

## School Covid 19 Risk Assessment – September 2021



Name of School	Southwick CE Primary School
Name of Headteacher	Lesley Shellard
Assessment completed by	Lesley Shellard
Assessment date	29.08.21

**This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, visitors and pupils who may be unfamiliar with the site.**

**Use the template to prepare a bespoke risk assessment for your school/setting. It must be kept under review and updated accordingly.**

### **Useful links:**

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

**This, and other separate risk assessments required for specialist situations as set out in the template below, do not need to be submitted to the local authority but should be available for scrutiny from the local authority or HSE enforcement officers.**

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<b>Symptomatic or other high-risk personnel attending school site</b>		
	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul> <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<ul style="list-style-type: none"> <li>• Parents, staff and pupils are frequently informed of the need to remain at home if they are presenting with any of the symptoms associated with Covid-19</li> <li>• Office staff remind visitors and contractors when appointments are made. SBM/Admin officer to inform contractors of expectations when attending school.</li> <li>• Where possible, contractors should attend school outside of school hours</li> <li>• Existing staff are double vaccinated; new staff to be encouraged to double vaccinate as part of induction process</li> <li>• Individual RAs will be carried out for staff deemed to be extremely clinically vulnerable, clinically vulnerable or pregnant</li> <li>• Contingency plan for remote learning in place in the event of a local outbreak– see website</li> <li>• Staff to continue to engage in twice-weekly lateral flow testing (to be reviewed by the government Sept 21)</li> </ul>
A member of the school community develops COVID-19 symptoms during the school day	<ul style="list-style-type: none"> <li>• Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>• Ventilate the room if possible.</li> <li>• PPE should be worn if contact is required.</li> <li>• Inform parent/carer to arrange collection.</li> <li>• Cleaning regime after each usage of the space.</li> </ul> <p>Follow the advice from health protection team</p>	<ul style="list-style-type: none"> <li>• If child has temperature or new and continuous cough, they should be placed in isolation in the library. Siblings also to be sent home.</li> <li>• Ensure the room is well-ventilated by opening windows</li> <li>• Staff to maintain a minimum of 2m social distancing</li> <li>• PPE should be worn if contact is required.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Office staff to inform parent/carer to arrange collection; siblings also to be sent home</li> <li>• Room to be deep-cleaned after use</li> <li>• Inform parents or staff member of the need to arrange a PCR test and participate in Test and Trace protocols</li> <li>• Parents to inform school of test results at the earliest opportunity</li> <li>• Staff member accompanying the child should remove and double bag PPE before disposal. Hands should be washed with soap and hand sanitiser before returning to bubble</li> </ul>
<p>Vulnerable / Extremely vulnerable children at higher risk of infection.</p>	<ul style="list-style-type: none"> <li>• Parents should follow current medical/government advice if their child is in this category.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise parents that they should seek advice from their GP as to whether or not their child should attend school</li> <li>• Children to be offered own table to reduce contact with others</li> </ul>
<p><b>1. Maintaining distancing and reducing contact – entrance and exit routes</b></p>		
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on distancing rules on site.</li> <li>• Staggered start/finish times for different groups.</li> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> <li>• Use of different entrances/exits for different groups.</li> <li>• Only one parent/carer to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents supplied with handbook prior to start of term; to be updated if and when advice changes</li> <li>• Parents to bring children to drop-off point at school gates to avoid large groups of people in the playground</li> <li>• Advise parents that where possible only one parent/carer should accompany child to school.</li> <li>• Parents requested to wear masks at collection and drop-off as a courtesy to others</li> <li>• Signage displayed at entrances to school reminding parents of measures in place</li> <li>• SLT to man gates to supervise entrance and exit of children</li> </ul>

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Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Stagger drop off / pick up times.</li> <li>• Minimise vehicles on site</li> <li>• Review traffic management risk assessment where changes to start/end of day apply.</li> <li>• Staff on duty to supervise.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents and staff advised that, where possible, they should walk or cycle to school rather than drive</li> <li>• Staff to supervise pick-ups and drop-offs</li> <li>• Information re drop off and pick up be shared with parents and children prior to 2<sup>nd</sup> September</li> <li>• <a href="#">Y1 and Y2 parents to collect from playground area outside classrooms to minimise crowding at the school gate</a></li> </ul>
<b>2. Maintaining distancing and reducing contact – internal areas and play areas</b>		
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> <li>• Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves.</li> <li>• Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups.</li> <li>• Children to remain at their desks when in the room; children use the same desk each day.</li> <li>• Distancing and reducing contact to be explained to children with regular reminders.</li> <li>• Signage/Posters in each classroom.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available</li> <li>• Staff to supervise and enforce measures.</li> <li>• The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</li> <li>• Ventilation improved by having windows open.</li> </ul>	<ul style="list-style-type: none"> <li>• KS1 and KS2 to have separate playtimes to minimise contact</li> <li>• KS1 and KS2 to have separate sittings for lunch</li> <li>• Staff room rota in place for lunchtimes to ensure that not all staff are present in an unventilated room.</li> <li>• Collective worship to take place in key stages.</li> <li>• Children to remain seated when in classroom; children will use the same desk/chair every day. Learning partners to be changed termly in the first instance</li> <li>• Seating plan to be recorded in the event of the need for Track and Trace; children will not change learning partners until the end of T1</li> <li>• Where close contact takes place for other reasons, this will be recorded by the class teacher/office staff</li> <li>• Daily registers (am and pm) to be maintained at Poplar Club</li> </ul>

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		<ul style="list-style-type: none"> <li>• Children to be provided with a set of equipment, for which they are responsible, to reduce movement around the classroom.</li> <li>• Classroom rules to be created with the children; these should include instructions such as how to line up, use of toilets, moving around the classroom, handwashing etc. Children to be made aware of how these link to our school rules: Be ready, respectful and safe. These should be embedded through frequent reminders</li> <li>• All lessons should only be planned for individual work or group work with learning partners who sit at the same table. Learning partners will remain the same for T1.</li> <li>• Small group interventions to continue to take place using a portable screen if required</li> <li>• Conversations taking place in the classroom between adults and children should maintain a height differential whenever possible.</li> <li>• Coats and bags may be placed in cloakroom areas, a table at a time, under supervision;</li> <li>• Playtimes will take place in KS 'bubbles' utilising the field and surfaced areas, weather permitting.</li> <li>• Lunchboxes should be named and distributed to children</li> <li>• Classrooms should be well ventilated – windows and internal doors, where possible, to be open at all times; external doors to be propped open at playtimes to increase airflow.</li> <li>• All PE lessons, where possible, to take place out of doors</li> </ul>

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<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> <li>• Minimise movements of whole groups and individuals outside of the classroom.</li> <li>• Acts of worship and other typically communal events to take place in groups</li> <li>• Face coverings to be worn by adults in primary schools where distancing cannot be maintained indoors but outside of the classroom</li> </ul>	<p>A one-way system is not feasible, due to the layout of the school therefore:</p> <ul style="list-style-type: none"> <li>• Children to move in small groups, managed by teacher during the school day to avoid crowding; children to use cloakroom in maximum of table groups only</li> <li>• Staff to liaise re use of specified areas of the school e.g. outdoor classroom, hall</li> <li>• A daily act of worship should be carried out each day as per shared Collective Worship rota; this should link to our current value.</li> <li>• It is advised that face coverings should be worn whenever possible in communal areas</li> </ul>
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> <li>• Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> <li>• Where practicable avoid different groups using the same facilities at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>• Only one or two children to use the class toilets at any time –handwashing to be supervised by an adult as appropriate</li> <li>• Signs to be placed in toilets to remind children re the importance of handwashing</li> <li>• External toilet doors to be wedged open to reduce touch points.</li> <li>• Additional stocks of soap/hand sanitizer to be maintained</li> </ul>
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times.</li> <li>• Limit use of outdoor play equipment to designated groups at fixed periods</li> <li>• Games which encourage distancing and reduce contact.</li> <li>• Staff supervision to maintain standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Rotas in place for staggered playtimes and lunchtimes for staff and children</li> <li>• Field marked into zoned areas by groundsman as appropriate</li> <li>• Playtime equipment should be cleaned regularly after use</li> <li>• Children to be supervised during all playtimes – staff to ensure that they do not congregate but</li> </ul>

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		spread out in order to observe all groups of children
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> <li>• Staggered break times, by KS, for staff.</li> <li>• Staggered lunchtime, by rota, for staff</li> <li>• Repurpose unused spaces for additional staff rooms.</li> <li>• Staff toilets to enforce 2m distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchtime rota in place – to rotate fortnightly</li> <li>• Chairs to be distanced as far as possible; extraneous furniture to be removed</li> <li>• Staff to use staff toilet designated for their bubble use; <a href="#">staff to wear masks when in toilet area as corridor is unventilated.</a></li> <li>• All staff to wipe/disinfect toilet seat and touchpoints after use.</li> </ul>
Provision of school dinners impedes the means to distance and reduce contact	<ul style="list-style-type: none"> <li>• Provision of food has been subject to specific risk assessment</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School cook (ECV) and assistant cook to ensure that kitchen cleanliness is maintained and food is prepped and served on time; MDSAs to serve children at tables to minimise contact.</li> <li>• No other members of staff to enter kitchen unless essential e.g. for acceptance of deliveries</li> <li>• MDSAs allocated to spaces for supervision as per rota</li> </ul> <p>Key stage sittings to minimise contact</p>
Staff meetings have the potential to increase transmission as a result of crossed bubbles		<ul style="list-style-type: none"> <li>• Staff meetings will take place in hall/Shackleton; windows to remain open</li> <li>• Tables will be cleaned thoroughly before and after use</li> <li>• Staff will be socially distanced as far as possible; all staff will face forwards</li> <li>• If cases rise exponentially, meetings will take place virtually</li> </ul>
Other	<ul style="list-style-type: none"> <li>• All staff may operate across different groups/bubbles if necessary, but must continue to maintain distance from pupils and other staff as much as possible</li> <li>• Schools should work closely with external wraparound care providers to ensure that as far as possible, children can be</li> </ul>	<ul style="list-style-type: none"> <li>• The crossing of bubbles by staff will be kept to an absolute minimum and will only take place where this is dictated by role or the need to staff safely</li> </ul>

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	<p>kept in a group with children from the same group as during the school day</p> <ul style="list-style-type: none"> <li>Schools will follow latest guidance for the performing arts when considering performances.</li> </ul> <p>The use of volunteers across groups should be kept to a minimum and they should remain 2m distant from pupils and staff where possible</p>	<ul style="list-style-type: none"> <li>Staff crossing bubbles will maintain a 2m distance where possible</li> <li>Poplar Club will continue to be separated by KS where possible.</li> </ul>
<b>3. Hygiene and Cleaning</b>		
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> <li>Toilets</li> <li>Door Handles/ Access Buttons</li> <li>Kitchen areas and associated equipment</li> <li>Water dispensers/ coolers</li> <li>Printers/ Photocopiers</li> <li>White Boards</li> <li>Play Equipment</li> <li>Shared resources</li> <li>PPE to be worn by cleaning staff as dictated by risk assessment.</li> <li>Use of contractors or other school staff for additional cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Wiping of work surfaces, door handles and light switches will take place at lunchtime</li> <li>All surfaces, door handles, switches and toilets will be deep cleaned each day using bleach based sprays/hot soapy water</li> <li>Protective equipment (disposable apron, mask and gloves) will be worn by cleaning staff by other members of the staff team when cleaning</li> <li>Some EY resources which may be rotated will be left to soak in Milton overnight and will be left to dry before further use to reduce the risk of indirect transmission.</li> </ul> <p>Cleaners to be paid for additional hours, as needed, to ensure that school is kept clean</p>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.</li> <li>Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative</li> <li>Extra signage to encourage washing hands.</li> <li>Ensure help is available for children who cannot clean their hands independently.</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser dispensers available in all rooms and in entrances to the school; additional hand sanitiser purchased</li> <li>High quality liquid soap purchased</li> <li>Hand sanitizer (handbag size 70% alcohol) purchased for staff – to be refilled in school when empty</li> <li>Soap and hand sanitiser dispensers to be refilled daily by cleaning team</li> </ul>

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	<ul style="list-style-type: none"> <li>• Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</li> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>• Promotion of the ‘Catch it, Bin it, Kill it’ campaign to pupils and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and children wash hands or use hand sanitizer on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>• Washing hands posters to be placed by all sinks</li> <li>• Reminders how to wash hands properly – videos and posters – to be revisited at the start of term and then at frequent intervals so that the need for thorough hand washing is embedded</li> <li>• Soap dispensers available in each classroom</li> <li>• Implement handwashing snake - so thorough hand washing can take place but in the minimum amount of time – children to wet hands, squirt soap on hands, walk to classroom whilst rubbing hands, rinse off in classroom.</li> <li>• Tissues and lidded bins available in all classrooms</li> </ul>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> <li>• Material data sheets to be made available for new and existing products.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner –in-charge to carry out COSHH assessment for any new cleaning/sanitising products in use.</li> <li>• Cleaner –in-charge to ensure that any additional cleaning staff are made aware of the COSHH risk assessments.</li> <li>• All cleaning materials including those which hazardous are to be stored appropriately</li> <li>• Material data sheets to be made available for new and existing products.</li> </ul>
<b>4. Site and Buildings</b>		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement.</li> <li>• A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> </ul>	Only <b>essential</b> visitors to enter school premises i.e. essential to the running of the school or to the education of the children.

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	<ul style="list-style-type: none"> <li>• Information/signage for visitors informing them of the infection control procedures.</li> <li>• Deliveries and visits outside of school opening hours where possible.</li> <li>• Provision of hand sanitiser at main school entrance.</li> <li>• Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> <li>• Adult visitors to be encouraged to wear face covering unless exempt.</li> </ul>	<ul style="list-style-type: none"> <li>• Site visits only to be carried by pre-arrangement with SBM; SBM to confirm protocols for deliveries etc at point of contact</li> <li>• Only one visitor/contractor in school foyer at any one time due to size of reception area</li> <li>• Discussions to take place through screened hatch</li> <li>• Deliveries to be made/contractors to visit school outside of school day where possible</li> <li>• Information / signage for visitors informing them of the infection control procedures to be placed in foyer</li> <li>• Hand sanitiser to be available in reception and used prior to entering and leaving the school building</li> <li>• Admin officer to maintain a record of visitors to the site (i.e. non-school staff/children) including contact details. This should be maintained in the event of contact by Track and Trace</li> <li>• Parents visiting the school re admissions to be informed of protocols currently in place when booking an appointment</li> <li>• Face coverings will be provided if visitors arrive on-site without one; visitors not wearing face coverings will be challenged.</li> </ul>
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> <li>• All fire doors are operational at all times</li> <li>• Fire alarm system and emergency lights have been tested and are fully operational.</li> <li>• Review of fire assembly points to accommodate reduced contact and distancing where practicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire safety requirements to be displayed in all classrooms</li> <li>• SBM to carry out weekly checks of fire alarm system</li> <li>• Fire drill to be carried out in week 2</li> <li>• SBM to review emergency plans</li> </ul>

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	<ul style="list-style-type: none"> <li>• Fire drill practice to train new arrangements.</li> <li>• Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.</li> </ul>	
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> <li>• Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation.</li> </ul>	<ul style="list-style-type: none"> <li>• Where possible all internal/external doors should be wedged open when room is occupied. These should be closed on leaving the room in case of fire</li> <li>• External doors to be closed when rooms are vacant</li> <li>•</li> </ul>
Building checks not taken place	<ul style="list-style-type: none"> <li>• All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner-in-charge to maintain schedule of flushing out water system</li> <li>• SBM to oversee compliance schedule</li> </ul>
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> <li>• Make use of existing mechanical ventilation systems preferably drawing on fresh air.</li> <li>• Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts)</li> <li>• Opening external doors may also be used provided security is not unduly compromised</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> <li>• Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas</li> </ul>	<ul style="list-style-type: none"> <li>• All windows to remain open at all times</li> <li>• Doors may be closed whilst classrooms are occupied, however, external doors must be propped open before school, at playtimes and after school</li> <li>• HT/SBM to investigate cost of additional windows for staff room</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the school site</li> <li>• CO2 monitors to be used immediately on receipt from DfE</li> </ul>
<b>5. Equipment and furniture</b>		

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<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group.</li> <li>• Outdoor equipment should be cleaned more frequently than normal.</li> <li>• Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> <li>• Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously.</li> </ul>	<ul style="list-style-type: none"> <li>• EY resources, should be cleaned/ left to soak in Milton regularly to reduce the risk of indirect transmission. Leave resources to de-contaminate for 72 hours if possible.</li> <li>• The Trim Trail will be sprayed with disinfectant after use by teacher on duty/Sports Coach</li> <li>• Children to be provided with a set of playtime equipment which will be cleaned meticulously after use</li> <li>• Parents will be informed and reminded that children are unable to bring toys to school to play with</li> </ul>
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Children asked to bring in own stationery or have allocated, named, packs of stationery per child.</li> <li>• Resources and surfaces to be cleaned each night.</li> <li>• Lessons planned so sharing of resources in minimised.</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>	<ul style="list-style-type: none"> <li>• Children to be provided with reading books which will be chosen/changed weekly from classroom libraries (selection to be taken from the library at the start of term and stored in classroom for T1 if needed). On return, books should be stored for a minimum of 72 hours prior to redistribution</li> <li>• Children to be provided with own resources – pen, pencil, rubber, whiteboard, whiteboard pen etc; KS2 children may bring in pencils cases and take home daily</li> <li>• Shared resources should be cleaned by staff at end of the day either by soaking in Milton overnight, wiping with anti-bac wipes or by washing in hot soapy water.</li> <li>• Touch points, tables, door handles and other surfaces to be cleaned by cleaning team every night</li> <li>• Children encouraged to wash hands / use hand sanitiser before and after lessons</li> </ul> <p>All surfaces to be left clear at the end of the day</p>

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<b>6. Health and Wellbeing</b>		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> <li>• Carry out an audit of all staff availability and review it regularly.</li> <li>• Introduce a process for staff to inform you if their health situation changes.</li> <li>• If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> </ul>	<ul style="list-style-type: none"> <li>• HT and CV/ECV staff to ensure that they are familiar with current guidance re their conditions and any decisions to be made as a result of changes to guidance</li> <li>• Staff to inform HT of any changes to health which may impact on risk to self as a result of Covid-19</li> <li>• In the event of staff absence, redeploy experienced TAstaff to provide cover</li> </ul>
Absence of measures to address localised enhanced covid transmission chain	<ul style="list-style-type: none"> <li>• Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding: <ul style="list-style-type: none"> <li>○ Good hygiene</li> <li>○ Appropriate cleaning regimes</li> <li>○ Keeping occupied spaces well ventilated</li> <li>○ Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19.</li> </ul> </li> <li>• Local school management plan is in place and relevant staff have been made aware</li> <li>• Remote education plans in place</li> <li>• Engage fully with NHS Test &amp; Trace</li> <li>• Schools should make themselves familiar with the Contingency Framework <a href="#">document</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• School to contact PHE for advice if outbreak or cluster occurs <a href="mailto:phtracing@wiltshire.gov.uk">phtracing@wiltshire.gov.uk</a></li> <li>• Implement Contingency Outbreak Management Plan in the event if either: <ul style="list-style-type: none"> <li>* 5 children or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10 day period, or</li> <li>*10% of children or staff who are likely to have mixed closely, test positive for Covid-19 within a 10 day period</li> </ul> </li> <li>• Implement remote learning plan if possible</li> <li>• Seating plans maintained and updated as changes are made and handed to HT</li> <li>• Staff to engage in 2x weekly LFTs (this will be reviewed in Sept 21)</li> </ul>
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> <li>• Staff risk assessment tool being used to assess those in higher risk groups.</li> <li>• Staff aware of risk assessment process and able to contribute.</li> <li>• Staff meetings and communication.</li> <li>• Defined wellbeing support measures for staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Include staff in risk assessment process – input into hazard identification and control measures</li> <li>• SLT available for staff to share concerns with</li> <li>• Signpost staff to counselling/well-being resources as necessary and Wiltshire Education Resilience webinars on Right Choice</li> </ul>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• Risk assessments to be reviewed as guidance changes</li> <li>• PPA to be taken at home</li> </ul>
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> <li>• Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>• Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>	No volunteers to support children in T1 term due to age and vulnerability
Pupil wellbeing is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</li> <li>• Reduced time in school to ensure transition from home to school is successful.</li> <li>• Curriculum to support children’s well-being.</li> <li>• Provide opportunities to talk about their experiences/concerns.</li> <li>• Pastoral activities</li> <li>• <a href="#">School Effectiveness guidance on Right Choice</a></li> </ul>	<ul style="list-style-type: none"> <li>• Individual risk assessments to be completed as necessary, for children with special educational and behavioural needs</li> <li>• Children to be referred to ELSA as need arises</li> <li>• Staff to console children from behind the child or side-by-side if the need arises.</li> </ul> <p>Children experiencing significant difficulties to Covid-19 to have a reduced timetable, quickly building up to full-time in school</p>
First aid provision	<ul style="list-style-type: none"> <li>• Ensure all staff know First Aiders on site if less coverage than normal.</li> <li>• If provision is less than usual, minimise hazardous activities which may result in injury.</li> <li>• Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> <li>• Paediatric First Aid provision is available for under 5’s.</li> </ul>	<ul style="list-style-type: none"> <li>• SBM to ensure that all staff have a list of designated First Aiders displayed in classrooms</li> <li>• PPE grab bags to be stored in every classroom; staff responsible for restocking; posters available in all learning environments of how to ‘don &amp; doff’ PPE</li> <li>• First aid should be administered side to side, using verbal instructions if possible. Gloves must be worn at all times, staff to consider use of face shield and mask</li> </ul> <p>Additional member of staff trained in Paediatric First Aid (3 in total)</p>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> <li>• Required number of competent staff on site</li> <li>• Staff training up to date</li> <li>• Alternative arrangements in place if staff training/competence has lapsed.</li> </ul>	<ul style="list-style-type: none"> <li>• Epipen Training to be updated at the earliest opportunity; in the event of anaphylactic shock, staff to dial 999 immediately and seek advice</li> </ul>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• Medication to be administered by office staff; staff to accompany child/ren to the foyer, taking a cup of water.</li> <li>• Medication to be administered and signed for as normal</li> </ul>
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ul style="list-style-type: none"> <li>• Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> <li>• Ensure a supply of PPE is available based on need.</li> <li>• Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</li> <li>• 1:1 teaching to be done with reduced contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Face coverings available for use as needed</li> <li>• Staff to use PPE (mask, face shield, gloves and apron) when delivering intimate care</li> <li>• Screens available for the delivery of small group interventions</li> <li>• Where close feedback or communication is needed this should be provided side to side <b>not</b> facing child if possible</li> </ul>
<b>7. Risk assessments and Policies</b>		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> <li>• Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&amp;S requirements.</li> <li>• Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk.</li> <li>• One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment.</li> <li>• Lettings of facilities will be subject to separate risk assessment.</li> <li>• School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment.</li> <li>• Behaviour policy amended to reflect covid-19 protocols.</li> <li>• Off-site learning outside of the classroom activities will be subject to a separate risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to complete H&amp;S walk with H&amp;S governor (also a member of the school staff) to ensure that all learning environments are safe</li> <li>• SBM and HT to continue to review and revise existing risk assessments under the lens of Covid-19</li> <li>• Read in conjunction with PE risk assessment shared previously</li> <li>• When planning school trips, risk assessments should be completed via Evolve for authorisation – advice will be sought from the LA</li> <li>• Where additional extra-curricular activities are planned by the PTA, these must be discussed with the HT at least two weeks in advance so that advice can be sought and risk assessments written</li> <li>• Where known lettings request to use the premises, a risk assessment will be requested</li> </ul>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		and scrutinised. Additional mitigating measures may be insisted on <ul style="list-style-type: none"> <li>• Poplar Club (Wraparound Care) will continue in September– see separate RA</li> <li>• Annexe added to school behaviour policy to reflect Covid-19 protocols</li> </ul>
<b>8. Monitoring</b>		
Control measures set out in this risk assessment do not prove effective  Levels of compliance are inadequate	<ul style="list-style-type: none"> <li>• Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> <li>• Non-compliance will be addressed immediately</li> <li>• Regular communication with staff on the outcomes of the monitoring</li> <li>• LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to monitor the effectiveness of the preventative measures set out above, and the compliance of staff, children and visitors to the school – staff refusing to comply will be subject to disciplinary procedures</li> <li>• Staff to share any concerns with HT so that these can be addressed immediately</li> <li>• HT to share outcomes of monitoring with staff and inform of changes to RA</li> <li>• Staff encouraged to gently insist on compliance by reminding each other and children of the need to comply with protocols</li> </ul>

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

<b>Name of Headteacher</b>	Lesley Shellard	
<b>Signature of Headteacher</b>		<b>Date:</b>
<b>Name of Chair of Governors / Trustees</b>	Andrew Mulligan	
<b>Signature of Chair of Governors / Trustees</b>		<b>Date:</b>
<b>Date of review</b>		