

School Covid 19 Risk Assessment – January 2021

This risk assessment tool can be used as a template for your own school covid risk assessment in readiness for the new school term in September. All Community and Voluntary Controlled schools must submit its completed risk assessment for verification by the local authority's H&S Service. Please send your risk assessment to schoolhealthandsafety@wiltshire.gov.uk and await confirmation that it has met the required standard. For many schools, you may be able to re-use information from the your existing covid risk assessment but we have highlighted new or amended parts of the template in GREEN for your convenience. You should remove this highlighting in your final document.

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact publichealth@wiltshire.gov.uk

All risk assessments must meet the required standard prior to schools opening in September. Please add appropriate contact details if you anticipate that correspondence will be necessary outside of term-time in order to achieve this.

Name of School	Urchfont Primary School
Name of Headteacher	Mrs Carol Talbot
Assessment completed by	Mrs Carol Talbot
Original Assessment date	08/07/20
This Version & Review Date:	06th January 2021 (v.1.3)
Overview of Changes made:	Sections updated to take into account the current return to lockdown and subsequent closure to all but vulnerable and critical worker children. Amended sections highlighted.

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 and pupils who may be unfamiliar with the site.

Use the template to prepare a specific 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](#)

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers. All community and voluntary controlled schools must submit a completed risk assessment to:

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>1. Maintaining distancing and reducing contact – entrance and exit routes</p>		
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<p>Currently only 1 pupil entitled to school transport. If the bus/taxi service is running then they will be able to drop at the top of the school driveway as per normal school operating procedures) and the pupil will be able to enter via the reception. Holding area therefore not required. Office staff to supervise drop off and pick up of pupil, handing over pupil to school transport operative who will remain in vehicle.</p> <p>The pupil will not be mixing with other year groups or parents on the one-way system around school building due to the use of multiple entrances dedicated to bubbles.</p> <p>Lockdown specific: Reduced numbers but maintaining bubble arrangements</p>
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p>Instructions for parents/carers clearly and regularly communicated via Head's letters. Signage in place across site which is regularly reviewed for effectiveness. Outside markers either on walls or painted onto surfaces. Both internal and outdoor floor markings are from non-slip materials.</p> <p>Bubbles will be given separate and staggered drop off/collection times. Consideration on arranging bubble timings to include family group information and their distribution across bubbles to minimise the amount of time parents are on site and ensure slower (e.g.</p>

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		<p>reception children) or larger classes don't impede operations.</p> <p>Each bubble has been allocated distinct and separate entrance and exit point, which avoid any crossing of pupils/parents. Staggered times also take into account location of these points to minimise numbers of parents/pupils in any one area.</p> <p>One-way system in operation with clear visibility of others to enable social distancing measures to be followed and enforced.</p> <p>Parents reminded within regular Head's communications that only one parent/carer is to drop off/collect pupils.</p> <p>Office staff to monitor one-way system adherence and school transport pupil drop off/collection. Bubble 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. -</p> <p><u>Lockdown specific: No Change as still relevant</u></p>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> ● Encourage parents to walk/cycle to school with children. ● Stagger drop off / pick up times. ● Minimise vehicles on site ● Review traffic management risk assessment where changes to start/end of day apply. 	<p>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.</p>

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	<ul style="list-style-type: none"> Staff on duty to supervise. 	<p>Parents using newly installed car parking area at bottom of the school drive still have to follow the one-way system and are not allowed to walk against the flow of people.</p> <p>There are only two parents who need to use the school drive due to disability reasons and they are given a specific drop off/collection time.</p> <p>All staff to be aware of social distancing when arriving and departing site. Priority to be given to parents and pupils where possible.</p> <p>Where possible deliveries take place outside of drop off and collection times.</p> <p>Parents regularly reminded via Head's letters to be aware of safety whilst walking up and down the drive. One way system ensures pupils do not need to walk/cycle on school drive at any point of the day.</p> <p>Pupils cycling or scootering to school will need to walk their bike once on school premises, following the one-way system and maintaining social distancing measures whilst doing so. Only 4 pupils to be in the bike shed at any one time to minimise risks. All helmets/protective gear to be taken off and stored with the bikes and not in school.</p> <p>Traffic management risk assessment reviewed</p>

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		<p>and updated to incorporate implemented changes.</p> <p>Walksafe yet to be booked but is an annual scheduled event for our school.</p> <p>Lockdown specific: No change</p>
<p>2. Maintaining distancing and reducing contact – internal areas and play areas</p>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in up to year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. • Children to use the same desk each day. 	<p>There are four classes in the school and each class will be designated as a bubble. Each bubble will have separate breaktimes and designated outdoor areas for play. Registers taken daily with separate records kept for interventions and other pupil/adult groupings such as peripatetic music lessons or sports. Registers will be taken by bubble staff and collected by office staff in the morning 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 bubble staff at other times of the day. Separate registers maintained as per normal operating procedures for children arriving or departing after morning registration.</p> <p>Class staff will be responsible for covering their bubble’s morning break with lunchtimes covered by a designated MDSA to minimise staff contact between bubbles.</p> <p>No mixed bubble interventions will be carried out and where possible, these will be carried</p>

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	<ul style="list-style-type: none"> • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • Staff to supervise and enforce measures. • 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. • Ventilation improved where practicable by having windows open. 	<p>out by class teaching assistants associated with the relevant pupil's bubble. Intervention rooms will be prepared to enable social distancing practices to take place where appropriate for the intervention and rooms designated to intervention staff for consistency.</p> <p>Formal Interventions postponed until all pupils return. Until the alert level is reduced teaching assistants are only to work with pupils from within their own class bubble and will not cross into another bubble unless covering for absence.</p> <p>Classroom furniture to be re-assessed for changes in social distance guidance. Existing excess furniture has been safely stored away from pupil areas. Any further furniture identified as being non-essential to also be safely stored away from pupil areas where possible.</p> <p>Re-modelling of classroom space, excepting that used for EYFS, to incorporate guidance on desk placement wherever possible to ensure desks are front facing and separated. Desks to be allocated to individual children and teachers to maintain up to date records of seating arrangements for track and trace purposes.</p> <p>Spatial considerations also given to movement of staff around the classroom and teaching</p>

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		<p>staff aware of the need to maintain a 2m gap at the front of the room where feasible.</p> <p>Ideally adults should maintain 2 metre distance from each other and from children. Staff should avoid close face to face contact and minimise time spent within 1m of anyone.</p> <p>Clear routes to fire exits will be maintained and room layouts will be reviewed following the first fire drill of the term and amended if necessary.</p> <p>No close group work during current Lockdown phase by teachers with work set on an individual basis wherever possible. Extent to which group work will be incorporated into planning to be reviewed when all pupils return.</p> <p>Regular discussions around the need to socially distance and school expectations to be held within class and as part of collective worship sessions which will take place online and streamed into classrooms. Appropriate signage and posters will be displayed in the classrooms and interactive resources placed on learning platform.</p> <p>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.</p>

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		<p>Staff will be consulted on appropriateness of safety measures implemented and will be responsible for the supervision and enforcement. Head teacher to monitor levels of supervision and enforcement of both pupils and staff.</p> <p>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.</p> <p>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 already provided to maintain safety and finger-guard risk assessments completed and in place as required.</p> <p>Lockdown specific: Staff to keep awareness of where pupils are seating for reporting purposes but may not be specific to one desk</p>

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		<p>only now that there are so few in the class.</p> <p>Staff asked to wear face shields within the school building along with face masks when speaking to parents/visitors (outside only) and for arrival and leaving school site during the school day.</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"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and distancing markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. • Signage. • School assemblies to be completed electronically • Acts of worship and other typically communal events to take place in groups (not whole school) 	<p>Movement around school restricted through following measures (indicative but not exhaustive):</p> <ul style="list-style-type: none"> • Staggered drop offs/collection times • Staggered break/lunch times • Changes in pupil registration procedures • 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) • Intervention pupils collected and escorted by staff – suspended during lockdown phase • Maximised use of entrances and exit points to try and create some one way systems including access to outside play areas • One way system introduced for morning drop off and after school collection (designed to include requirements for on-site external pre-school provider) • Where corridors are not wide enough for a 'walk on the left' policy visibility is such that pupils and staff know to wait

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		<p>until safe to enter the corridor.</p> <ul style="list-style-type: none"> • Three bubbles able to utilise the external pathways for accessing outside learning and play areas to help minimise possible congestion weather permitting. • Existing fire exit procedures also utilise external perimeter use thus avoiding additional congestion • Painted lines outside where appropriate to help social distancing awareness as well as within classrooms • Governors asked to also paint additional line/space markings on playground for returning inside after breaks and lunches. • All areas in use but some areas rotated if required or with allocated times for specific staff / bubble use • 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. • Social distancing signage displayed within corridors and communal areas as well as on exterior walls. • Head Teacher and school Clergy record assemblies which are then viewed online by bubbles within the classrooms. No whole school gatherings to take place. Considering re-introduction of single bubble

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<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"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	<p>assemblies later in the year.</p> <p>Only one pupil per gender to be released from bubbles at any one time to minimise number of pupils using toilet area. Consider deploying teaching assistants at break/lunchtimes if larger numbers using washrooms. Pupils aware of (and additional signage and floor markings in place) current restrictions relating to total number of pupils allowed in the toilet area at any one time.</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"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Any crockery/cutlery used must be cleaned thoroughly. • Catering contractors and other food provision has been subject to specific risk assessment. 	<p>Breaks and lunchtimes staggered with staff leading pupils in and out of outdoor play areas to ensure safe access.</p> <p>Bubbles allocated specific areas which are clearly demarcated when more than one bubble is outside at any given time including the playground. Minimum 2m zoned separation to be maintained if two groups are on the playground at the same time.</p> <p>Smaller individual sports/play equipment will be allocated to individual bubbles and sterilised/cleaned after each session</p>

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		<p>Fixed outdoor play equipment used on a weekly rota basis by bubble groups. Pirate Ship to be uniquely assigned to Robins pupils during the Lockdown period. Agreed with the external pre-school organisation that the outdoor fixed play equipment will be used by school only.</p> <p>Staff and pupils encouraged to review and adapt types of games played in line with the additional guidance provided by the government and AFPE such as musical statues, quoits, shadow tag and other single running type games, hoops etc.</p> <p>A member of class staff, PH Sports staff or the bubble's designated MDSA on duty to supervise at all times.</p> <p>All crockery/cutlery already thoroughly cleaned after use by soaking and disinfecting prior to going in the dishwasher.</p> <p>Lockdown Specific: Designated MDSA to take on serving responsibilities following use of furlough scheme by the catering company.</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"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<p>Staff room already at a bare minimum in relation to space requirements around school.</p> <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>

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		<p>Breaks and lunches staggered with office support staff separate to bubble times and number of adults accessing staff room restricted to 4.</p> <p>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.</p> <p>Staff toilets are single access rooms with clear visibility for staff to wait within hall socially distanced when required.</p> <p>Lockdown specific: Staff asked to remain within current bubble configurations during rest periods and not to use the hall at lunchtimes.</p>
<p>3. Hygiene and Cleaning</p>	<p>Guidance on cleaning non-healthcare settings</p>	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before wider opening. • Use of contractors or other school staff for additional cleaning. • Agree the new cleaning requirements and additional hours for this. • PPE to be worn by cleaning staff as dictated by risk assessment. 	<p>Existing cleaning contract still in place which utilises 2 cleaners with the cleaning hours split at both start and end of the day.</p> <p>More frequent cleaning of high impact surfaces (door handles, photocopier etc) by cleaning operatives and staff.</p> <p>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.</p>

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		<p>Cleaning staff have designated cleaning areas to avoid mixing and enable social distancing. Gloves used by all when carrying out cleaning or other PPE if required depending on the product used (such as face shields if risk of splashback when using COSHH products)</p> <p>Greater use of bleach based and viricidal products Additional safeguards regarding safe storage and handling of COSHH products introduced as well as a result.</p> <p>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&S team. Bins provided in all areas for disposal of cleaning wipes etc.</p> <p>Where resources are unable to be cleaned more frequently (such as books for example) they will be rotated on a 48 hour basis (72 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</p>

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		<p>specific plastic box or clearly labelled area within the classroom. Other items, such as plastic rulers and small toys will be placed in a sterilising solution overnight where possible.</p> <p>Cleaning regimes and requirements to be further reviewed and updated where necessary to bring in line with updated Public Health guidance.</p> <p>Fixed outdoor play equipment used on a weekly rota basis by bubble groups. Agreed with the external pre-school organisation that the outdoor fixed play equipment will be used by school only. Appropriate surfaces to be cleaned where possible and hands washed before and after use where not.</p>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<p>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.</p> <p>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.</p> <p>Hand Sanitiser located in each classroom as well as in communal areas, office areas and all entry/exit points.</p> <p>Appropriate signage situated near every sink</p>

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	<ul style="list-style-type: none"> Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. 	<p>within the school.</p> <p>Each class supplied with tissues and lidded bins. Each bubble practice the appropriate method to cough/sneeze and are aware of the posters displayed around school promoting the 'Catch it, Bin it, Kill it' guidance. Bins to be emptied at least once a week by staff.</p> <p>Both Toilet facilities and early years classrooms have small blocks to facilitate younger pupils accessing sinks and soap dispensers. Additional dispensers made available in all areas.</p> <p>Where resources are unable to be cleaned more frequently (such as books for example) they will be rotated on a 48 hour basis (72 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. Other items, such as plastic rulers and small toys will be placed in a sterilising solution overnight where possible.</p> <p>Fixed outdoor play equipment used on a weekly rota basis by bubble groups. Agreed with the external pre-school organisation that the outdoor fixed play equipment will be used by school only. Appropriate surfaces to be cleaned where possible and hands washed before and after use where not.</p>
Exposure to new hazardous substances	<ul style="list-style-type: none"> COSHH assessment to be carried out for 	COSHH assessments carried out using Wiltshire

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(products)	<p>any new cleaning/sanitising products in use.</p> <ul style="list-style-type: none"> • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<p>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.</p> <p>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.</p> <p>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 current national guidance protocols such as out of reach of children and out of sight.</p>
4. Site and Buildings	DfE Guidance on school premises management	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries 	<p>Signage on reception entrance way states no visitors without prior appointment which will be enforced by office staff.</p> <p>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&S guidance) before being destroyed in accordance with school's retention policy.</p>

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	<p>required i.e. area where deliveries can be safely left.</p>	<p>Have spoken and confirmed with WCC H&S team that current procedures fulfil the Track and Trace contact and trace requirements</p> <p>Poster to be displayed at all entrance points clearly informing visitors and reminding pupils/staff about current control measures implemented including the need for hand washing/use of hand sanitiser at time of entry and exit.</p> <p>Where possible, deliveries and visits will be arranged for before or after school hours. Where this is not possible, delivery items will be left for quarantining in reception or other safe area (and hand washing protocols followed if needing to move items to safe area.</p> <p>Alternative means of delivery acceptances used to avoid signing paperwork or tablets such as done by the delivery contractor or photographed in situ as proof of delivery where possible.</p>
<p>Changes affect normal emergency procedures.</p>	<ul style="list-style-type: none"> • Review of fire assembly points to accommodate reduced contact and distancing where practicable. • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<p>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. Existing evacuation procedures mean each bubble have separate exit points out of the building which avoids the need for bubbles to mix. Any pupils/staff outside of their normal area of work (such as</p>

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		<p>for interventions) will exit via their nearest exit maintaining social distancing measures where possible and then rejoin their bubble at the designated fire point.</p> <p>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 as part of updated guidance and business continuity plans.</p> <p>Other contingency procedures reviewed and existing current whole school evacuation procedures unable to support social distancing measures at final destination. As such, initial control centre point will now become the village hall carpark from where bubbles will be directed to available safe locations such as church, village hall and local pub where possible.</p> <p>Lockdown procedures will be practised on return to school in order to practice using new class setups.</p>
<p>Site security is compromised by new arrangements.</p>	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<p>Main pedestrian access gate and Sunflower gate now open for longer to allow for staggered starts and minimise touching of call buttons etc. These are monitored by duty or office staff and then to be closed and locked once all bubbles are on site, including pre-school pupils.</p> <p>Field gate currently open throughout the day</p>

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		<p>as part of the one way system. 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.</p> <p>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&S walk rounds.</p> <p>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.</p> <p>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 be opened or additional layers of clothing advised etc.</p>
Building checks not taken place	All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance,	All normal standard operating procedures have been resumed in relation to building checks.

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	portable appliance testing and asbestos monitoring.	
5. Equipment and furniture		
<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. 	<p>Staff requested by Head to ensure planning of learning objectives restricts group work and unnecessary sharing of resources.</p> <p>Where resources are shared they are to be cleaned more frequently. Where shared resources are unable to be cleaned more frequently (such as books for example) they will be rotated on a 48 hour basis (72 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. Other items, such as plastic rulers and small toys will be placed in a sterilising solution overnight where possible.</p> <p>Fixed outdoor play equipment used on a weekly rota basis by bubble groups. Agreed with the external pre-school organisation that the outdoor fixed play equipment will be used by school only. Appropriate surfaces to be cleaned where possible and hands washed before and after use where not.</p> <p>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 bubble.</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Handwashing before and after each lesson. • Remove unnecessary items from the classrooms and store elsewhere. • Cleaning regime for door handles, press to exit buttons, communal surfaces. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised. 	<p>Staff requested by Head to ensure planning of learning objectives restricts group work and unnecessary sharing of resources.</p> <p>Lessons will be planned for individual work to minimise close interaction as much as possible. Some group work will be available for staff to utilise through the remote learning platform using ICT.</p> <p>Smaller individual sports/play equipment will be sterilised/cleaned or quarantined after each session.</p> <p>All crockery/cutlery already thoroughly cleaned after use by soaking and disinfecting prior to washing.</p> <p>More frequent cleaning of high impact surfaces (door handles, photocopier etc) by cleaning operatives and staff.</p> <p>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.</p> <p>Where resources are unable to be cleaned more frequently (such as books for example) they will be rotated on a 48 hour basis (72 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</p>

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		<p>specific plastic box or clearly labelled area within the classroom. Other items, such as plastic rulers and small toys will be placed in a sterilising solution overnight where possible.</p> <p>Fixed outdoor play equipment used on a weekly rota basis by bubble groups. Agreed with the external pre-school organisation that the outdoor fixed play equipment will be used by school only. Appropriate surfaces to be cleaned where possible and hands washed before and after use where not.</p> <p>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.</p> <p>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.</p> <p>Classroom furniture to be re-assessed for changes in social distance guidance. Existing excess furniture has been safely stored away from pupil areas. Any further furniture identified as being non-essential to also be safely stored away from pupil areas where possible.</p> <p>Children to be provided with individual</p>

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		<p>stationery packs for their own personal use which are to remain in school and stored in their trays.</p> <p>Existing cleaning contract still in place which utilises 2 cleaners with the cleaning hours split at both start and end of the day.</p>
<p>Increased manual handling tasks increase the risk of musculoskeletal injuries.</p>	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit to do so. 	<p>Staff to continue carrying out dynamic risk assessments prior to any manual handling tasks and to seek advice from the head or Finance Officer prior to any manual handling tasks taking place if in any doubt. Social distancing measures to remain in place where manual handling tasks require more than one person to be safely effected. Staff have access to the school's Manual Handling Policy which remains in force.</p>
6. Health and Wellbeing		
<p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. Use of staff from other schools (by agreement). 	<p>Existing Whatsapp group for staff wellbeing set up during lockdown continues to be in use.</p> <p>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 adhered to and reported in the correct manner and under the correct policy.</p> <p>Head Teacher to Assistant any health concerns</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p>that she has.</p> <p>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 & Admin Officer</p> <p>HLTA's / suitably experienced TA's to cover short term teacher absences in line with existing school policies and business continuity plans. Suspension of collaboration sharing of staff during Lockdown period. No agency supply staff to be employed during the pandemic period.</p> <p>Staff / MDSA's provided with portable radio devices due to changes in lunchtime patterns and designated bubble responsibility to ensure cover available at all times and to enable additional support from first aiders, SLT or designated bubble staff if required.</p> <p>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.</p>

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Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. 	No children currently categorised under the Vulnerable / Extremely vulnerable category.
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> Move to a pre-designated room where person can be isolated, with adult supervision if a child. Ventilate the room if possible. PPE should be worn if contact is required. Inform parent/carer to arrange collection. Cleaning regime after each usage of the space. Follow the advice from health protection team 	<p>All staff have been instructed on the requirements if a person becomes unwell with Covid-19 symptoms in school.</p> <p>Measures include:</p> <ul style="list-style-type: none"> Designated isolation room Ready prepared PPE packs Ventilation procedures Designation of specific toilet access Allocated staff to inform parents / staff next of kin PPE Disposal Allocated staff to inform Public Health Team Designated access point for collection of relevant person to minimise transit through school buildings / high frequency areas Leaflet sheet for parents / next of kin on accessing a Covid-19 test or other arrangements in accordance with guidance issued at that time. Government test kit to be supplied where applicable in accordance with existing guidance. Dedicated Covid-19 Cleaning Response Team provided by current contractors
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> Senior leaders have awareness of the PHE "local outbreak management plan" Local school management plan is in place and relevant staff have been made aware 	Latest up-to date- guidance shared with SLT and stored in Head's COVID-19 response file including the latest government document circulated following recent outbreak in

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	<ul style="list-style-type: none"> Remote education plans in place 	<p>Leicestershire.</p> <p>SLT aware of local Wiltshire Outbreak Engagement Board as recently set up by Cllr Philip Whitehead and the school liaison officer who will be Helean Hughes.</p> <p>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 local lockdowns occurring as part of updated guidance and business continuity plans. Staff to resume the rota initially implemented at the beginning of March to provide care as required for vulnerable pupils and children of critical workers.</p>
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> Staff risk assessment tool being used to assess those in higher risk groups. Staff aware of risk assessment process and able to contribute. Staff meetings and communication. Defined wellbeing support measures for staff. Designated staff rest areas. 	<p>All staff have been involved in completing the staff risk assessment tool whether subsequently 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.</p> <p>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.</p> <p>Regular staff meetings continue to be held within school with regard to stringent social</p>

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		<p>distancing and virtually where this isn't possible. Support staff to be informed of relevant information via Whatsapp, email or in person if not present.</p> <p>The Head has ensured that staff are still able to take adequate time away from their class environment for breaks when considering the wider timetabling and curriculum requirements.</p> <p>Staff are encouraged to make use of local wider amenities as well as the school grounds for short walks etc.</p> <p>Staff are aware of and have access to the Wiltshire County Council wellbeing resources and helpline which are also advertised within school.</p>
<p>Volunteer wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> • Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. • Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<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. School Effectiveness guidance on Right Choice</p>	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children's well-being. • Provide opportunities to talk about their experiences/concerns. 	<p>Class Bubbles have designated staff and MDSA's to minimise mixing as much as possible.</p> <p>Pupils have opportunities to communicate with school staff either through welfare checks, online classroom or whilst in school if</p>

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	<ul style="list-style-type: none"> Pastoral activities. 	<p>eligible. Staff to follow existing procedures if concerned about a pupils wellbeing following a return to lockdown.</p> <p>Further measures to be identified and implemented if required on an individual basis depending on the needs of the pupil.</p> <p>Staff made aware of resources from the Local Authority regarding the recovery curriculum.</p>
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less than normal. If provision is less than usual, minimise hazardous activities which may result in injury. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<p>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.</p> <p>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.</p>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> Required number of competent staff on site Staff training up to date Alternative arrangements in place if staff training/competence has lapsed. 	<p>Only 2 pupils with special medical needs and have care plans in place with staff aware as needed.</p> <p>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.</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"> Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. 	<p>Only 1 applicable pupil on site during current Lockdown period.</p> <p>Staff undertaking interventions given clear</p>

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	<ul style="list-style-type: none"> • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact. 	<p>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.</p>
7. Risk assessments and Policies		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols. 	<p>All risk assessments reviewed by class staff and Head Teacher. All modifications to be further by H&S governor. These updates to include additional control measures implemented and response requirements as part for the Covid-19 re-opening.</p> <p>Head responsible for delegating general risk assessments with no direct staff responsibility to appropriate staff members for review and updating such as the kitchen and library areas.</p> <p>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.</p> <p>School continuing to follow updated guidance as released in respect of LOTC. Residential postponed until Jul 2021. 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.</p>

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		<p>One-off activities such as PTA and/other fund-raising events not to take place unless allowed to do so under the government guidance and legislation in place currently. Where activities can take place they will be subject to school's risk assessment process and approval from the Governing Body.</p> <p>The school currently has no letting arrangements in place or requests for new lettings.</p> <p>No school clubs to take place.</p> <p>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.</p> <p>Behaviour policy addendum (which reflects Covid-19 protocols) has been written and circulated to all staff who have signed to say they accept responsibility for reading and implementing the policy.</p>
<p>8. Monitoring</p>		
<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"> 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 Non-compliance will be addressed immediately 	<p>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.</p>

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	<ul style="list-style-type: none"> • Regular communication with staff on the outcomes of the monitoring • LA H&S Advisers are able to visit the school site to assess compliance 	<p>Non-compliance will be reviewed, reported back to the Head (where necessary) and appropriate modifications, further measures or advice issued as required.</p> <p>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.</p> <p>Staff made aware that non-compliance with measures implemented will be dealt with under the school's Code of Conduct and Disciplinary policies.</p> <p>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.</p> <p>All changes or updated measures requiring implementation will be circulated to all staff following completion of each review and change cycle.</p> <p>Pupil non-compliance will be dealt with under the school's Behaviour and linked Rewards and Sanctions policy.</p> <p>Regular communications from school to parents to ensure parents aware of control measures and any updated guidance as</p>

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		<p>required. Use of Class Parent Liaisons and Parent Governors to help ensure parental engagement.</p> <p>School welcome H&S representatives to visit site to assess compliance and provide further advice and support.</p>
9. Other risks – specific to your school		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>Also add activities such as swimming and indoor gyms as and when restrictions are lifted.</p>		<p>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.</p> <p>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.</p> <p>Swimming does not take place until Term 4 at which point current guidance will be consulted.</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.

Name of Headteacher		
Signature of Headteacher		Date:
Name of Chair of Governors / Trustees		
Signature of Chair of Governors / Trustees		Date:
Date of review		

