

RISK ASSESSMENT



Hazard: COVID-19	Risk Assessment: FULL RE-OPENING OF SCHOOL ON 08/03/2021	Authors:	ANTONIA LORD (draft) Sue Jepson (review 07/03/2021) Governing Body (review 07/03/2021 & ongoing)	Drafted:	06/03/2021
				Approved:	07/03/2021
				Version:	3

The government has stated that, as a result of lower infection rates, schools will fully reopen once again on 08/03/2021. Attendance for all pupils, in all year groups, is mandatory from the date of full reopening. Wraparound care should also be offered where such provision is necessary to support critical worker parents to work.

The school community believes it is vital for both their education and wellbeing that all pupils are in school. It was clear from evidence from the previous lockdown that time out of school is detrimental to children's cognitive and academic development, and particularly so for disadvantaged children. It is clear too that it had serious repercussions on the emotional wellbeing of some pupils and their families. Therefore, alongside a robust plan to assess and close gaps in learning caused by the hiatus over the past 12 months, it will be critical to pick up the wellbeing advances achieved in the Autumn term.

However, given that COVID-19 has not been eradicated, school staff have not been prioritised for vaccination, and Early Years and primary age children cannot be expected to remain socially distant from each other and staff, the school must put in place procedures and processes to protect all stakeholders to the greatest degree possible. The experience gained bringing all children back to school after the first period of school closure from March 2020 has been used to inform this risk assessment. Our plans are centred on the government's published system of controls to reduce the risk of infection to the lowest reasonably practicable level and to respond to any instance of COVID-19 in a way that will contain the outbreak.

The following measures will be maintained by the school to PREVENT infection:

- 1) minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, don't attend school
- 2) where recommended, use of face coverings in schools
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) keeping occupied spaces well ventilated
- 8) where necessary, wear appropriate personal protective equipment (PPE)
- 9) where available, promote and engage in asymptomatic testing

The school will take the following actions in RESPONSE to any infection:

- 10) engage with the NHS Test and Trace process
- 11) manage confirmed cases of COVID-19 amongst the school community
- 12) contain any outbreak by following local health protection team advice

Any constraint on the size of bubbles has been removed from the latest DfE guidance, with explicit advice being that there is no need for class sizes to be adjusted from the usual size. The advice continues to detail consistent groups, which should be kept apart from each other, with distance being maintained between members of any group and face-to-face contact being avoided where possible. However the mixing of groups is permissible (on the basis of a school's own risk assessment) for specialist teaching and wraparound care. School staff can move between different groups or bubbles but, again, should maintain distance, ideally 2m, particularly from other adults.

Schools must continue to offer quality education to any pupil that must self-isolate. Plans and resources must therefore be in place to allow for continuity of education on a remote basis in instances of individual pupils forced to self-isolate or shield, a temporary closure of the wider bubble, or a longer lockdown.

This Risk Assessment will be reviewed on a regular and on-going basis by the SLT and FGB in order to monitor that controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

It is the school's leadership team and governors' primary aim that our staff, pupils, parents, volunteers, contractors, visitors and any other stakeholders are kept as safe as possible.

Ref	Risk	Individuals affected	Control measures	Gov ref
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PREVENTING INFECTION

MINIMISE CONTACT WITH THOSE THAT MAY HAVE, OR HAVE BEEN EXPOSED TO, COVID-19

1.1	Lack of understanding of regulations means pupils come onto site when they shouldn't	Whole school	<p>Link to government information on symptoms and when to stay at home detailed on the website: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK</p> <p>Clear advice on symptoms and circumstances in which to self-isolate to be circulated:</p> <ul style="list-style-type: none"> • in correspondence to parents detailing plans for return • on posters at school gates • on school website • in school newsletters • in front of house email footers 	1
1.2	Lack of understanding of regulations means staff come onto site when they shouldn't	Whole school	<p>Clear advice on symptoms and circumstances in which to self-isolate to be circulated:</p> <ul style="list-style-type: none"> • at INSET training • on posters in classrooms, communal areas and offices • regularly in MMM (Monday Morning Meetings and the follow up notes) • In Headteacher briefings on a Tuesday 	1
1.3	Lack of understanding of regulations means visitors	Whole school	Signs on both front doors detailing that no one must enter the building if they are experiencing any symptoms	1

	come onto site when they shouldn't			
1.4	Asymptomatic staff on site increases risk of infection	Whole school	Staff (and their families) encouraged to engage with the rapid test programme	1
1.5	Asymptomatic visitors to site increases risk of infection	Whole school	<p>Any unavoidable face to face meeting must observe the following guidance: Closer than 1 metre for less than 1 minute Between 1 metre and 2 meters for less than 15 minutes More than 2 meters for as long as you wish in a well ventilated room or, better, outside</p> <p>Where this cannot be adhered to for any reason, the visitor should be asked to wear a mask and, if they refuse, the staff member should wear one</p> <p>Anyone entering site for such an unavoidable meeting must use hand sanitiser which will be available at both front desks</p> <p>Disposable masks will be available in both reception areas and visitors will be encouraged to use them</p>	1
1.6	Someone becoming symptomatic on site could transmit infection to others	Whole school	See section 8: MANAGE SUSPECTED OR CONFIRMED CASES OF COVID-19 IN SCHOOL	
1.7	Some people are at greater risk of serious illness if they contract COVID-19	Clinically extremely vulnerable staff and pupils; Pregnant staff (+28 weeks)	<p>Relevant medical conditions understood Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK</p> <p>Relevant staff have been identified from staff return survey</p> <p>Relevant pupils have been identified from pupil return survey</p> <p>Anyone clinically extremely vulnerable will not be allowed to come into school at this stage</p> <ul style="list-style-type: none"> • Suitable work projects to be given to such staff so that they feel part of the team • Such pupils will learn remotely along with the majority of their peers <p>A separate risk assessment will be undertaken in conjunction with any staff member falling into the clinically vulnerable (but not extremely clinically vulnerable) category</p> <p>No staff currently fall into the +28 weeks pregnancy category but staff advised to let the school know of pregnancy as early as possible</p>	1

			A separate risk assessment will be undertaken in conjunction with the relevant staff member in this event	
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2. FACE COVERINGS

2.1	Contamination via aerosol from an undiagnosed carrier of COVID-19	Whole school	Primary schools excluded from this requirement; however: Staff have been given the option to wear a mask if required, particularly in communal areas when not with children	2
2.2	Increased risk of transmission due to wearing face coverings	Those wearing face coverings	Staff directed to safe practice on the wearing and removal of face coverings: Face coverings in education	2
2.3	Pupils' progress affected by inability to see teachers' and support staff faces	Pupils	Clear, chin-attach masks and clear visors sourced	NA

3. CLEANING HANDS

3.1	Contamination via hands from an undiagnosed carrier of COVID-19	Whole school	<p>All staff to wash hands on arrival on site and regularly throughout the day</p> <p>Pupil handwashing/sanitising schedule to be enforced as follows</p> <ul style="list-style-type: none"> • on arrival • before and after break • before and after lunch • on moving rooms in school <p>Hand sanitiser units installed outside each classroom and school halls</p> <p>General hygiene messages to be repeatedly reinforced via recorded songs (no singing at the moment), stories, age-appropriate posters, etc</p> <p>Children to be reminded how to wash hands properly at the start of term to reinforce key message</p>	3
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			<p>Younger children to be supervised to ensure handwashing/sanitising is effective</p> <p>Staff to be vigilant about children handwashing after toilet visits</p> <p>Soap, paper towels and hand sanitiser will be regularly inspected and replenished</p> <p>Posters on both entrances reminding any visitors and contractors about hand hygiene</p> <p>Sanitiser available at drop off and collection points</p> <p>Sanitiser available at front desks for any visitors or contractors</p>	
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4. GOOD RESPIRATORY HYGIENE				
4.1	Contamination by touch or aerosol transmission from an undiagnosed carrier of COVID-19	Whole school	<p>Staff to be vigilant about reminding children not to touch noses, eyes and mouths</p> <p>Staff to be vigilant about children sneezing into tissues or elbow</p> <p>‘Catch it, bin it, kill it’ style posters around school and in classrooms Used tissues to be put into a lidded bin, separate to all other rubbish, if they cannot be flushed away</p> <p>Tissue bins to be emptied daily and double bagged prior to putting in the normal rubbish containers outside</p> <p>‘Sniffle stations’ to be set up in EYFS and KS1 classrooms comprising tissues, lidded bin and sanitiser</p> <p>‘Catch it, bin it, kill it’ stations to be set up in KS2 classrooms comprising tissues, lidded bin and sanitiser</p> <p>Disinfectant wipes to be available in all classrooms to be used by staff or pupils when required</p> <p>Disinfectant wipes to be available in all offices to be used by staff when required</p> <p>A thorough cleaning regime to be maintained</p>	4

5. ENHANCED CLEANING MEASURES				
5.1	Contamination via equipment from an undiagnosed carrier of COVID-19	Whole school	<p>Toys that are hard to clean have been removed</p> <p>Timetabling of shared areas so that spaces are used but only by a year group bubble</p>	5

			<p>Thorough cleaning of school by cleaning contractor to be undertaken at the end of each day</p> <p>Additional cleaning of pupil toilets and nursery area, together with high-touch areas such as door handles and light switches, during the day by cleaning contractor</p> <p>Stronger cleaning fluids agreed with cleaning contractor</p> <p>Disinfectant wipes to be available in all classrooms to be used by staff or pupils when required</p> <p>Disinfectant wipes to be available in all offices to be used by staff when required</p>	
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6. MINIMISE CONTACT AND MAINTAIN DISTANCE WHERE POSSIBLE

Whilst we will remind children about social distancing, we cannot expect young children to stay 2 metres apart from each other or members of staff at all times. The younger the group of children, the more difficult it is to maintain social distancing. We must also consider children’s mental health and wellbeing - enforcing distancing for our youngest children could have a serious impact on them and heighten their emotional stress. Our older children will be asked to socially distance, but it is unlikely that they will always remember to stay apart from each other outside the confines of desk work in the classroom.

6.1	Increased risk of contagion from public transport	Mainly staff	<p>Very few pupils travel on public transport but link to government advice on website</p> <p>Encourage staff who travel on public transport to read government advice Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK</p> <p>Encourage travel by bike where possible by:</p> <ul style="list-style-type: none"> • loaning school bikes; and • advertising the Cycle to Work loan scheme <p>Provide parking facilities where possible where travel by car is absolutely necessary</p> <p>Educational trips and visits suspended</p>	6
6.2	Increased risk of contagion via crowding at school gates and entrance routes into school	Mainly pupils and parents	<p>Start and finish times for some year groups to be staggered where entrances are shared</p> <p>Different gates to be used for different year groups in the same building</p> <p>Arrival/departure protocol included in back to school correspondence to parents</p> <p>Street markings installed to promote distancing</p> <p>Staff to ensure that end of day routines are as efficient as possible so that classes can be accepted and dismissed promptly at their allocated time</p>	6

			<p>Parents asked:</p> <ul style="list-style-type: none"> • to wear face coverings or masks at drop off or pick up • to limit drop off and pick up to one parent and to leave any siblings that can be there safely at home • to vacate the area quickly after drop off or pick up <p>Staff to be available at entrances to enforce the above wherever possible</p>	
6.3	Children cannot be expected to maintain social distancing	Whole school	<p>Activities that promote / will achieve distancing will be delivered</p> <p>Child-friendly posters reminding pupils about social distancing have been installed in classrooms, shared areas, the playground and outside school</p> <p>Year groups to be separated from one another ('bubbles') as far as possible to minimise possible contamination over large areas of the school</p>	6
6.4	Cross-contamination within bubbles	Whole school	<p>Year 2 and KS2 classrooms have been reorganised with desks as far apart as possible and facing the same way</p> <p>Y1 desks remain grouped and are the subject of an additional risk assessment which will be re-assessed weekly</p> <p>EYFS carpet spaces have been repositioned as far apart as is possible/reasonable for socialisation needs</p> <p>Each EYFS child will have their own wallet of classroom equipment, i.e. scissors, paint brushes</p> <p>Each KS1 and KS2 pupil will have their own set of classroom equipment, for example pens, rulers, whiteboard, kept in a personal tray</p> <p>Touch screens and touch screen pens should be wiped with anti-viral wipes between use by different staff or children</p> <p>Lunch tables for YR-Y6 inclusive will be populated on one side only to avoid face-to-face sitting</p> <p>Group or class singing will only take place outdoors with children suitably distanced</p> <p>Any team sports will only be undertaken using guidance from the relevant national governing body</p>	6
6.5	Cross-contamination between different groups	Whole school	<p>Groups of pupils will be consistent, currently in year group bubbles</p> <p>In order to comply with the requirement for quality and breadth of teaching and education experience, we will review the possibility of expanding to phase bubbles prior to the summer term</p>	6

			<p>Year group bubbles will be segregated as far as possible to avoid wider contamination</p> <p>Separate routes or timings from school entry point to classrooms for each year group have been agreed</p> <p>Movement around the school is limited as far as possible</p> <p>Entry by KS2 pupils to the KS1 IT suite will be via the outside path in KS1</p> <p>Resources are not shared or passed between year groups without thorough cleaning or being left for 72 hours for any virus contamination to become inactive</p> <p>Where staff work across different year groups, they should adhere to the social distancing guidelines: Closer than 1 metre for less than 1 minute Between 1 metre and 2 meters for less than 15 minutes More than 2 meters for as long as you wish</p> <p>Where staff work across different year groups and cannot maintain 2 metres distance, they will be advised to position side-by-side, rather than face-to-face, with the child</p> <p>If staff have to work across different year groups and cannot maintain 2 metres distance, they are advised to wear a clear mask or visor if no screen is available in the room</p> <p>Children will stay with their year group throughout the school day, including break and lunchtimes</p> <p>Break and lunchtimes will be staggered where required</p> <p>YN will eat in their classroom to avoid mixing with other hall users</p> <p>Whilst there may be limited crossover between different year groups at lunch, the halls will be reorganised to keep tables as far apart as possible with 2m being the aim</p> <p>Lunch tables will be cleaned between different year groups</p> <p>Each year group will be allocated a separate playground area which will be rotated only at the end of each week to allow the required timeframe for any virus contamination to become inactive</p> <p>Only school-run before and after school sport clubs will run in the spring term and these will be limited to year groups only or phase groups with suitable distancing between the two different year groups</p> <p>A separate risk assessment will be undertaken for extended provision offered in the spring term</p>	
6.6	Cross-contamination between external persons and pupils/staff	External persons; pupils; staff	<p>Educational trips and visits suspended</p> <p>Educational visitors and presenters suspended unless they are presenting in a well ventilated hall, adhering to social distancing guidelines No performances with an audience will take place</p>	6

6.7	Cross-contamination between staff and pupils	Whole school	<p>All classrooms have had pupils moved as far from the teaching position as possible within the confines of the room</p> <p>Class teachers have been offered clear screens between their teaching area and the pupils</p> <p>Class-based staff have been offered clear visors if required</p> <p>Non class-based leadership, teaching and support staff to follow social distancing guidelines: Closer than 1 metre for less than 1 minute Between 1 metre and 2 meters for less than 15 minutes More than 2 meters for as long as you wish</p> <p>Where such distancing cannot be achieved, a visor (or mask and gloves for first aid tasks) should be worn</p> <p>Site and administration staff only to go into occupied classrooms if no alternative is possible</p> <p>Intervention to take place in shared areas as far as possible due to size of most intervention rooms</p>	6
6.8	Cross-contamination between rooms / areas	Whole school	<p>If at all possible there will be no pupil movement between the two buildings</p> <p>As far as it is possible, year groups will remain in their own classroom for all lessons</p> <p>Exceptions are:</p> <p>PE will be held in school halls only if the weather is such that it cannot take place outdoors</p> <p>In this event, doors will be kept open to increase ventilation</p> <p>Art with OB-P will be held in the art demountable and tables will be cleaned between year groups</p> <p>ICT will take place in the ICT suite and computers will be cleaned down by pupils after use and again by cleaning company each evening</p> <p>KS2 music will take place in KS2 in music room and on any day where two different year groups use the room, the first group will sit on the floor and the second group will use chairs</p> <p>Hand sanitising must take place before entering any classroom, room or area</p>	6
6.9	Cross-contamination via equipment	Whole school	<p>Children will be allowed to bring only limited belongings into school, i.e.:</p> <ul style="list-style-type: none"> • warm clothing where required • a named water bottle and/or flask 	6

			<ul style="list-style-type: none"> • a school bag/rucksack • a packed lunch if necessary • reading books and school books <p>Children to arrive in PE kit on PE days so no PE kit kept on site</p> <p>Staff may choose to mark wearing gloves or wipe the plastic covers of the books before doing so</p> <p>Each class will have their own set of PE equipment for the term</p> <p>Each class will have their own set of musical instruments which will be rotated at the end of each week to allow the required timeframe for any virus contamination to become inactive</p> <p>Individual music lessons will follow DCMS guidance</p> <p>IT equipment will only be used where there is an agreed cleaning protocol in place for after use</p> <p>Hand sanitiser units will be placed next to inside water fountains</p> <p>Outside water fountains have been put out of use</p> <p>Playground apparatus, equipment and resources will be rotated at the end of each week to allow the required timeframe for any virus contamination to become inactive</p> <p>Children have their own set of frequently used classroom equipment</p> <p>Separate first aid boxes available for each bubble</p>	
6.10	Cross-contamination between staff	Staff	<p>Whole staff gatherings at events such as INSET to take place virtually</p> <p>Non-pupil facing staff to stagger their arrival/departure time if possible</p> <p>Desks in shared offices that cannot be sited 2m+ apart will be moved to a side-to-side or back-to-back position or screens will be installed</p> <p>Where staff share a workstation at different times of the day, each will be given - and must use - their own keyboard and mouse</p> <p>Hot desking is strongly discouraged, can only happen with the approval of the desk 'owner' and anti-viral wipes must be used before and after use</p> <p>Meetings between larger groups of staff (for example teacher or support CPD) to be conducted via Teams/Zoom where possible</p>	6

			<p>Where not possible, participants should be in a large, well ventilated room and position themselves side-to-side and should adhere to the social distancing guidelines:</p> <ul style="list-style-type: none"> Closer than 1 metre for less than 1 minute Between 1 metre and 2 meters for less than 15 minutes More than 2 meters for as long as you wish in a well ventilated room or, better, outside <p>Meetings between smaller groups of staff (for example phase meetings) may be conducted in person, adhering to the social distancing guidelines detailed above</p> <p>Use of staff rooms to be limited and overspill spaces in the training rooms offered</p> <p>Posters detailing the number of people allowed in a staff room at any one time have been put up</p> <p>1 metre markings on the floor by the worktop to be installed</p> <p>Some seats in the staff room to be put out of use by marking</p> <p>Staff to clean all surfaces in staff rooms after use</p> <p>Staff toilets to be cleaned with bleach (staff have been asked to object to this if they are concerned)</p> <p>Staff to wipe down surfaces in staff toilets with anti-viral wipes after use</p> <p>The lift will be cleaned between use by different staff members</p>	
6.11	Cross-contamination between catering contractors and pupils/staff	Whole school	<p>Pupils to choose vegetarian or meat option on arrival at school to limit time at the counter</p> <p>Kitchen staff must wear masks and/or visors during service</p>	6
6.12	Cross-contamination between staff and parents	Staff and parents	<p>Only YN and YR parents allowed to come onto site at drop off or collection</p> <p>Forgotten items not accepted by school staff during the day</p> <p>Reminders included:</p> <ul style="list-style-type: none"> • in correspondence to parents detailing plans for limited return in January 2021 • on posters on school gates • on website <p>Face to face meetings to be restricted to essential situations only</p> <p>Staff to be able to justify that any face to face meeting is unavoidable</p> <p>Where unavoidable, participants should adhere to the social distancing guidelines:</p>	6

			<p>Closer than 1 metre for less than 1 minute Between 1 metre and 2 meters for less than 15 minutes More than 2 meters for as long as you wish in a well ventilated room or, better, outside</p> <p>Where this cannot be adhered to for any reason, the visitor should be asked to wear a mask and, if they refuse, the staff member should wear one</p> <p>Parents entering site for such an unavoidable meeting must follow hand-sanitising protocol and use hand sanitiser which will be available at both front desks</p>	
6.13	Cross-contamination between staff and visitors or contractors	Staff; visitors; contractors	<p>Visitors and contractors restricted to essential business and by appointment only</p> <p>Flexible approach to recruitment allows interviews and safeguarding checks to be done remotely</p> <p>Front desks protected by Perspex screens</p> <p>Contractors and visitors on site must follow hand-sanitising protocol and use hand sanitiser which will be available at both front desks</p> <p>Staff to be able to justify that any face to face meeting is unavoidable</p> <p>Where unavoidable, participants should adhere to the social distancing guidelines: Closer than 1 metre for less than 1 minute Between 1 metre and 2 meters for less than 15 minutes More than 2 meters for as long as you wish in a well ventilated room or, better, outside</p> <p>Where this cannot be adhered to for any reason, the visitor should be asked to wear a mask and, if they refuse, the staff member should wear one</p> <p>Delivery drivers to be instructed to leave deliveries in the foyer between the two sets of doors in KS1</p>	6

7. VENTILATION

7.1	Increased severity of any COVID-19 infection due to 'viral load'	Whole school	<p>Internal doors and external windows kept open wherever possible in classrooms and shared areas</p> <p>Fire doors to be kept open if they have listening devices on them or are connected to fire alarm</p> <p>External doors and windows being kept open at all times when children are not in the room</p> <p>Air conditioning units can be used in conjunction with open windows to increase air circulation in those rooms that have units</p>	7
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			<p>Air conditioning units are regularly cleaned and serviced</p> <p>CO2 monitors installed in the smallest classrooms to monitor air quality</p> <p>Short outdoor break outs introduced for Y1-Y6 to allow fuller air recirculation whilst children are outside</p> <p>YN to spend a large proportion of their day outside</p> <p>YR to spend as much time as possible outside</p> <p>Doors and windows kept open in offices and staff areas</p>	
7.2	Increase in other illnesses due to ventilation/fresh air measures	Whole school	<p>Parents advised to send children in wearing several layers, including socks</p> <p>Hot meals available at lunchtime</p> <p>Children allowed to wear coats in classrooms if required</p> <p>Warm clothing made available to nursery staff</p> <p>Adequate opportunity for breaks for staff and children to warm up inside</p>	NA

8. PPE				
8.1	Transmission of COVID-19 as a result of PPE not being available, or its incorrect use or disposal		<p>Staff signposted to government guidance on PPE: Coronavirus (COVID-19): implementing protective measures in education and childcare settings - GOV.UK</p> <p>Bagged and labelled packs containing face visors, masks, gloves and aprons available in isolation rooms in both buildings</p> <p>Bagged and labelled packs containing face visors, masks, gloves and aprons available next to First Aid</p> <p>Goggles, masks, gloves and aprons available for site manager</p> <p>Masks and face visors available to all staff as requested</p> <p>All staff directed to watch a video on PPE removal and disposal: COVID-19: Removal and disposal of Personal Protective Equipment (PPE) - YouTube</p> <p>Public Health England posters showing how to safely remove PPE displayed in isolation rooms, site manager's shed, next to first aid boxes and in reception areas in both buildings</p>	8

			Protocol for bagging and disposing of used PPE equipment displayed in isolation rooms, site manager's shed and next to first aid boxes in both buildings	
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9. Asymptomatic testing				
9.1	Asymptomatic staff on site increases risk of infection	Whole school	School has promoted and facilitated lateral flow device testing programme Staff and their families have been encouraged to engage with the programme Results reporting process includes immediate advice to self-isolate in the event of a positive result	9
9.2	Risks associated with asymptomatic testing programme	Staff	See separate risk assessment: LATERAL FLOW DEVICE TESTING FOR STAFF (dated 26/01/2021) covering: <ul style="list-style-type: none"> • Distribution of tests • Testing • Low uptake, low testing, low results reporting • Data Protection • Workload and stress 	N/A

RESPONDING TO INFECTION

10. ENGAGE WITH NHS TEST AND TRACE				
10.1	Potential spread of virus if close contacts are not advised of possible infection	Whole school; outside contacts	Staff advised how to engage with the NHS Test and Trace programme via: <ul style="list-style-type: none"> • posters in classrooms, offices and staff rooms • COVID training at INSET Parents advised about the NHS Test and Trace programme via: <ul style="list-style-type: none"> • the website 	10

			<ul style="list-style-type: none"> ongoing newsletter articles <p>Staff and parents will be told that they are expected to engage with the programme if they (staff) or their child (parents) becomes symptomatic, i.e.</p> <ul style="list-style-type: none"> Book a test: Coronavirus testing Provide details of close contacts if the test proves positive Self-isolate for the then Public Health England (PHE)-prescribed period <p>Government supplied self-test kits will be offered to families in cases where getting a test will be problematic (assuming availability)</p> <p>Leadership team will engage with Test and Trace as part of Public Health England (PHE) protocols in the event of a confirmed case in school</p> <p>Positioning in unavoidable staff meetings recorded so close contacts can be identified</p> <p>Pupil groups are consistent so close contacts can be identified</p> <p>Records of all visitors on site maintained to allow efficient engagement with Test and Trace for non-school persons</p>	
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11. MANAGE SUSPECTED OR CONFIRMED CASES OF COVID-19 IN SCHOOL				
11.1	Potential spread of virus by someone on site suspected of having COVID-19	Whole school	<p>Posters detailing protocol for dealing with a suspected case of COVID-19 on site available in classrooms, reception areas and site manager's shed</p> <p>Any pupil or staff member displaying ongoing symptoms (temperatures for EY children to be taken twice given standard variations in this regard) to be put into their designated room whilst waiting to be collected (KS1 intervention room; KS2 medical room)</p> <p>In the event that the rooms are occupied by another symptomatic person, they will wait in their relevant front of house area, maintaining 2m distance from any staff in the area</p> <p>Safety protocol posters displayed in both designated rooms and front of house areas</p> <p>PPE equipment available and must be worn by any member of staff supervising that cannot reasonably maintain 2m distance</p> <p>In an emergency, the staff member supervising will call 999</p>	11

			<p>Once the suspected patient has left, the room (and any toilet used by the suspected patient whilst waiting) to be put out of action until a deep clean has taken place</p> <p>Immediate localised cleaning of the child's area in the classroom, if applicable, will be undertaken by staff</p> <p>Pupils in Early Years who have a freeflow model will spend as much of the rest of the day outside as possible</p> <p>Cleaning company will be alerted to deep clean all relevant rooms, including classroom, or office and staffroom as applicable, and toilets used, that evening</p> <p>Parents/carers of the pupil concerned or the staff member concerned will be advised that they are expected to get a test: Coronavirus testing</p> <p>Pupil or staff member displaying symptoms to stay at home for the then PHE-prescribed period or until a test proves negative</p> <p>Where the pupil or staff member tests negative after having displayed symptoms, they can safely return to school, as long as:</p> <ul style="list-style-type: none"> • they are well enough • they have not had a high temperature for 48 hours • no one they live with has Coronavirus symptoms and has not yet received a test result or has tested positive for Coronavirus 	
11.2	Potential spread of virus by someone on site who has confirmed COVID-19	Whole school and outside contacts	<p>If a test shows positive, the pupil or staff member will not be allowed back on site for the then PHE-prescribed period or until they are feeling better, whichever is the later</p> <p>The parent of the pupil concerned, or the staff member, will be told that they are expected to engage with NHS Test and Trace</p> <p>The school will also contact the Richmond Public Health team: PublicHealthEnquiries@richmondandwandsworth.gov.uk</p> <p>Advice from PHE or Richmond Public Health with regards to the rest of the year group, attached staff and any other identified persons in school will be followed</p>	11

12. CONTAIN ANY OUTBREAK

12.1	An outbreak of COVID-19 on site	Whole school and outside contacts	<p>The school will follow the then current Richmond and Kingston 'action to be taken in event of an outbreak' flow chart</p> <p>The school will contact the London Coronavirus Response Cell (LCRC) on LCRC@phe.gov.uk or 0300 303 0450 (out of hours, South London Health Protection Team on 0344 326 2052) if the number of people affected, the instances, or hospitalisation of anyone affected reaches the then specified criteria</p> <p>The school will also contact the Richmond Public Health team: PublicHealthEnquiries@richmondandwandsworth.gov.uk and ask for the information to be passed to the Public Health Single Point of Contact</p> <p>Advice from PHE or Richmond Public Health will be followed</p>	9
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OTHER CONSIDERATIONS

13. MENTAL HEALTH AND WELLBEING

13.1	Children not adapting back to the school environment	All Pupils	<p>Recovery curriculum to be used across the school</p> <p>Links are available on our website to support children</p> <p>Families encouraged to advise the school of problems and difficulties children have experienced/are experiencing as a result of the latest lockdown</p> <p>SENDCo, Headteacher, Phase Leaders and Fronts of Houses will be available to support children and families</p> <p>Pupil-facing staff were trained on adversity and trauma-informed practice during Lockdown1</p> <p>LA resources will enable school to offer bespoke support as well as signposting for families</p>
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13.2	School may be unaware which children need significant support	Pupils	Families encouraged to advise the school of problems and difficulties children have experienced/are experiencing as a result of the latest lockdown
13.3	Not having a consistent mental health approach	Staff and pupils	Training from the school's Ed Psych on adversity and trauma-informed practice was undertaken by pupil-facing staff (including those in the admin team) during Lockdown 1 Each phase to review their return in light of the trauma-informed practice training Ed Psych will continue to be available to each Key Stage for individual or group consultation
13.4	Children feeling disengaged from their school community	Pupils	Weekly Personal Development sessions (PD10) will be built into the timetable Resilience groups will be available for those children identified as needing it Staff training and CPD to continue to focus on this where needed
13.5	Children may have had little opportunity for exercise during lockdown leading to obesity, low mood and low self esteem	Pupils	Drop in before and after school, PE teacher-led clubs to be made available to all pupils, offering fun sport and movement sessions Playground staff to organise and encourage games at break and lunch Active assemblies to take place 3 times a week for each year group
13.5	Staff struggling with their own mental health	Staff	Mental health resources promoted to staff: <ul style="list-style-type: none"> • on the school website • in Monday Morning Meeting notes SLT open door policy allows staff to flag issues they may be experiencing Headteacher/Business Manager/SLT walk rounds identify possible unflagged need Free counselling and support services available from the borough will be utilised where required Free confidential staff assistance programme available Education support helpline available to staff

14. FIRST AID

14.1	Infection by / to a First Aider	First aiders; pupils	<p>First aiders encouraged to read guidance: First aid during the coronavirus pandemic</p> <p>Handwashing facilities to be available to first aiders</p> <p>A poster detailing safe care will be displayed in first aid rooms and a copy will be kept in first aid boxes</p> <p>First aiders will have access to, and be encouraged to use, PPE including disposable gloves (preferably non-latex), a fluid-resistant (Type IIR) surgical mask and a disposable plastic apron (see section on PPE)</p> <p>PPE training and resources will be given (see section 6: PPE)</p> <p>Eye protection such as face visor to be worn when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids</p> <p>A window should be kept open in the first aid room for ventilation whenever it is in use</p>
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15. SAFEGUARDING

15.1	Radicalisation risk may have increased in lockdown	Pupils	<p>All staff have completed safeguarding and Prevent training</p> <p>Staff to observe children and their behaviours closely as they return to school</p>
15.2	Children have been spending more time online and their safety or wellbeing may have been compromised	Pupils	<p>An e-safety unit to be added to the computing curriculum each half term</p> <p>Safer Internet Day (SID) celebrated across the school in February 2021 through a virtual day of learning</p> <p>Age-appropriate e-safety resources purchased for different phases</p> <p>Website information for parents has been increased</p> <p>Newsletter articles will continue to raise awareness and provide links</p> <p>E-safety specific newsletter sent to parents in March</p> <p>CEOP button to be added to the website page and purpose and how to use this explained to children</p>
14.5	Children may have experienced neglect or abuse	Pupils	<p>Additional worry boxes to be installed</p> <p>Safeguarding team has been expanded so more staff are trained to L3</p>

	during lockdown and not had a person to confide in		<p>Staff to be extra vigilant as children return to school</p> <p>Staff to reinforce key messages of who to talk to if a child is worried on a regular basis.</p> <p>Posters to be displayed around school and on the noticeboards outside school with who to talk to if you are worried information and Childline numbers</p> <p>Footer at the bottom of the newsletter to include contact details so the community knows who to contact if they are concerned</p> <p>Twitter feed used to raise awareness of need for all to take responsibility for safeguarding children</p> <p>All staff trained on safeguarding on the INSET day.</p>
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16. ATTENDANCE			
16.1	Children do not attend school through their own or their parents' fears	Pupils	<p>Parents advised that attendance is mandatory from 08/03/21 and that non-attendance will be marked as unauthorised absence and reported accordingly</p> <p>Reluctant or anxious pupils identified</p> <p>Headteacher, SENDCo and JH to work with children and/or parents to try to allay their fears</p> <p>School to work with LA personnel (eg EWO, social or case workers where appropriate) where necessary</p> <p>ERSA materials and training resources to be used with families where necessary</p> <p>Early Help platform to be accessed if necessary</p>
16.2	Staff do not attend school as a result of their fears	Staff	<p>SLT to discuss fears to try to allay them</p> <p>Richmond guidelines to be followed</p>
16.3	Staff do not attend school as a result of shielding	Staff	<p>Cover teachers to be used to cover teacher absence</p> <p>TAs will be redeployed to cover support absence</p> <p>Agency cover to be brought in if necessary</p>

17. EDUCATIONAL STANDARDS

17.1	Children may have fallen behind during the period of remote learning	Some pupils	<p>Engagement and progress closely monitored during lockdown so most such pupils already identified</p> <p>Vigilance by teachers on their return will highlight others</p> <p>Additional Teaching Assistants employed to work with small groups to close gaps</p> <p>SJ to continue to work with small groups</p> <p>JH can work with small groups if required</p> <p>Catch Up Premium funding will be utilised to run before school interventions, after school interventions and teams and holiday sessions for identified pupils</p> <p>Pupil Premium funding will be utilised for the relevant pupils</p>
17.2	Staff shortages due to illness or self-isolation may affect learning	Pupils	<p>Support staff can deliver teaching under guidance from phase leaders if required</p> <p>Latest guidance allows agency staff to be utilised as long as measures in this risk assessment are followed</p> <p>Volunteers can be utilised to cover support staff if necessary, subject to the usual safeguarding protocols</p>

18. PREPARATION FOR INDIVIDUAL PUPIL SELF-ISOLATION/SHIELDING OR BUBBLE/WIDER SCHOOL CLOSURE

18.1	A child's education could be disrupted during an individual requirement to self-isolate or shield	Individual pupils	<p>First day of isolation SWAY ready prepared by each year group so that remote learning can commence on day one of absence (set up day, consolidation of prior learning and knowledge)</p> <p>Followed by 10 days' worth of SWAYS comprising:</p> <ul style="list-style-type: none"> Recording of the previous day's English and maths Their normal weekly timetable including specialist PE, French (KS2), music and art activities <p>Work will be handed in daily on the sharing channel so that staff can monitor engagement</p>
18.2	Children's education could be disrupted during required self-isolation for a bubble or the	Pupils	<p>The school's Remote Learning Plan details a robust teaching plan during any period of remote learning</p> <p>Plan is available on the school website for parents to refer to</p> <p>Ongoing learnings and best practice from previous closures have informed this plan</p>

	closure of a wider part or all of the school		<p>Remote learning platform is robust and scalable</p> <p>Pre-prepared SWAYS available so remote learning can start day one, giving staff time to produce later content if required</p> <p>SWAY combined with live sessions allows as close adherence to the standard broad and balanced curriculum as is possible</p> <p>Content significantly exceeds stipulated core teaching times detailed by DfE: 3 hours per day for KS1 ('less' for EYFS children) and 4 hours per day for KS2</p> <p>Provision for children with an EHCP individually tailored to the needs of the child. The details are available on the school website</p> <p>1:1 live session with support members of staff will be set up where necessary</p> <p>The school website contains information and links for children and parents to use (remote learning page, knowledge maps and the learning zone)</p> <p>SLT oversee remote learning content and are invited to all remote live sessions</p> <p>Governing Body audits remote learning offering, including feedback from parents and pupils</p> <p>All teaching staff have IT to enable them to lead remote learning and live sessions from home if necessary</p>
18.3	Children may have forgotten how to access remote learning	Pupils	<p>Clear information about remote learning by year group and how to access TEAMS and LGfL is available on the website in an easily identifiable section on remote learning</p> <p>All children have been taught how to access TEAMS</p> <p>KS2 children will be using many aspects of remote learning as part of their home learning going forward to promote familiarity</p> <p>Younger children's parents are able to access TEAMS and LGfL in order to provide the guidance for their children</p>
18.4	Some children may not have access to the resources required for remote learning	Pupils	<p>A list of those households needing to borrow equipment is in place</p> <p>Loan equipment available</p>

18.5	Some children may fall behind during a period of remote learning	Pupils	<p>Staff will check daily that children are engaging with their work to rapidly identify those who may fall behind</p> <p>Staff will use information gained from marking to understand areas of need</p> <p>Additional sessions for those requiring catch-up will be offered where possible, either remotely during a longer period of remote learning or when a self-isolator returns to school</p>
18.6	Some children or families may require additional resources, either to help or stimulate	Pupils, families	<p>Additional high quality resources will be continue to be used to support remote learning (White Rose, NCTM, Oakwood Academy resources, BBC, etc) and links to these are available on the school website</p> <p>A remote learning page is available on the website with links to curriculum areas as well as wider opportunities and virtual visits</p> <p>The Learning Zone and remote learning part of the website will be continually updated with resources for children and parents to access</p>
18.7	Children with SEND will require additional support during any period of remote learning	Pupils with EHCP	<p>Individual plans will be put in place for each child with an EHCP for any period of remote learning as a result of the need to self-isolate</p> <p>For longer periods of remote learning as a result of the need to shield, see RISK ASSESSMENT FOR REMOTE LEARNING FOR LONGER PERIODS THAN SELF ISOLATION (i.e. SHIELDING AND LOCKDOWNS)</p>
18.8	Vulnerable children may require additional support during any period of remote learning	Vulnerable pupils	<p>Vulnerable children are identified</p> <p>Teaching and support staff will monitor engagement and progress with remote learning</p> <p>School staff or Local Authority Staff (social worker or family support worker) will visit vulnerable children not visible during a period of remote learning and elevate any concerns to the relevant team at the LA</p>
18.8	Children shielding may become disengaged during an extended period of remote learning	Pupils	<p>For longer periods of remote learning as a result of the need to shield, see RISK ASSESSMENT FOR REMOTE LEARNING FOR LONGER PERIODS THAN SELF ISOLATION (i.e. SHIELDING AND LOCKDOWNS)</p>

18.9	Children may be at risk online during a period of remote learning	Pupils	<p>Pupil code of conduct for remote learning has been established and gone through with children</p> <p>Online sessions take place on TEAMS only</p> <p>Children’s names not available on TEAMS so they cannot be identified by a third party during a live session or on the year group pages where they may be identifiable from a photo they have uploaded</p> <p>SLT member invited to all live sessions so they can drop in and observe</p> <p>Two members of staff on a ‘1:1’ session or it is recorded</p> <p>Staff must be online for a live session before children are admitted</p> <p>Staff document any issues during an online session</p> <p>Pupils who deliberately flout the code of conduct will not be allowed to join a session until they have proved that they can follow the rules in future</p> <p>Parents have agreed to a protocol to be adhered to, including:</p> <ul style="list-style-type: none"> • being available during online sessions • ensuring that anyone visible or audible in the household will dress and speak appropriately during the session <p>Parents must confirm they will not record any online session</p>
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Ref	Additional control measures required to reduce risk	To be actioned by	Date to be completed	Completed