

## School Covid 19 Risk Assessment – September 2021



Name of School	Urchfont CE Primary School
Name of Headteacher	Carol Talbot
Assessment completed by	Carol Talbot & Rachael Atkins (SBM)
Assessment date	30 <sup>th</sup> November 2021

**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>Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a PCR test.</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><i>Notices are placed on entry door requiring all to think about their health before entering school.</i></p> <p><i>All staff have been encouraged to have the double vaccine.</i></p> <p><i>Head Teacher to communicate to staff and parents through staff meetings and head teacher letters the procedure that will happen if anyone develops symptoms in school.</i></p> <p><i>All staff have completed an individual risk assessment which is filed in personnel files. Any person who shows increased risk, may then completed a more detailed risk assessment with the head teacher which will consider how to reduce the potential risk.</i></p> <p><i>Google classroom will be maintained as the virtual learning platform by all classes and will be available at all times for those who have to learn at home.</i></p> <p><i>The school will adhere to DFE guidance and will send home pupils that exhibit any COVID-19 symptoms. Head Teachers has communicate this to parents via letter.</i></p>
<b>1. Maintaining distancing and reducing contact – entrance and exit routes</b>		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede	<ul style="list-style-type: none"> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> <li>• Staff on duty to supervise</li> </ul>	<p><i>Currently only 1 pupil entitled to school transport. If the bus/taxi service is running, then they will be able to drop on the school driveway as per normal</i></p>

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effectiveness of staggered start/finish times of school day		<p><i>school operating procedures) and the pupil will be collected and taken along the playing field to enter school via garden room.</i></p> <p><i>Office staff to supervise drop off and pick up of pupil, handing over pupil to school transport operative who will remain in vehicle.</i></p>
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on distancing rules on site.</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>	<p><i>Instructions for parents/carers clearly and regularly communicated via Head's letters. Signage to remain in place across site which is regularly reviewed for effectiveness.</i></p> <p><i>Owls and Chaffinches class will enter and exit school via the school path from the village green and Robins and Woodpeckers will enter and exit via the school driveway and playing field and onto the playground.</i></p> <p><i>Parents reminded within regular Head's communications that only one parent/carer is to drop off/collect pupils.</i></p> <p><i>Staff to supervise their designated entrance/exit point. Head will retain overall supervision of site, cover where needed in case of staff absence etc and address parent queries if required to ensure nobody is on site longer than necessary. -</i></p>
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> </ul>	<p><i>Parents within village encouraged to walk or cycle to school with their children. Parents who live too far away to consider alternative means are requested to park considerately within the village and preferably in the car park of the local pub.</i></p>

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	<ul style="list-style-type: none"> <li>• Staff on duty to supervise.</li> </ul>	<p><i>There are two parent who needs to use the disabled bay and separate arrangements to be made with them directly.</i></p> <p><i>Where possible deliveries take place outside of drop off and collection times.</i></p> <p><i>Parents regularly reminded via Head's letters to be aware of safety whilst walking up and down the drive.</i></p> <p><i>No access to bike shed at this time because of the building work so pupils cannot bring them on site presently.</i></p>
<p><b>2. Maintaining distancing and reducing contact – internal areas and play areas</b></p>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<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 can reduce contact by being grouped together.</li> <li>• Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups.</li> <li>• Remove excess furniture to safe storage areas to increase space.</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• Children to remain at their desks when in the room.</li> <li>• Children to use the same desk each day.</li> </ul>	<p><i>There are four classes in the school. These classes will be grouped into twos. Each pair of classes will have morning break together. Registers will be taken by class staff and collected by office staff in the morning and afternoon and stored in the office as normal. Registers to fire meeting point by office staff in an emergency as per normal evacuation procedures. Verbal head count check conducted between office staff and class staff at other times of the day. Separate registers maintained as per normal operating procedures for children arriving or departing after morning registration.</i></p> <p><i>Class staff will be placed on a rota and will be responsible for covering morning break with</i></p>

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	<ul style="list-style-type: none"> <li>• Distancing and reducing contact to be explained to children with regular reminders.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available</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> </ul>	<p><i>lunchtimes covered by a designated MDSA to minimise staff contact between upper and lower school.</i></p> <p><i>Desks to be allocated to individual children and teachers to maintain up to date records of seating arrangements for track and trace purposes.</i></p> <p><i>All available space within school site, including outdoor learning classrooms and field to be used where appropriate (taking into account factors such as weather considerations and spatial limitations etc). Use of wider local area to be used when appropriate for extended learning opportunities.</i></p> <p><i>PPE available for staff where deemed necessary following guidance in force at the time. All staff aware of the guidance and provided with regular updates of changes from Public Health. All staff to be reminded in September of the correct usage and disposal of PPE equipment and Public Health videos shared as part of their training. Staff aware of the availability of ready to use PPE emergency packs for suspected Covid-19 cases within school and notification procedures. There will always be at least 2 packs available in the isolation room at any time.</i></p> <p><i>Staff aware of the need to ventilate rooms as much as possible and for windows and doors to be open. If it is not appropriate to open the windows due to inclement weather, then staff to ensure other measures are in place to aid ventilation such as ensuring non-fire doors are opened. Door wedges</i></p>

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		<p><i>already provided to maintain safety and finger-guard risk assessments completed and in place as required.</i></p> <p><i>Carbon monoxide monitors to be installed as per the DFE timeline.</i></p> <p><i>Social distancing should be maintained when meeting parents and visitors to the school.</i></p>
<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>• School assemblies to be completed electronically</li> <li>• Acts of worship and other typically communal events to take place in groups (not whole school)</li> <li>• Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom.</li> </ul>	<p><i>Movement around school restricted through following measures (indicative but not exhaustive):</i></p> <ul style="list-style-type: none"> <li>• <i>Staggered break/lunch times</i></li> <li>• <i>Restrictions on pupil numbers using toilet facilities at any one time from each class (only one toilet block within school for pupils so unable to allocate blocks per bubbles)</i></li> <li>• <i>Intervention pupils collected and escorted by staff to intervention area.</i></li> <li>• <i>Use of cloakrooms to be allowed but number of pupils within cloakrooms at any one time will be restricted. Where possible, items such as lunchboxes and water bottles will be kept in designated areas.</i></li> <li>• <i>Face coverings to be worn by staff when moving around the premises, outside of classrooms, in areas such as corridors and communal areas.</i></li> <li>• <i>If staff would like, they can wear face shields within the classrooms.</i></li> <li>• <i>Staff are aware that face shields do not offer the same protection as a face mask.</i></li> </ul>

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		<ul style="list-style-type: none"> <li>• Staff are not required to wear a face mask outside unless social distancing cannot be maintained.</li> </ul> <p>Head Teacher and school Clergy to continue record assemblies which are then viewed online by classes within the classrooms.</p>
<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> <li>• Distance markings on floor in queuing area</li> </ul>	<p>Only one pupil per gender to be released from classes at any one time to minimise number of pupils using toilet area.</p> <p>Early years class staff ensure restrictions are enforced for younger pupils as less likely to be able to follow this through on their own due to their age.</p> <p>Staggered breaks and lunches minimises number of pupils requiring access to facilities at the same time</p>
<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>• Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>	<p>Breaks and lunchtimes staggered with staff leading pupils in and out of outdoor play areas to ensure safe access.</p> <p>A member of class staff, PH Sports staff or the class's designated MDSA on duty to supervise at all times.</p> <p>Catering contractors provide their own risk assessment.</p>
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> <li>• Removal of furniture to create more space.</li> <li>• Removal of communal equipment (mugs etc)</li> <li>• Staggered break times for staff.</li> <li>• Staff toilets to enforce 2m distancing.</li> </ul>	<p>Staff responsible for cleaning and drying own equipment and have been asked to only use their own personal drink vessels. Dishwasher marked as being out of use.</p> <p>Breaks staggered with office support staff separate to class times.</p>

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		<p><i>No unused spaces available for use as additional staff rooms until extension works have been completed. The Head has suggested staff make use of local wider area during available breaktimes to promote staff wellbeing such as walks to the duckpond.</i></p> <p><i>Staff toilets are single access rooms with clear visibility for staff to wait within hall socially distanced when required.</i></p>
Other	<ul style="list-style-type: none"> <li>All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible.</li> </ul>	<p><i>All staff instructed to maintain social distancing especially MDSAs who might cross classes in the lunchtimes but will have two specified groups per week.</i></p> <p><i>Volunteers can return to school once DBS checks completed. Visitors to be given school specific guidance in accordance to the risk assessment at the time.</i></p> <p><i>Urchfont Pre-school operate the Wraparound care – have separate risk assessment.</i></p>
<b>3. Hygiene and Cleaning</b>		
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<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>Kitchen areas and associated equipment</li> <li>Play Equipment</li> <li>Shared resources</li> <li>PPE to be worn by cleaning staff as dictated by risk assessment.</li> </ul>	<p><i>Existing cleaning contract still in place which utilises 1 cleaner now with the cleaning hours split at both start and end of the day.</i></p> <p><i>More frequent cleaning of high impact surfaces (door handles, photocopier etc) by cleaning operatives and staff.</i></p> <p><i>School staff undertaking and adhering to additional cleaning protocols as required in relation to</i></p>



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		<p><i>work/class spaces and equipment such as frequently touched surfaces and shared resources that are outside of the class.</i></p> <p><i>Disinfectant products used for cleaning - safeguards regarding safe storage and handling of COSHH products used.</i></p> <p><i>Additional cleaning products such as antibacterial wipes, hand sanitisers, ICT cleaning products etc. provided to class and office staff for ensuring frequent cleaning of work/class areas and resources. Additional cleaning material provided are assessed for suitability for the environment they are to be used with specialised products only used in relevant areas such as toilets and kitchens where appropriate. Staff will be asked not to bring in to school any cleaning materials from home unless approved for use by the school's H&amp;S team. Bins provided in all areas for disposal of cleaning wipes etc.</i></p> <p><i>Where resources are shared across classes, quarantine can be used for 48- hour basis and stored in a designated and previously identified 'safe' area which is communicated to all staff. This may be a specific plastic box or clearly labelled area within the classroom.</i></p> <p><i>Cleaning regimes and requirements to be further reviewed and updated where necessary to bring in line with updated Public Health guidance.</i></p>

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<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 lunch, and after using toilet and when using shared equipment.</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> <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>	<p><i>Staff responsible for Early Years and younger pupils also supervise reception pupils for handwashing after using toilet facilities and older pupils regularly reminded and asked to do so.</i></p> <p><i>Hand Sanitiser located in each classroom as well as in communal areas, office areas and all entry/exit points.</i></p> <p><i>Appropriate signage situated near every sink within the school.</i></p> <p><i>Each class supplied with tissues and lidded bins. Posters displayed around school promoting the 'Catch it, Bin it, Kill it' guidance. Bins to be emptied at least once a week by staff.</i></p>
<p>Exposure to new hazardous substances (products)</p>	<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>	<p><i>COSHH assessments carried out using Wiltshire County Council guidance documents as found on Rightchoice for newly introduced products as supplied by the school. Documents (including Material data sheets) to be stored centrally with copies provided to staff where using relevant products.</i></p> <p><i>COSHH products supplied and used by the contracted cleaning operatives are stored as per their protocols, usually within the cleaning cupboard. Access to cleaning cupboard restricted and not products not for general use by staff.</i></p> <p><i>Any hazardous substances to be stored appropriately either within a locked cupboard or within a safe area as agreed with the Headteacher or her representative. The safe area to follow</i></p>

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		<i>current national guidance protocols such as out of reach of children and out of sight.</i>
<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> <li>• Information for visitors informing them of the infection control procedures.</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> </ul>	<p><i>Signage on reception entrance way states no visitors without prior appointment which will be enforced by office staff.</i></p> <p><i>All visitors are signed in by office staff using the appropriate visitor and/or contractors (including asbestos) logs. This information is kept for appropriate length of time in line with national guidance for schools (7 years or H&amp;S guidance) before being destroyed in accordance with school's retention policy.</i></p> <p><i>Staff and visitors to wear a face covering if they choose too.</i></p>
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> <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>	<p><i>Fire assembly points are currently located on playground and field which enables some social distancing to still take place between all children and staff. As per existing arrangements, regular fire drills will occur which will practise social distancing together with safe exit of building. Any pupils/staff outside of their normal area of work (such as for interventions) will exit via their nearest exit maintaining social distancing measures where possible and then rejoin their class at the designated fire point.</i></p> <p><i>Remote learning platform in place and staff asked to ensure work planned is able to transfer to the remote platform with minimum disruption to learning in the case of long term major evacuation</i></p>

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		<p><i>as part of updated guidance and business continuity plans.</i></p> <p><i>Lockdown procedures will be practised on return to school in order to practice using new class setups.</i></p>
<p>Site security is compromised by new arrangements.</p>	<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>	<p><i>Field gate access to be monitored by all staff and extra pupil checks to be implemented to ensure safety of pupils. More staff outside for longer as used more during the day as part of learning activities as well. Once the weather becomes more inclement the field gate will remain locked and a traffic light system implemented and monitored by office staff for beginning and end of school day to ensure safe passage around the school perimeter by parents.</i></p> <p><i>Garden room or other doors to be locked after use in line with current practices. Staff reminded that no fire door is to be locked or blocked as part of annual staff training and where necessary following H&amp;S walk rounds. Staff to supervise locking of the garden rooms doors.</i></p> <p><i>All staff reminded that doors and windows are to be closed when areas such as the ICT suite are to be left unoccupied after use in accordance with existing site security policy which all staff have access to.</i></p> <p><i>Where the weather is such that windows are unable to be left open then staff to ensure internal doors or other measures to aid ventilation are employed such as changing the hours a room is taught in until it is at a suitable temperature to allow windows to</i></p>

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		<i>be opened or additional layers of clothing advised etc.</i>
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>	<i>All normal standard operating procedures have been resumed in relation to building checks.</i>
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>	<p><i>Staff instructed that windows to be opened through the day to ensure adequate ventilation. On colder days, this will be at break-times when children and staff are not in the rooms.</i></p> <p><i>If possible, higher windows may be opened to ensure a draft is maintained.</i></p> <p><i>Internal doors remain open where possible through the day. However, this may be done at breaktimes on colder days.</i></p> <p><i>No external doors to be kept open through the day. ICT suite must be closed up and locked when not in use.</i></p> <p><i>Carbon monoxide monitors to be fitted in line with the DFE schedule.</i></p>
<b>5. Equipment and furniture</b>		
Shared play equipment increases the risk of transmission.	<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>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>	<i>Where resources are shared between classes, they are to be cleaned more frequently. Where shared resources are unable to be cleaned more frequently (such as books for example) or quarantined for 72 hours in the case of plastics) and stored in a designated and previously identified 'safe' area which is communicated to all staff. This may be a specific plastic box or clearly labelled area within the classroom.</i>

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		<p><i>Internal fixed sports equipment and portable gymnastics equipment not to be used at this moment in time with the exception of mats in which case they are to be cleaned before and after use and quarantined before use by a different classes.</i></p>
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Remove unnecessary items from the classrooms and store elsewhere.</li> <li>• Minimise use of shared resources within classes.</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>	<p><i>Smaller individual sports/play equipment will be sterilised/cleaned or quarantined after each session.</i></p> <p><i>School staff undertaking and adhering to additional cleaning protocols as required in relation to work/class spaces and equipment such as frequently touched surfaces and shared resources.</i></p> <p><i>Class Staff supervise pupil handwashing within classrooms (there is a sink in each bubble area) on arrival to and leaving of school, before and after each break and lunchtime as well as before and after use of any shared resources.</i></p>
<p><b>6. Health and Wellbeing</b></p>		
<p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<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> <li>• Use of staff from other schools (by agreement).</li> </ul>	<p><i>Existing Whatsapp group for staff wellbeing set up during lockdown continues to be in use.</i></p> <p><i>Staff have been informed that they are required to continue reporting any health concerns to the Head or delegated person on a continuing basis (including the holiday period) as part of standard school sickness reporting procedures and those of Covid-19 to minimise risk of infection being brought into school and ensure sickness protocols are</i></p>

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		<p><i>adhered to and reported in the correct manner and under the correct policy.</i></p> <p><i>Head Teacher to Assistant any health concerns that she has.</i></p> <p><i>All staff have been informed of the need to contact the Head in the first instance should their health situation change as a result of experiencing COVID-19 symptoms that may affect their ability to work. Head Teacher to report to assistant Head Teacher and/or Finance &amp; Admin Officer</i></p> <p><i>HLTA's / suitably experienced TA's to cover short term teacher absences in line with existing school policies and business continuity plans</i></p> <p><i>Staff / MDSA's provided with portable radio devices due to changes in lunchtime patterns and designated class responsibility to ensure cover available at all times and to enable additional support from first aiders, SLT or designated class staff if required.</i></p> <p><i>To ensure safeguarding compliance a qualified DSL / DDSL are to be present on site whenever pupils are on site. In the unlikely event of all three members of staff being absent due to illness then arrangements are already in place for support to be provided from another Head Teacher within the collaboration by both telephone and visitation.</i></p>
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<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> </ul>	<p><i>No children currently categorised under the Vulnerable / Extremely vulnerable category.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <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> <li>• Follow the advice from health protection team</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>	<p><i>All staff have been instructed on the requirements if a person becomes unwell with Covid-19 symptoms in school.</i></p> <p><i>Measures include:</i></p> <ul style="list-style-type: none"> <li>• <i>Designated isolation room</i></li> <li>• <i>Ready prepared PPE packs</i></li> <li>• <i>Ventilation procedures</i></li> <li>• <i>Designation of specific toilet access</i></li> <li>• <i>Allocated staff to inform parents / staff next of kin</i></li> <li>• <i>PPE Disposal</i></li> <li>• <i>Allocated staff to inform Public Health Team</i></li> <li>• <i>Designated access point for collection of relevant person to minimise transit through school buildings / high frequency areas</i></li> <li>• <i>Leaflet sheet for parents / next of kin on accessing a Covid-19 test or other arrangements in accordance with guidance issued at that time.</i></li> <li>• <i>Government test kit to be supplied where applicable in accordance with existing guidance.</i></li> </ul> <p><i>Dedicated Covid-19 Cleaning Response Team provided by current contractors</i></p>
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> </ul>	<p><i>All staff have been involved in completing the staff risk assessment tool whether subsequently</i></p>



RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <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> <li>• Designated staff rest areas.</li> </ul>	<p><i>identified as being in a higher risk group or not and signed by employee and filed within personnel files. Occupational Health (Wiltshire County Council) contacted for further advice as and if required.</i></p> <p><i>Separate further risk assessments personalised to the individual's requirements have been conducted with the head (and advice from Occupation health if required) and also signed by the individual concerned and stored within their personnel file.</i></p> <p><i>Staff are encouraged to make use of local wider amenities as well as the school grounds for short walks etc.</i></p> <p><i>Staff are aware of and have access to the Wiltshire County Council wellbeing resources and helpline which are also advertised within school.</i></p>
<p>Volunteer wellbeing affected by the working experience</p>	<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>	<p>The school will operate a no volunteer policy initially as some volunteers were within the vulnerable category due to age and time will be required to re-do DBS checks following absences of greater than 3 months.</p>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p>	<ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</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>	<p><i>Class have designated staff and MDSA's to minimise mixing as much as possible.</i></p> <p><i>PSHE sessions for all classes to discuss concerns. Worry boxes in each class.</i></p> <p><i>ELSA available to those children who require additional support.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p><i>Further measures to be identified and implemented if required on an individual basis depending on the needs of the pupil.</i></p> <p><i>Pupils who are in self-isolation will be contacted regularly in line with the school's Remote Learning Policy.</i></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>	<p><i>Relevant signage displayed around school and staff to be regularly informed through staff meetings of any changes during current situation. 2 Paediatric trained first aiders currently still in date and a minimum of one to be on site at all times when early years pupils are present.</i></p> <p><i>First Aid boxes augmented with PPE supplies and replenished as required. Staff trained in safe use and disposal of PPE equipment and when to use it.</i></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>	<p><i>Only 2 pupils with special medical needs and have care plans in place with staff aware as needed.</i></p> <p><i>Relevant staff have received online or face to face training for specific needs and Epi-pen training refreshed annually with the school nursing team. Staff training still current.</i></p>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<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>	<p><i>Staff undertaking interventions given clear guidance on the protocols required in 1:1 or small group work. Clearly defined protocols issued to all staff involved and will be reviewed to check their appropriateness and effectiveness once interventions re-start in September.</i></p>
<b>7. Risk assessments and Policies</b>		

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<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>	<p><i>All risk assessments reviewed by class staff and Head Teacher. All modifications to be further by H&amp;S governor. These updates to include additional control measures implemented as of September 2021.</i></p> <p><i>Curriculum areas and activities to be dynamically risk taking into account any subsequent modifications made and safety control measures put into place. Implemented measures identified and reviewed on a regular basis following discussions with staff contained within dynamic organisational procedures.</i></p> <p><i>School continuing to follow updated guidance as released in respect of LOTC. Residential postponed until Jul 2022. Staff advised that local activities can still take place subject to risk assessment and as long as they fall in line with the school's current Covid-19 response and control measures.</i></p> <p><i>One-off activities such as PTA and/other fund-raising events can take place unless under government guidance and legislation in place currently. They will be subject to school's risk assessment process and approval from the Governing Body.</i></p> <p><i>The school currently has no letting arrangements in place or requests for new lettings.</i></p> <p><i>School clubs will resume subject to their risk assessments.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p><i>The Breakfast and after school club is operated by an external organisation. Regular discussions to be held regarding site access and pupil arrangements. Copy of risk assessment and subsequent amendments to be supplied to school.</i></p>
<b>8. Monitoring</b>		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<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>	<p><i>The Head or other delegated responsible staff member will monitor the application and effectiveness of the control measures set out within this risk assessment along with compliance levels by staff, visitors, parents and pupils.</i></p> <p><i>Non-compliance will be reviewed, reported back to the Head (where necessary) and appropriate modifications, further measures or advice issued as required.</i></p> <p><i>If parents are non-complaint with agreed procedures, then initially a discussion will take place, followed up by a letter from head Teacher and Chair of Governors. This may need to be reviewed.</i></p> <p><i>Staff made aware that non-compliance with measures implemented will be dealt with under the school's Code of Conduct and Disciplinary policies.</i></p> <p><i>If Head Teacher is non compliant to the agreed procedures, then this will be dealt with using the school's Code of Conduct and Disciplinary policies and staff will be informed that they can either follow the Whistleblowing or Complaints policy.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p><i>All changes or updated measures requiring implementation will be circulated to all staff following completion of each review and change cycle.</i></p> <p><i>Pupil non-compliance will be dealt with under the school's Behaviour and linked Rewards and Sanctions policy.</i></p> <p><i>Regular communications from school to parents to ensure parents aware of control measures and any updated guidance as required. Use of Class Parent Liaisons and Parent Governors to help ensure parental engagement.</i></p> <p><i>School welcome H&amp;S representatives to visit site to assess compliance and provide further advice and support.</i></p>
<b>9. Other</b>		
		<p><i>Sporting Outreach activities to be individually assessed and only able to take place if deemed safe under the school's existing control measures. External Minibus transportation not to be used initially on return to school.</i></p> <p><i>All sporting activities to take place outdoors initially whenever the weather allows. Any indoor activities to be risk assessed and follow updated guidance from relevant agencies including AfPE.</i></p> <p><i>Swimming does not take place until Term 3 at which point current guidance will be consulted.</i></p>

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>	<b>Carol Talbot</b>	
<b>Signature of Headteacher</b>	<i>CE Talbot</i>	<b>Date: 31<sup>st</sup> August 2021</b>
<b>Name of Chair of Governors / Trustees</b>	Ian Walker	
<b>Signature of Chair of Governors / Trustees</b>		<b>Date:</b>
<b>Date of review</b>	18 <sup>th</sup> October 2021	