

## School Covid 19 Risk Assessment – September 2021



Name of School	Bratton Primary School
Name of Headteacher (Acting)	Nicky Newbury
Assessment completed by	Nicky Newbury
Assessment date	28 <sup>th</sup> August 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
Symptomatic or other high-risk personnel attending school site	<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>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<p>All staff have been double vaccinated as of the first day of the new academic year.</p> <p>Guidance will be followed if booster vaccinations are suggested.</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<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 effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> <li>• Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits)</li> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> <li>• Staff on duty to supervise</li> <li>• Signage at school transport pick up/drop off point</li> </ul>	<ul style="list-style-type: none"> <li>• Classes, i.e. parents and children, will line up (in classes) in one location in the playground.</li> <li>• Younger children to stand with parents at all times.</li> <li>• On dismissal at the end of the day, children going to clubs line up in specified area along with a separate line for After School Club children.</li> <li>• On dismissal, After School leader to call children from the line to then go to ASC.</li> <li>• Late pupils need to arrive and ring the bell at the main front entrance door.</li> <li>• Members of leadership group to be on duty in playground for arrival and dismissal routine to coordinate.</li> </ul>
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>• Staggered start/finish times for different groups.</li> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> <li>• Use of different entrances/exits for different groups.</li> <li>• Only one parent/carer to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>	<ul style="list-style-type: none"> <li>• One parent/carer only will be allowed to accompany children onto school premises.</li> <li>• Parents and children will use either the main front gate or the side gate and be aware of minimizing contact where possible.</li> <li>• Arrival times will be:  <b>8:40—Gates opened, parents bring children to playground ready.</b>  <b>8:45—All staff outside to greet classes, children line up on class markers. School bell is rung—parents leave playground.</b>  <b>8:50—Breakfast Club children are brought out to playground to line up.</b>  <b>8:55 - registration</b>  <b>Reception children to line up in playground with other classes.</b> </li> <li>• Dismissal times will be:</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p><b>3:15—children line up in classes to be dismissed to parents/carers.</b>  <b>Separate line for bus and taxis (rota for this – member of staff),</b>  <b>Children going to clubs line up.</b>  <b>After School Club children line up.</b>  <b>We politely ask that all younger children stand with parents</b></p> <ul style="list-style-type: none"> <li>• We will take one class in at a time, and parents (unless they have a sibling) should aim to leave the school site promptly to reduce the number of parents leaving at any one time.</li> <li>• Staff will greet children with hand sanitizer as they enter the building in the morning and on leaving the building at home time.</li> <li>• We will encourage parents to not gather outside the school gates to minimise contact and enable parents to leave the site more effectively.</li> </ul>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Stagger drop off / pick up times.</li> <li>• Minimise vehicles on site</li> <li>• Review traffic management risk assessment where changes to start/end of day apply.</li> <li>• Staff on duty to supervise.</li> </ul>	<ul style="list-style-type: none"> <li>• Newsletter communication ahead of the start of term to encourage walking/cycling to school with regular follow up communication.</li> <li>• New arrival and drop off times along with arrangements sent out to parents in July and reissued ahead of start of term.</li> <li>• Arrival times will be:  <b>8:40—Gates opened, parents bring children to playground ready.</b>  <b>8:45—All staff outside to greet classes, children line up on class markers. School bell is rung—parents leave playground.</b>  <b>8:50—Breakfast Club children are brought out to playground to line up.</b>  <b>8:55 - registration</b></li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p><b>Reception children to line up in playground with other classes.</b></p> <ul style="list-style-type: none"> <li>Dismissal times will be:  <b>3:15—children line up in classes to be dismissed too parents/carers. Separate line for bus and taxis (rota for this – member of staff), Children going to clubs line up. After School Club children line up. We politely ask that all younger children stand with parents.</b></li> <li>Staff living locally also encouraged to walk/cycle to school as much as possible to minimise vehicles on site.</li> <li>Car park restricted for staff usage only and expectation that if staff arrive later than 8-30am then they must park off site to manage traffic and pupil/parent arrivals.</li> <li>Members of leadership group to be on duty for arrival and dismissal routine to coordinate.</li> </ul>
<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 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 upto year sized groups.</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> </ul>	<ul style="list-style-type: none"> <li>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.</li> <li>We will continue to operate a pragmatic and realistic approach to this in the classroom by establishing with children the aim and expectation for respectful distancing where possible, with the professional understanding that this will always be tricky to maintain constantly.</li> <li>Regular reminders, mini class assemblies and praise to be used for following and adhering to protocols.</li> <li>Positive reinforcement/gentle reminder approach to be followed.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <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>• All desks to face forward with pupils sat side by side.</li> <li>• Floor markings to illustrate 2m areas around teaching positions.</li> <li>• Children to remain at their desks when in the room.</li> <li>• Children to use the same desk each day.</li> <li>• Lessons planned for individual work as opposed to close group work.</li> <li>• Distancing and reducing contact to be explained to children with regular reminders.</li> <li>• Signage/Posters in each classroom.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available</li> <li>• Staff to supervise and enforce measures.</li> <li>• The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</li> <li>• Ventilation improved where practicable by having windows open.</li> </ul>	<ul style="list-style-type: none"> <li>• Unnecessary furniture and equipment will remain out of classrooms to maximize space and to ensure that furniture and equipment left as well as touch points can be easily cleaned.</li> <li>• Desks and seating will be arranged by the teacher so as to deliver effective learning. Some may choose to keep lines of tables, others may not.</li> <li>• Seating and classroom plans to be clearly set out to pupils.</li> <li>• Classrooms to be ideally set up with a 'pathway' system so children have an easy exit path to get to the door that minimises travel through other pupils' desks</li> <li>• 'Carpet time' to be reintroduced as and when appropriate.</li> <li>• Hand washing protocols to be followed stringently and the aim remains to limit unnecessary contact, particularly face to face.</li> <li>• Interactive whiteboards can now be used by all.</li> <li>• Interactive learning walls to be used and put up and be accessible to all.</li> <li>• We have purchased PPE for treating injuries or if a child is vomiting, experiencing diarrhoea or showing a temperature or coughing.</li> <li>• This comprises: reusable protective face shields, disposable aprons, disposable masks and disposable gloves. We will allocate these in classrooms and around the building and replenish as needed</li> <li>• Gloves should be worn at all times when treating a child for first aid and injuries, as with on-going best practice.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• We would advise staff also wear the face shields whilst cleaning and wiping down surfaces, or disposing of bins, or clearing up used tissues.</li> <li>• Ventilation to be maximised in classrooms, i.e. through use of windows to encourage air circulation.</li> <li>• Doors that can safely be ‘wedged’ open, will be, to increase ventilation and minimize contamination through over touching of door handles and doors. (Fire doors not to be part of this)</li> <li>• Outdoor learning is encouraged as much as possible, maximizing ventilation and fresh air, again following all safety protocols, distancing and hand-washing regimen.</li> </ul>
<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>• Use of a one-way system around the school.</li> <li>• A ‘walk on the left’ policy if one-way not practicable.</li> <li>• Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent).</li> <li>• Lane markings on floor and distancing markings in areas where queuing is likely.</li> <li>• Areas not in use to be closed off (not escape routes).</li> <li>• Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area.</li> <li>• Signage.</li> <li>• School assemblies to be completed electronically</li> </ul>	<ul style="list-style-type: none"> <li>• There will be a ‘one way’ system in operation around the corridors, marked out with hazard tape and arrows indicating direction of travel</li> <li>• This will be a ‘keep left’ system with signs displayed around the school</li> <li>• This will have a centre line to ensure distancing is maintained in the corridor.</li> <li>• There will also be a centre line and directions of travel for crossing the hall to exit and enter the building at breaks or lunchtimes.</li> <li>• Doors that can safely be ‘wedged’ open, will be, to minimize contamination through over touching of door handles and doors. (Fire doors not to be part of this)</li> <li>• Classes all have separate cloakroom spaces and lunchboxes to be stored on trolleys.</li> <li>• Whole school assemblies will resume with plenty of ventilation in the hall.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Acts of worship and other typically communal events to take place in groups (not whole school)</li> </ul>	
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> <li>• Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> <li>• Where practicable avoid different groups using the same facilities at the same time.</li> <li>• Distance markings on floor in queuing area</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The aim would be for no more than 2 children to be in the toilets at one time – as a guide.</b></li> <li>• Pupils must clean their hands thoroughly after using the toilet.</li> <li>• Before eating lunch, MDSAs to hand sanitize the line of children while they are waiting to come into the hall.</li> <li>• For our school: <ul style="list-style-type: none"> <li>- Zebras, Gazelles and Leopards will use KS1 toilets, adjacent to the photocopier</li> <li>- Giraffes, Antelopes and Meerkats will use KS2 toilets, adjacent to the staffroom and library.</li> </ul> </li> <li>• <b>These toilet allocations will also apply and must be followed at break and lunchtimes</b></li> <li>• Numbers of children in the toilets at any one time will be monitored, ensuring social distancing is maintained where possible.</li> <li>• All taps/sinks in each toilet will be able to be used.</li> <li>• Urinals in the boys, will be taped off to ensure gapping/distancing when multiple children are in the toilets</li> <li>• Children in YR may need to be supervised by an adult to ensure protocols are followed as much as possible. This is not going to be perfect, we will do our best.</li> <li>• We will need to avoid bottleneck times, i.e. before and after play, but hopefully by using separate areas for older and younger children we can do this.</li> <li>• Toileting will be monitored, reviewed and controlled</li> </ul>



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<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>• Allocated play areas for each group.</li> <li>• Consider zoning of play areas using markings / cones to reinforce distancing.</li> <li>• Limit use of outdoor play equipment to designated groups at fixed periods</li> <li>• Games which encourage distancing and reduce contact.</li> <li>• Staff supervision to maintain standards.</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> <li>• Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Playtimes will not be staggered but lunchtimes will be over two sittings, one sitting (Zebras, Gazelles, Leopards) sitting and then a second sitting (Giraffes, Antelopes, Meerkats).</li> <li>• Staff will be on a rota to cover the break duty and MDSAs will be on a rota for both inside the hall and outside on the playground for lunch times.</li> <li>• Children will be allowed to play with other classes.</li> <li>• Equipment will no longer need to be wiped down and/or sprayed before putting away for next usage.</li> <li>• Staff will ring the bell to gain classes attention.</li> <li>• Classes will lead in one at a time, single file, distanced apart as per best practice.</li> <li>• Staff will sanitize children’s hands on entry after break and lunch times.</li> </ul> <p><b>Lunchtimes</b></p> <ul style="list-style-type: none"> <li>• School dinners will be eaten in the hall during two sittings YR and KS1 sitting and a KS2 sitting.</li> <li>• The hall will be well ventilated at all times.</li> <li>• MDSA and class supervision rotas will be finalized and sent out shortly.</li> <li>• The field will be used whenever practically possible, making this process and spacing easier to manage.</li> <li>• Toileting protocols will apply during playtime and lunchtime (see below).</li> </ul> <p><b>Wet playtimes</b></p> <ul style="list-style-type: none"> <li>• Wet breaktimes – children will stay with class teachers and play in their classroom</li> <li>• Resources can now be shared.</li> <li>• Lunch wet playtimes – MDSAs and duty staff to cover children in classrooms.</li> <li>• Children can again play in their classrooms.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>Staff can also put on Jackanory stories, CBBC stories being read or maths/history/science based programming to occupy and support the children as needed.</li> </ul>
<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>Repurpose unused spaces for additional staff rooms.</li> <li>Staff toilets to enforce 2m distancing.</li> </ul>	<ul style="list-style-type: none"> <li>The staffroom can be used sensibly for breaks and lunchtimes.</li> <li>Playtimes are no longer staggered.</li> <li>Lunchtime usage will be staggered in line with classes lunch routines, i.e.: <ul style="list-style-type: none"> <li>12-15pm to 12-45pm</li> <li>Meerkats, Antelopes and Giraffes staff have lead access to the staffroom.</li> <li>12-45pm to 1-15pm</li> <li>Zebras, Gazelles and Leopards staff have lead access to the staffroom.</li> </ul> </li> <li>We will also operate a pragmatic approach to use of these shared and communal areas in event of need.</li> <li>Of course, any staff who prefer to avoid the staffroom may take their playtime breaks in the classroom, another space or outdoors.</li> <li>Staff may also use spare classrooms (Lemurs), the PPA room and/or the library for their lunch break.</li> <li>Staff toilets – the two staff toilets can be used as normal.</li> </ul>
<b>3. Hygiene and Cleaning</b>		
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> <li>Toilets</li> <li>Door Handles/ Access Buttons</li> <li>Kitchen areas and associated equipment</li> </ul>	<ul style="list-style-type: none"> <li>Classrooms should be cleaned before lunch and the school will also be cleaned daily after school by our outside cleaning company.</li> <li>Extra attention will be given to touch points across the school by the cleaning contractors.</li> <li>The school will provide cloths and detergent spray.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> <li>• PPE to be worn by cleaning staff as dictated by risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• The office will continue to clean touch points of the office door and front door as these are used multiple times daily.</li> <li>• These will be housed in a plastic container with a lid, to aid security and safety for children. Please store this away from children and it will be clearly marked.</li> <li>• Please see suggested protocol on using gloves, aprons and face shields during cleaning.</li> <li>• Please do also exercise a pragmatic approach and clean additionally if concerned or there is a need to wipe surfaces.</li> <li>• Detergent wipes can and should also be used for this purpose.</li> <li>• Every classroom will receive a fine mist disinfectant full spray daily, including carpets, allowing this to take full effect and to have sufficient drying time in readiness for the following day. This will be part of our outside cleaning companies daily protocol.</li> </ul>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.</li> <li>• Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative</li> <li>• Extra signage to encourage washing hands.</li> <li>• Ensure help is available for children who cannot clean their hands independently.</li> <li>• Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</li> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Children will continue to have 6 hand washing sessions/sanitizer throughout the day to minimise risk of transmission.</b></li> <li>• All staff will be re-emphasizing strongly the ‘catch it, bin it, kill it’ message, also ensuring everyone uses sleeves/elbows to cough etc.</li> <li>• Posters and signage to be used around the school to remind and encourage this approach.</li> <li>• We have separate plastic bins purely for tissues to be used in the classroom</li> <li>• These bins have swing lids to trap any potential germs etc. lids to be kept on bins at all times</li> <li>• These bins will need to be emptied at the end of the day unless full beforehand.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• All classes will have hand sanitizer dispensers to use regularly</li> <li>• Hand sanitizer dispensers will also be located around the building, at entrances, exits and in the school hall.</li> <li>• All classes have antibacterial handwash (soap) and paper towels in the classroom, allowing hand washing in the classroom sink, in a staggered and safe way, to minimize travel and bottlenecking in the toilets.</li> <li>• Cleaning hands more often than usual is essential – children will wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly regularly across the day.</li> <li>• Support and guidance will be provided for pupils requiring this.</li> <li>• We will ensure this happens at a minimum - on entry to school, before and after break, before and after lunch – i.e. as a minimum: on arrival, before and after each session/lesson and before leaving school at the end of the day.</li> <li>• Toilets will also be used to stagger/space the hand washing and minimize social interactions – a sensible approach needed all round here – use of communication with neighbouring linked key stage classes will be needed to stagger times</li> </ul>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH records held for cleaning products in the cleaning cupboard.</li> <li>• COSHH records &amp; material data sheets for the different brands of hand gel in use are also printed and stored in the cleaning cupboard.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Material data sheets to be made available for new and existing products.</li> </ul>	
<b>4. Site and Buildings</b>		
<p>Visitors/contractors/suppliers on site increase the risk of transmission.</p>	<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>Zones/markings in Reception areas.</li> <li>Information/signage for visitors informing them of the infection control procedures.</li> <li>Deliveries and visits outside of school opening hours where possible.</li> <li>Provision of hand sanitiser at main school entrance.</li> <li>Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> <li>Adult visitors to be encouraged to wear face covering unless exempt.</li> </ul>	<ul style="list-style-type: none"> <li>We will be minimizing adult entry into the building</li> <li>Signage guiding and instructing parents and visitors is clearly displayed on front and side gates as they enter premises.</li> <li>Parents will be asked to contact the office by email or phone unless ringing the door is absolutely necessary e.g. late child/emergency.</li> <li>Parental access will only be granted on site by prior appointment.</li> <li>We have a metal weatherproof letterbox for any forms, letters, larger letters and smaller parcels which is attached outside the building</li> <li>All contractors/services attending the site will be directed to wash their hands, sanitize at the door and/or in the foyer and to follow all school protocols.</li> <li>All contractors will be encouraged to wear a face covering when onsite unless exempt. A face visor/shield should be made available.</li> <li>Contractors will be issued with a bullet point leaflet setting out key protocols to be followed and adhered to when on site.</li> <li>Office staff will be made aware of any planned visitors to school e.g. professionals and visits will be kept to the bare minimum during this period.</li> <li>Deliveries to the office or kitchen will be made to the porch/entrance only, so that delivery drivers do not enter the building.</li> <li>Deliveries too large for the red box can and will be left in the entrance porch way or outside the building until staff can safely collect.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• There will also be a rope barrier in the archway to visually demonstrate to parents and visitors that the main building is a place they should not be moving into.</li> <li>• Office staff to keep a temporary record of visitors for 21 days, using signing in recording sheets, to assist NHS Test and Trace with requests for that data if needed, helping contain clusters or outbreaks.</li> </ul>
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> <li>• All fire doors are operational at all times</li> <li>• Fire alarm system and emergency lights have been tested and are fully operational.</li> <li>• Review of fire assembly points to accommodate reduced contact and distancing where practicable.</li> <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>	<ul style="list-style-type: none"> <li>• Normal fire assembly points in school are the front and back playground, which in our case at present remain fully accessible and practicable.</li> <li>• Fire drill to be planned as normal.</li> <li>• Lock down procedure to be reviewed in term 1.</li> <li>• Emergency evacuation plan to be reviewed with Bratton Baptist Church – this is our normal point of evacuation.</li> </ul>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• School gates to all be shut as normal once all pupils enter the building</li> <li>• All external doors to gain entry remain on electronic closing with keyless fob entry for staff</li> <li>• Additional barrier on school pathway in place with signage once all pupils are in school explaining to visitors/parents that the only access is via the main front door. Agree with all points.</li> </ul>
Building checks not taken place	<ul style="list-style-type: none"> <li>• All usual building checks are to be undertaken as normal including flushing of</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly/Monthly Health &amp; Safety Checks to resume from Sept with LB - including school floor walks,</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.	grounds checks, water flushing, fire & emergency lighting and WC compliance scheme maintenance.
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> <li>• Make use of existing mechanical ventilation systems preferably drawing on fresh air.</li> <li>• Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts)</li> <li>• Opening external doors may also be used provided security is not unduly compromised</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> <li>• Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Natural ventilation ie doors and windows will be opened to provide constant ventilation. Thermal comfort levels will be monitored.</li> <li>• Internal doors to the corridors will be opened to assist with a throughput of air.</li> <li>• The green double doors opening to the playground will remain closed at all times to ensure there is no compromise on security.</li> <li>• Windows will not be opened in Lemur Class unless the class is occupied.</li> </ul>
<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>• Outdoor equipment should be cleaned more frequently than normal.</li> <li>• Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> <li>• Resources that are shared between groups, such as sports, art and science equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor learning is encouraged as much as possible, maximizing ventilation and fresh air</li> <li>• Spacing and attention to hygiene is essential, particularly in relation to how people breathe in an exercise situation.</li> <li>• PE and Games lessons – staff will ensure their lessons are structured to minimize physical contact where possible.</li> <li>• Gymnastics and dance can work well if based on individual skills developed on individual mats</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<p>should be cleaned frequently and meticulously..</p>	<ul style="list-style-type: none"> <li>• Equipment will be wiped down, cleaned and disinfected at the end of a session in order the next class and users can work with it safely, including balls used.</li> <li>• Forest school will follow the same procedures and expectations</li> <li>• Outdoor learning – e.g. science or art, will be encouraged, again following all safety protocols, distancing and hand-washing regimen.</li> <li>• Mud kitchens and water play will be permissible.</li> </ul>
<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>• Children asked to bring in own stationery or have allocated, named, packs of stationery per child.</li> <li>• Resources and surfaces to be cleaned each night.</li> <li>• Lessons planned so sharing of resources in minimised. Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>	<ul style="list-style-type: none"> <li>• Resources in the classrooms can now be shared.</li> <li>• Bags and book bags are allowed.</li> <li>• Pupils and teachers can take books, homework and other shared resources home, although unnecessary sharing should be avoided.</li> <li>• Equipment needed frequently – e.g. a pencil, pen, ruler, books etc will be provided.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the class.</li> <li>• Cleaning hands regularly throughout the day is essential – children will wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or using hand sanitiser.</li> <li>• We will ensure this happens before and after each session/lesson, so 6 times per day.</li> </ul>
<b>6. Health and Wellbeing</b>		
<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> </ul>	<ul style="list-style-type: none"> <li>• Protocols and policies regarding sickness absence to continue as per pre-existing school policies.</li> <li>• In the event of future lockdowns, protocols followed during January - March will reactivate – including TAs covering smaller ‘pods’ and/or classes to maintain ratios, regular staff contact and assessment of availability, along with carrying out individual staff</li> </ul>



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Use of staff from other schools (by agreement).</li> </ul>	<p>risk assessments to support returning to work where needed.</p> <ul style="list-style-type: none"> <li>• <b>Staff should ring NN 07729 435626 if their situation changes.</b></li> </ul>
<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> <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>	<p><b><i>What happens if someone becomes unwell at school?</i></b></p> <ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they should self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</li> <li>• If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</li> <li>• Other members of their household (including any siblings) should obtain a PCR test.</li> <li>• If a child is awaiting collection, they should be taken to the inclusion room as this can be isolated and ventilated easily. They must be sat on a plastic chair, which is at least 2 metres away from other people. Ideally, the nearest window should be opened for ventilation.</li> <li>• If the inclusion room is already in use, then plastic chairs in the foyer will be used where an additional pupil could wait. Again the windows adjacent to Mrs Newbury's office to be fully opened to increase ventilation.</li> <li>• Staff will inform the Office staff or Mrs Newbury so that they can provide appropriate adult supervision</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p>and contact the parent/carer. If a child needs to go to the toilet while waiting to be collected, they should use the staff toilets and must be accompanied by an adult.</p> <ul style="list-style-type: none"> <li>• The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (this is very unlikely).</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below).</li> <li>• Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning the affected area with normal household disinfectant after someone with symptoms has left that space will also reduce the risk of passing the infection on to other people.</li> <li>• All staff should continue to take 2 at-home tests per week until the end of September, when this will be reviewed.</li> <li>• As before, anyone with a positive lateral flow coronavirus test should self-isolate and seek a PCR test. If the PCR test is taken within 2 days of the lateral flow test, a negative result will override the initial positive result, and the individual can return to school.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• <b>18 August: The DfE's contingency framework for education and childcare settings explains that schools should consider taking extra steps to manage the transmission of COVID-19 and seeking public health advice if the number of positive cases reaches a certain threshold. The thresholds are:</b> <ul style="list-style-type: none"> <li>- <b>5 positive cases (staff and/or pupils who have likely been in close contact) within a 10-day period; or</b></li> <li>- <b>10% of staff and/or pupils who have likely been in close contact within a 10-day period</b></li> </ul> </li> </ul> <p><b><u>Staff must:</u></b></p> <ul style="list-style-type: none"> <li>• Report their results to NHS Test and Trace</li> <li>• This applies to all teaching and non-teaching staff, including volunteers, supply workers, trainee teachers on placement and peripatetic staff.</li> <li>• If staff have symptoms, they should: <ul style="list-style-type: none"> <li>-Self-isolate immediately in line with government guidance</li> <li>-Order a PCR test or visit a test centre to confirm whether they have coronavirus. This applies even if they have recently received a negative lateral flow test result.</li> </ul> </li> <li>• If staff get a positive lateral flow test result, they should: <ul style="list-style-type: none"> <li>-Self-isolate immediately in line with government guidance</li> <li>-Arrange a PCR test to confirm the result within 2 days of the positive lateral flow test</li> <li>-If the PCR test result is negative, this overrules the lateral flow test, and they can return to school.</li> <li>-If the PCR test result is positive, they should continue self-isolating in line with government guidance.</li> </ul> </li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• If staff get a negative lateral flow test result, they should: <ul style="list-style-type: none"> <li>-Continue to attend school or nursery in person. They don't need to show you proof of their negative test result</li> <li>-Refer to our flowchart to help you and your staff visualise the process for staff testing positive, or testing negative but showing coronavirus symptoms.</li> </ul> </li> <li>• <b>20 August 2021:</b>  <b>Close contacts and household members of a positive case <u>don't need to self-isolate</u> if any of the following applies:</b> <ul style="list-style-type: none"> <li>• <b>They're fully vaccinated</b></li> <li>• <b>They're below the age of 18 years and 6 months</b></li> <li>• <b>They've taken part in or are currently part of an approved COVID-19 vaccine trial</b></li> <li>• <b>They're not able to get vaccinated for medical reasons</b></li> <li>• <b>Children under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household</b></li> </ul> </li> </ul>
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> <li>• Staff risk assessment tool being used to assess those in higher risk groups.</li> <li>• Staff aware of risk assessment process and able to contribute.</li> <li>• Staff meetings and communication.</li> <li>• Defined wellbeing support measures for staff.</li> <li>• Designated staff rest areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Full risk assessments will be carried out using Wiltshire resources in September 2021.</li> <li>• Staff will be taken through individual risk assessment process and purpose in full by NN and then LB and time allocated to review and take feedback and questions on protocols and processes</li> <li>• Completed whole school September 2021 risk assessment to be sent across to all staff and time allocated during Inset Day on 1<sup>st</sup> September to collectively review and take feedback and questions on protocols and processes.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• Regular review of whole school risk assessments to take place amongst leadership and through teacher and TA staff meetings</li> <li>• Staff meetings to take place safely in well ventilated classrooms.</li> <li>• The majority of staff communication and updates to continue online, via email or through MS Teams.</li> <li>• Regular timetabled meetings in smaller groups or individually to also be planned in, aiding communication and review of wellbeing.</li> <li>• All school wellbeing policies and protocols to continue as normal.</li> <li>• Leadership group to be visible and regularly meet/check in with staff.</li> <li>• Headteacher to adopt and ‘open door’ policy to address any concerns.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Volunteers will be encouraged to return to school in September and sent all relevant protocols and procedures</li> <li>• Time and staff contact will be allocated to address any queries and concerns volunteers may have</li> <li>• Visitors will be issued with a bullet point leaflet setting out key protocols to be followed and adhered to when on site</li> <li>• Office staff to keep a temporary record of visitors for 21 days, using signing in recording sheets, to assist NHS Test and Trace with requests for that data if needed, helping contain clusters or outbreaks.</li> </ul>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a></p>	<ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</li> <li>• Reduced time in school to ensure transition from home to school is successful.</li> </ul>	<ul style="list-style-type: none"> <li>• All classes have consistent class teachers and class based TA (barring normal sickness absence)</li> <li>• Key priorities as a school in the first terms are:</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Curriculum to support children’s well-being.</li> <li>• Provide opportunities to talk about their experiences/concerns.</li> <li>• Pastoral activities.</li> <li>• <a href="#">School Effectiveness guidance on Right Choice</a></li> </ul>	<ul style="list-style-type: none"> <li>- Planning will ensure we still have in mind a recovery curriculum, focussing on successfully reintegrating everyone back into school, re-establishing the sense of a whole school community, along with rebuilding the social and academic relationships between all stakeholders, fostering in all the trust and confidence to then move on with our learning.</li> <li>- Staff and leadership will ensure we identify early where every child is in their learning progression, where their strengths are and where there are any learning gaps and how we can then ensure that these gaps are bridged and supported quickly.</li> <li>- Overarching school focus remains that every child receives challenge at the right level for themselves and that they all have their learning opportunities and progress opportunities maximised in the classes they are in.</li> </ul> <ul style="list-style-type: none"> <li>• Classes will utilise weekly PHSE time and weekly class assemblies to talk about time away from school, how pupils are feeling, class routines etc.</li> <li>• Team building, self-esteem activities regularly planned in as part of the recovery curriculum</li> <li>• Staff to monitor all pupils wellbeing regularly and utilise school wide tracking, identification and notification protocols via SIMs to inform Headteacher and pastoral lead (Mrs Callaway) regarding any concerns for follow up.</li> <li>• Whole school assemblies (electronically) to also focus on recovery curriculum and self-esteem.</li> </ul>


RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>Parents re-sent information on how to contact the school regarding any additional concerns they may have.</li> </ul>
First aid provision	<ul style="list-style-type: none"> <li>Ensure all staff know First Aiders on site if less 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 5s.</li> </ul>	<ul style="list-style-type: none"> <li>Full complement of first aid trained staff in place in school, including paediatric trained staff.</li> <li>2 staff paediatric first aid trained, in addition to 12 other staff trained in first aid.</li> <li>We have purchased PPE for treating injuries or if a child is vomiting, experiencing diarrhoea or showing a temperature or coughing.</li> <li>This comprises: reusable protective face shields, disposable aprons, disposable masks and disposable gloves.</li> <li>We will allocate these in classrooms and around the building and at first aid stations and replenish as needed – office staff to monitor</li> <li>Gloves should be worn at all times when treating a child for first aid and injuries, as with on-going best practice.</li> <li>Social distancing protocols to be maintained where practicable.</li> <li>We would advise staff also wear the face shields whilst cleaning and wiping down surfaces, or disposing of bins, or clearing up used tissues.</li> </ul>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> <li>Required number of competent staff on site</li> <li>Staff training up to date</li> <li>Alternative arrangements in place if staff training/competence has lapsed.</li> </ul>	<ul style="list-style-type: none"> <li>Currently no children on site with special medication required</li> <li>All normal protocols for administering medication as required to be followed and maintained, i.e. given with two members of staff present and recorded in medication file in the office.</li> </ul>
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> </ul>	<ul style="list-style-type: none"> <li>All current students on EHCP plans will be risk assessed upon return to school in September 2021.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Ensure a supply of PPE is available based on need.</li> <li>• Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk.</li> <li>• 1:1 teaching to be done with reduced contact.</li> </ul>	<ul style="list-style-type: none"> <li>• These assessments will be revisited in light of increased returning pupils and updated protocols.</li> <li>• Currently the school has no pupils on EHCP plans for specific behavioural issues.</li> <li>• One pupil with Down’s Syndrome has 1:1 support which is needed to access their curriculum.</li> <li>• Support spaces will be within classrooms, or in additional work spaces and will follow all previously set out protocols regarding seating and use of resources.</li> <li>• 1:1 support staff will maintain distance where possible.</li> </ul>
<b>7. Risk assessments and Policies</b>		
Standard risk assessments do not take account of additional covid-19 risks	<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 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 are subject to a separate risk assessment.</li> <li>• Behaviour policy to be amended to reflect covid-19 protocols,</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety internal audit will be carried out by LB with NN in week commencing 13<sup>th</sup> September to check the school, in line with H&amp;S policies and also in line with Covid-19 risk assessment.</li> <li>• Review of all current risk assessments within the risk assessment file completed by LB in the final weeks of July to reflect Covid-19 policies and protocols.</li> <li>• PE/Outdoor learning guidelines set out to all staff separately.</li> <li>• Educational visits and one off activities to be subject to normal risk assessment processes and protocols in line with the roadmap from 16<sup>th</sup> August 2021.</li> <li>• School has no lettings planned.</li> <li>• Review required of any BC &amp; ASC risk assessment in place.</li> <li>• Risk assessments required for staff run after school clubs for September.</li> </ul>



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Off-site learning outside of the classroom activities will be subject to a separate risk assessment.</li> </ul>	
<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>	<ul style="list-style-type: none"> <li>Nicky Newbury (Acting Headteacher) and Louise Bunce (H&amp;S lead) to monitor application and effectiveness in timetabled weekly meetings.</li> <li>Following weekly meetings, staff communication and updates will follow</li> <li>Additional school wide communication to be sent out as needed in light of changes or issues that need to be addressed.</li> <li>Governors to also be kept fully informed and to monitor protocols and application.</li> </ul>

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

<b>Name of Headteacher</b>	<b>Nicky Newbury</b>	
<b>Signature of Headteacher</b>		<b>Date: 27.8.21</b>
<b>Name of Chair of Governors / Trustees</b>	Libby Grundy/Simon Gray (Co Chairs)	
<b>Signature of Chair of Governors / Trustees</b>		<b>Date: 27.8.21</b>
<b>Date of review</b>		