventilation. Extra layer of clothing to be worn by children and staff as school will inevitably be colder.</li> <li>• Trim trails, climbing frames and outdoor play equipment can be used by bubbles and will be cleaned regularly by the site manager. Children using this equipment must wash/sanitise their hands before and after use.</li> <li>• Sandpit in Saplings can be used.</li> <li>• Bike and scooter racks can be used and will be regularly cleaned by the site manager.</li> <li>• Enhanced cleaning routines to be in place during the school day</li> </ul>	Headteacher and Leadership Team	Ongoing	

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	<p>(before and after lunch) as well as after school. Ensuring regular cleaning of frequently touched surfaces (tables/door handles etc.).</p> <ul style="list-style-type: none"> <li>• All bins will be emptied daily by cleaners.</li> <li>• Laptops/iPads can be used if anti bac wipes are used before and after use. Children and staff must wash/sanitise their hands before and after use. Laptop trolleys in KS2 will be specifically allocated to bubbles.</li> <li>• Classrooms and tables should be clutter free and surfaces tidy.</li> <li>• Individual risk assessment to be completed (or updated) by Senco and class teacher for children who require close one to one supervision/intimate care. Or for children who with complex needs who might struggle to maintain as good respiratory hygiene as their peers.</li> <li>• Essential prevention routines to be enforced - adults and children are reminded daily to: <ul style="list-style-type: none"> <li>➢ Frequently wash their hands with soap and water for 20 seconds. Alcohol based sanitiser can also be used. As a minimum this should take place at the start of the day, returning from breaks, before and after lunch and at the end of the day. Also, after sneezing or coughing. Soap and alcohol based sanitiser is available in every class, staffroom areas, adult toilets and in other key areas. Soap is available in all children's toilet areas. Staff will support children in cleaning their hands and supervise the use of sanitiser when necessary.</li> <li>➢ Children and staff are encouraged not to touch their mouth, nose and eyes.</li> <li>➢ Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste. Promoting, 'Catch it, bin it, kill it'.</li> </ul> </li> </ul>			

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	<ul style="list-style-type: none"> <li>PPE if needed is available in every classroom, first aid bases and office areas.</li> </ul>			
<b>Office procedures and school reception</b>	<ul style="list-style-type: none"> <li>Visitors to school will be restricted. Parents and visitors will be encouraged to use other means of communication such as: Email, phone or post box.</li> <li>The office will maintain a record of all visitors in school. This record will include name/company and contact number to support the Test and Trace process. If visits are after school hours then the member of staff organising the visit will take this information and pass this information to the office.</li> <li>Visitors to school and children arriving late or leaving early will be signed in/out by office staff – the reception touch screen signing in procedure will not be used to avoid possible transmission.</li> <li>All visitors entering reception must wear a face covering.</li> <li>The office will also maintain a daily record of staff deployment rotas and in particular movement of staff to cover absences. If there is a positive result in school, the school needs to identify all staff that might have had contact with the infected person.</li> <li>Office staff will be especially vigilant in maintaining a distance. Only two staff at any one time will be in the enclosed office space.</li> <li>Other staff in school to refrain from entering the school office, if resources, icepacks first aid are required these should be passed out to staff to allow social distancing to be adhered to.</li> <li>A protection screen has been installed on front reception desk and this will be cleaned regularly by office staff.</li> <li>Alcohol based sanitiser made available for visitors to use on arrival and leaving.</li> <li>Office staff to clean touch areas, such as entrance door handle regularly throughout the day.</li> </ul>	<p>Office Staff and Business Manager</p> <p>Office Staff and Business Manager</p>	Ongoing	MEDIUM



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	<p>Evaluated on an individual case by case basis.</p> <ul style="list-style-type: none"> <li>• The building is closed to the public so visitors and parents are not permitted into the school building, unless authorised/essential. Deliveries are left at front entrance when possible.</li> <li>• Face covering to be worn by visitors entering reception.</li> <li>• Information signage at entrances with safety information.</li> <li>• Only necessary maintenance carried out by external contractors whilst the school building is open for children and staff e.g. gas service, water hygiene, fire equipment checks or emergencies.</li> <li>• Best practice hygiene requirements will be followed. Frequently touched areas will be cleaned by staff throughout the school day and there will be a whole school enhanced clean the end of the day by the cleaners.</li> <li>• See arrangements for contractors in section below.</li> <li>• Introduction to staff self-testing for COVID 19 using LFD home testing kit, from Thursday 28<sup>th</sup> January 21. Aim to identify people in school who are asymptomatic. This is not mandatory and staff must 'opt in'.</li> <li>• Introduction to home self-testing for pupils and their households twice weekly. See link for more details and how to organise:</li> </ul> <p><a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a></p>			
<p><b>Infection Control</b></p> <p><b>Someone becomes unwell in school</b></p>	<ul style="list-style-type: none"> <li>• UK Government guidance will be followed. All elements of the system of controls are essential and school must cover them all, maximising the use of control measures will effectively minimise the risks. The school community must fully engage with the NHS Test and Trace process and will work in conjunction with the local Public Health</li> </ul>	<p>Headteacher and Business Manager</p>	<p>Ongoing</p>	<p>MEDIUM</p>

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	<p>England Health Protection team.  <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <ul style="list-style-type: none"> <li>If a member of staff or child becomes unwell with coronavirus symptoms (new persistent cough or high temperature, or has a loss of, or change in their normal sense of taste or smell) they must leave school immediately. Parents when called must pick up their child without delay. They must be advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection'. This sets out that they should self-isolate for at least 10 days and should 'arrange to have a test' to see if they have coronavirus. All children can be tested, including children under 5.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov</a></p> <ul style="list-style-type: none"> <li>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of the household including any siblings should self-isolate for 10 days from when the symptomatic person first had</li> </ul>	Headteacher and Business Manager	Ongoing	

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	<p>symptoms.</p> <ul style="list-style-type: none"> <li>• If a person tests positive details of anyone they might have been in close contact with will need to be given to the NHS Test and Trace team.</li> <li>• In an emergency if they are seriously ill or injured call 999. They must not attend the GP, pharmacy or hospital.</li> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus such as a cold or flu – in which case it is still better to avoid contact with other people until better. Other family members can stop self-isolating.</li> <li>• If there is a positive test in school, swift action is required and the school will immediately contact the local Public Health England Protection team who will conduct a detailed risk assessment. They will advise the school as to what action to take. This team will also contact the school if they become aware of someone who has tested positive and has attended the school recently. After PHE conduct a risk assessment the school could be advised to send home anyone who has been in close contact with the infected person and they will have to self-isolate for 10 days. In most instances this will mean everyone in the bubble. Household members of those contacts who are sent home do not need to self-isolate themselves unless the person develops symptoms. Stay at home: guidance for households with possible or confirmed coronavirus (COVID 19) infection should be followed. It is unlikely that there will be a whole school closure.</li> <li>• All parents and staff at school will be advised that there has been a positive case in school. The name of the infected person should not be divulged unless essential to protect others.</li> </ul>	Headteacher and Business Manager	Ongoing	

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	<ul style="list-style-type: none"> <li>• Staff supporting unwell children or adults are to wear full PPE if a distance of 2 meters cannot be maintained. PPE is available in all classes, first aid bays and in the school office. Children unwell should remain with this member of staff – adequate supervision should take place maintaining social distancing. The person unwell should not be passed on to another member of staff to deal with. The member of staff supporting the unwell person does not have to go home unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who is unwell.</li> <li>• The area and touch points around the person with symptoms must be cleaned with normal household bleach multipurpose cleaner (COSHH assessed) to reduce the risk of passing the infection on to other people. Resources used must also be washed in soap and water.</li> <li>• Unwell children waiting to be collected will be isolated in the meetings room in KS1. The room will be well ventilated with windows open but door closed. The disabled toilet will be allocated for use.</li> <li>• Both rooms after will undergo enhanced cleaning using a normal household bleach multipurpose cleaner. Cleaning staff should wear necessary PPE (apron and gloves).</li> <li>• In this situation the school will remain in regular communication with parents and the staff member.</li> <li>• Line Managers are advised to keep in regular contact with staff isolating.</li> </ul>	Headteacher and Business Manager	Ongoing	

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<b>Administering of medicines and first aid</b>	<ul style="list-style-type: none"> <li>• Trained first aid staff are available at all times.</li> <li>• Staff must wear gloves when administering first aid and medicines. If supporting an unwell child and social distancing can't be adhered to then PPE to be worn.</li> <li>• PPE resources are available in all classes, first aid bays and in the school office.</li> <li>• Ice packs after use must be thoroughly washed with soapy water.</li> <li>• First aid procedures must be adhered to.</li> </ul>	All Staff	Ongoing	LOW
<b>Contaminated workplace &amp; infection control</b>	<ul style="list-style-type: none"> <li>• UK Government guidance will be followed. Enhanced/deep clean organised with cleaning contractor immediately.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• Daily Cleaning schedule in place.</li> <li>• Cleaning kits available in all classes and staffroom areas.</li> <li>• Social distancing requirements adhered to whilst cleaning taking place. Face coverings worn by cleaning staff.</li> <li>• Hygiene information posters with guidance are across the school site.</li> <li>• Regular cleaning throughout the day of frequently touched areas.</li> <li>• Building is closed to the general public so visitors should not be permitted/restricted. Few exceptions see visitors to site section.</li> <li>• Only necessary maintenance carried out by external contractors.</li> <li>• Significant emphasis on hygiene and safety measures for all children and staff.</li> </ul>	Headteacher and Business Manager	Ongoing	MEDIUM

Theme	Considerations and Control Measures	Who is responsible for implementation and monitoring?	Action completed	Estimate Risk Low Med High
<b>Travel</b>	<ul style="list-style-type: none"> <li>• Employees and families are advised to limit the use of public transport when possible. If public transport used persons are advised to keep to social distancing and the use of a mask is mandatory.</li> <li>• Families driving to school should wait in their car until their child's class drop off and collection time to avoid people congregating and breaching social distancing rules.</li> <li>• Walking to school is encouraged and families should try to ensure accurate travel times to make sure their time of arrival at school is in line with their child's class drop off and pick up time to avoid people congregating and breaching social distancing rules.</li> <li>• School carparks closed during drop off and pick up times.</li> </ul>	Headteacher and Leadership team	Ongoing	LOW
<b>Other building users</b>  <b>Contractors &amp; visitors</b>  <b>Other professionals</b>  <b>Students</b>	<ul style="list-style-type: none"> <li>• All clubs except Oxford Active after school club are cancelled.</li> <li>• Oxford Active will open in line with school re-opening. Children will be organised in bubbles. The club will have their own risk assessment in place. Staff</li> <li>• All volunteers are cancelled until further notice.</li> <li>• Contractors on site will be for essential work only whilst the school is open. Work will be organised out of school hours when practicable. The Site Manager will manage contractors on site ensuring health and safety requirements are adhered to.</li> <li>• The catering contractor The School Lunch Company will offer hot meals and brunch bags to all children.</li> <li>• The School Lunch Company catering contractor and Pro Clean cleaning contractor have their own COVID 19 risk assessment in place and this will work in conjunction with the school's COVID 19 risk assessment. This will be managed by the School Business Manager.</li> <li>• Guidance for food businesses on coronavirus (COVID 19) followed by The School Lunch Company.</li> </ul>	Headteacher and Business Manager	Ongoing	MEDIUM

Theme	Considerations and Control Measures	Who is responsible for implementation and monitoring?	Action completed	Estimate Risk Low Med High
	<ul style="list-style-type: none"> <li>Supply teachers and other professional staff can work in and across the school and move between schools. Social distancing must be adhered to. School will however endeavour to minimise the number of visitors to school. Details will be taken to ensure Test and Trace requirements can be complied with.</li> <li>Student teachers will be accepted/declined to work in school based on an assessment by the Headteacher - this will be on an individual case by case basis.</li> </ul>			
<b>Governor and other professionals meetings</b>	<ul style="list-style-type: none"> <li>If possible meetings will be held by video call for governors. NGA Guidance will followed. <a href="https://www.nga.org.uk/">https://www.nga.org.uk/</a></li> <li>Visitors on the school site will be kept to an absolute minimum, professional meetings will be held by video call whenever possible.</li> <li>Recruitment – the interview process will be reviewed on an individual basis. Assessment will be considered remotely, but when possible carried out safely in school. Safer Recruitment Procedures will be followed at all times.</li> <li>No shaking of hands.</li> </ul>	<p>Chair of governors</p> <p>Headteacher and Leadership team</p>	Ongoing	LOW
<b>Daily cleaning and hygiene</b>	<ul style="list-style-type: none"> <li>Adhere of government guidance: COVID 19 Cleaning of Non Healthcare Settings <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Enhanced cleaning requirements organised with cleaning contractor. Cleaning materials have been reviewed to ensure sufficient strength to kill the virus.</li> <li>More frequent cleaning throughout the day by school staff of frequently touched surfaces. To include areas that have shared use</li> </ul>	Business Manager, Site Manger and Cleaning Supervisor	Ongoing	MEDIUM

Theme	Considerations and Control Measures	Who is responsible for implementation and monitoring?	Action completed	Estimate Risk Low Med High
	<p>by different groups.</p> <ul style="list-style-type: none"> <li>• Safety measures taken for cleaning staff for their protection.</li> <li>• Cleaning response to a confirmed suspected coronavirus or positive case will be followed.</li> <li>• Continue to ensure adequate supplies of: toilet rolls, soap, sanitiser, paper hand towels, cleaning products and hand cream.</li> <li>• There are adequate hand washing facilities for children and staff available throughout the school.</li> <li>• Soap, alcohol sanitiser, tissues, cleaning resources and PPE kit are available in all classrooms, staff areas and other key areas in use.</li> <li>• Cleaning resources and sanitiser will be managed safely by staff in classrooms and kept out of reach of children.</li> <li>• Surfaces and resources that young children are touching are to be cleaned throughout the day/more regularly than normal (tables, chairs, light switches, door handles, touch points etc).</li> <li>• Play resources and outdoor equipment used will be cleaned regularly.</li> <li>• Bins for tissues are emptied daily.</li> <li>• Waste disposal arrangements in place.</li> <li>• Tea towels not to be used, instead disposable towels.</li> <li>• Cleaning cloths used by staff to be disposable and thrown away immediately.</li> </ul>			

Theme	Considerations and Control Measures	Who is responsible for implementation and monitoring?	Action completed	Estimate Risk Low Med High
<b>Other health and safety considerations and premises checks</b>	<ul style="list-style-type: none"> <li>• Clear signage and information displayed around premises promoting key health and safety issues (social distancing and hand washing etc.</li> <li>• Fire evacuation procedures will remain the same now the whole school has returned, but staff should ensure social distancing between bubbles in adhered during evacuation. Meeting points will be marked out 2 meters apart.</li> <li>• Maintain all fire regulation regular checks.</li> <li>• Maintain all Water Hygiene checks, such as flushing water if used infrequently and temperature checks.</li> <li>• Maintain other statutory checks, such as gas, boilers, PAT etc.</li> <li>• Ensure general maintenance and repairs continue where practicable.</li> <li>• Ensure ground maintenance continues.</li> </ul>	Headteacher and Business Manager	Ongoing	LOW
<b>Policy amendments</b>	<ul style="list-style-type: none"> <li>• Refresh key policies adding an addendum to ensure COVID 19 risks and effects are considered:</li> </ul> <p>Behaviour policy has been reviewed. It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education for some children. Also, adherence to distancing, restricted movement around the school and hygiene must also be clear. School must set out expectations early so that that they are fully understood and consistently supported.</p> <p>Health and Safety policy has been reviewed to ensure in line with COVID 19 ongoing health and safety requirements.</p> <p>Safeguarding policy has been reviewed, Safeguarding considerations and expectations are detailed in the Remote Learning Policy</p> <p>Remote Learning Policy in place detailing the school offer for remote learning.</p>	Headteacher, Leadership Team and Governors	Complete	LOW

Theme	Considerations and Control Measures	Who is responsible for implementation and monitoring?	Action completed	Estimate Risk Low Med High
<b>Monitoring and review</b>	Aspects of this risk assessment will be monitored and reviewed daily by the leadership team and other senior staff. The effectiveness of the full risk assessment will be reviewed by governors at governor meetings. Risk assessment to be updated in line with any issues identified and changes in public health advice.	Headteacher, Leadership Team and Governors	Ongoing	LOW

*Summary of updates from last review:*

Asymptomatic home self-testing opportunity using rapid LFD devices for staff, pupils and their households.

Tighter end of day collection procedures to support social distancing.

Emphasis on parents leaving the site immediately after drop off and collection of children.

Hot meal provision (& brunch bags) now offered to whole school.

Clear guidance on safe use of face coverings for staff.

Strong re-focus on hygiene routines throughout the day. HANDS FACE SPACE

Strong re-focus on social distancing of staff in school, especially at lunchtimes and in communal areas throughout the school. Face coverings to be worn in communal areas.