

LECKHAMPTON PRIMARY SCHOOL COVID-19 RISK ASSESSMENT



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

The risk assessment will be reviewed on a weekly basis or if the risk level changes and will be updated following any further [government guidance](#). The risk assessment will be shared with all staff and published on the school website.

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section.1a: Policies and Procedures		
<p>Policies and procedures do not reflect current COVID-19 legislation and guidance</p>	<ul style="list-style-type: none"> • Relevant policies and practices updated to reflect changes brought about by COVID-19, including: Safeguarding/child protection; Attendance; Behaviour; Curriculum; Induction / Staff Handbook; Special educational needs; Visitors to school • Ensure school website is compliant as per latest government guidance • Establish a visitors’ protocol so that parents, contactors, professionals working with individual children are clear about the infection system of control measures that the school has in place: <p><u>Prevention</u></p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not 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) Where necessary, wear appropriate personal protective equipment (PPE). <p>(Numbers 1 to 5 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.)</p> <p><u>Response to any infection</u></p> <ol style="list-style-type: none"> 8) Engage with the NHS Test and Trace process. 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 10) Contain any outbreak by following local health protection team advice. 	<p>Policies to be shared with all stakeholders via school website</p> <p>Policies and procedures updated as and when national/local guidance changes</p>

(Numbers 8 to 10 must be followed in every case where they are relevant.)

Section.1b: Preparation of the school site

Health and safety non-compliance which increases risk of the spread of infection

- Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.)
- Ensuring emergency response is up-to-date should the school be forced to close
- Increase the supply of fresh air by opening windows and doors (where safe to do so).
- Use ceiling fans or desk fans for good air circulation.
- Air conditioning systems that normally run with a recirculation mode set up to run on full outside air.
- Ventilations system that removes and recirculates air to different rooms is turned off.
- Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends.
- Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Doors to be closed when premises unoccupied.
- Identify rooms that can be accessed directly from outside (to avoid shared use of corridors)
- Entry points to school controlled (including deliveries). Please refer to school map which indicates these control areas
- Building access rules clearly communicated through signage on entrances
- Limit visitors by exception (e.g. for priority contractors, emergencies etc.)
- School start times staggered so bubbles arrive at different times
- Clear indication of drop off and pick up points from designated areas issued to all parents.
- Sufficient supplies of PPE are provided
- Sufficient tissues are provided for all rooms
- Sufficient handwashing facilities are available for all school users
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas
- Separate Tissue bins are provided to support pupils and staff to follow ‘catch it, bin it, kill it’ approach
- Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers)
- Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with GCC cleaning and relevant contractors)
- Arrangements made with site staff for additional cleaning of toilets during the school day
- Remove rubbish daily and dispose of it safely

Overarching rule – Minimising contact and mixing between people reduces transmissions of CV-19

School site map provided for all staff and shared with parents (visual representation of entry and access points for specific groups)

<p>Alteration of fire safety and evacuation leads to uncertainty of which procedures to follow for evacuation</p>	<ul style="list-style-type: none"> • Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly points etc...) • Fire registers to be completed each day showing how many children are in • Upon sounding of fire bell, all children and adults follow usual evacuation procedures with: <ul style="list-style-type: none"> ○ Doors being closed in each class bubble and meeting outside exiting via the nearest exit point with other classes from their year group bubble ○ Children remaining with their member of staff while moving out of their doors to evacuation point • Children to line up at distance with member of staff at front and call names from register • Administrators to check staff presence from sign-in sheet • Report back to Headteacher when all present 	<p>Update fire evacuation procedures in light of new bubble arrangements</p> <p>Establish regular fire evacuation drills to test out new procedures, making necessary alterations to the evacuation plans in light of the outcomes of the drills</p>
<p>Increased risk as a result of lack of social distancing and mixing of groups</p>	<p>Face Coverings / Shields (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> • Face coverings / Shields to be worn by staff or visitors (unless exempt), where social distancing cannot be maintained moving around the premises or where they are vulnerable (e.g. in corridors). • Staff or visitors will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible (e.g. staffrooms or offices) • Staff are able to wear a face covering or shield at the end of the school day when they are likely to come into contact with parents / carers • All parents/carers to be asked to wear face coverings / shields when dropping off and when collecting children from the school site • Visitors will be expected to provide their own face covering • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe • Cleaning of hands before and after removing or putting on face covering • Face coverings placed in sealable plastic bags between use or face shields cleaned when they have been removed by staff 	<p>Expectations with regards to face coverings / shields shared with all stakeholders</p> <p>Conversations with individual members of staff who are deemed vulnerable</p>
<p>Poor cleaning regimes leads to spread of infection</p>	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Hand sanitiser provided for all staff and visitors. • Thorough cleaning of rooms at break, lunch and the end of the day • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.) 	<p>Shared with cleaning company</p>

	<ul style="list-style-type: none"> Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles Outdoor equipment appropriately and frequently cleaned Toilets to be inspected and cleaned regularly throughout the school day – signed sheet <p>Daily cleaning Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks Teaching and learning aids Computer equipment (including keyboards and mouse) Sports equipment Toys Telephones 	
<p>Contact and mixing of pupils and adults not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> School is divided up into 7 clearly defined ‘Year Group Bubbles’ – Reception through to Year 6 to minimise mixing (Bubbles do not mix and where mixing is more likely, social distancing of 2m will be required e.g. end of the school day) A record will be kept of all pupils and staff in each class, year group bubble or close contact group within the year group bubble (legal obligation to complete registers as per government guidance) Groups use the same classroom or area of the school throughout the day Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure Pupil movements around the school site, either in groups or individuals are controlled to limit contact and mixing When outside, ‘Bubble’ groups will stay within a specific “zone” of the site to minimise mixing The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles Consideration will be given to one-way system within each year group bubble / around the school site if possible for circulation around school Use screens or barriers where necessary to further prevent groups mixing Stairways (where applicable) to be up or down only In areas where queues may form, floor markings used to indicate distancing 	<p>New systems shared with all stakeholders</p> <p>Plan of the building shared with all staff</p> <p>Kitchen aware of expectations</p>

	<ul style="list-style-type: none"> • Separate doors be used for movement both in and out of the building (to avoid crossing paths) – where external doors should be used • Groups do not mix to play sports or games together • Assemblies not held – they will be held using an online platform. 	
<p>Contact and mixing of pupils and adults at play and lunchtimes not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> • Staggered break and lunchtimes to avoid mixing and contact of different bubble groups • Break time snacks/milk to be provided in ‘Bubble Classes’ for year groups 1 to 6) • Where possible, year group bubbles to eat school lunch in individual classrooms or school hall with clean down in between groups. Lunch to be provided as part of a staggered system to prevent bubbles from mixing • Tables and benches to be thoroughly cleaned before a new year group bubble enters either hall • Multiple groups do not use outdoor equipment simultaneously • Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over • Separate spaces for each bubble group clearly indicated at break time • Staff to report any non-compliance 	
<p>Classrooms poorly organised leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Regular inspection of classrooms to ensure that where possible pupils are seated side by side and facing forwards • Where pupils are not arranged facing forwards, such as YR and Y1, regular inspection of measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of continuous provision • Unwanted items and furniture removed from classrooms • Bins for tissues provided and are emptied throughout the day • Sufficient handwashing facilities are available • Doors propped open, where safe to do so to limit use of door handles. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	

<p>Poor toileting regime increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Share regular messages in the class about the importance of handwashing and good hygiene. • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times • Toilets to be cleaned frequently across the course of the day 	
<p>Office staff coming into direct contact with large numbers of people through entrance or foyer</p>	<ul style="list-style-type: none"> • ‘Office Bubble’ formed to protect office staff • Provision of PPE to office staff if applicable, including face shields • Glass hatch to remain closed to protect employees in reception • Hand sanitiser provided at all entrances • Visitors do not sign in – a member of office staff to sign visitors in and out. • If applicable pupils to remove all face coverings at school and sanitise/wash hands immediately on arrival – temporary face coverings to be disposed of in clinical waste. 	<p>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary</p>
<p>Visitors to school / meetings in school increase risk of spread of infection if procedures are not followed</p>	<ul style="list-style-type: none"> • Communication with all contractors and suppliers that they will need to support the school’s plans in full e.g. catering, cleaning, food supplies • Visitors to the school will be limited by exception e.g. for priority contractors, emergencies etc... • Where possible visits are arranged outside of school hours • Deliveries and visits to site (e.g. contractors) are arranged in advance. Risk assessment procedures to be requested prior to coming onto school site • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.) • Parents/carers and visitors coming onto the site without an appointment is not to be permitted • Visitors are asked if they are or have recently been displaying symptoms of COVID-19 • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival • When visitors/contractors are on site their movements between bubbles are restricted • A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> ○ the name; date of visit; arrival and departure time; <p>Open Days/ Parents Evenings</p> <ul style="list-style-type: none"> • School to follow GCC recommendation: • Open days, parents evenings and other events will be avoided. Wherever possible, events will be held on a virtual platform to avoid gatherings in school. • Where such events are able to take place: <ul style="list-style-type: none"> ○ Any large parents’ events will be planned and risk assessed for COVID-19. ○ Measures taken to ensure the strict adherence to social distancing of 2 metres. 	

	<ul style="list-style-type: none"> ○ The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits). ○ Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below). ○ Weather permitting, stalls set up outside as the risk of transmission is lower outdoors. ○ Making use of multiple exit and entry points. ○ Introduce a one-way flow in and out, with appropriate floor markings or signage. ○ Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. ○ Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances. ○ Queues managed to reduce the risk of congestion ○ Socially distanced queuing systems. ○ Frequently touched surfaces cleaned regularly. ○ On entering and leaving, everyone to wash their hands. ○ Wash stations will be provided. ○ Wearing face coverings if maintaining 2m distancing is difficult. ○ Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning. ○ To support the NHS Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number. ○ Car parking to be managed to help people socially distance. ○ Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible. 	
<p>Caterers do not follow the school's guidance and this risks spread of virus</p>	<ul style="list-style-type: none"> ● Assurances that caterers comply with the guidance for food businesses on COVID-19 ● Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts) ● Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys 	<p>School meal provider to share their own risk assessment with the school.</p> <p>School to share risk assessment with catering staff</p>
<p>School breakfast and</p>	<ul style="list-style-type: none"> ● School breakfast and after-school provision to maintain small and consistent groups. Records of attendance of pupils and staff and groups held. 	

<p>after-school provision increases risk pupils mixing</p>	<ul style="list-style-type: none"> • Risk assessment is shared prior to any occupation of the school buildings • Before and after-school providers to ensure clear and regular communication with parents and regular liaison with school, including testing outcomes and changes to the provision should they take place 	
<p>Lettings are not correctly managed and this leads to increased risk of spread</p>	<ul style="list-style-type: none"> • Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID19 Secure guidelines. With the exception of ChildsPlay UK – After school club providers - lettings are not taking place. • The use of indoor facilities by adults should remain closed until specific guidance changes, apart from toilets and throughways • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines • Use of facilities for sports and recreation (if school hires out the hall etc. to clubs and groups) is permitted. Any groups hiring the facilities must refer to the relevant government guidance and their own associations for guidance. The school can ask any hiring organisation to provide evidence of their risk assessment and should agree who is responsible for cleaning, providing hand sanitiser, equipment and what happens if anyone shows symptoms or tests positive to COVID-19, etc. • Outdoor sports courts and other outdoor sporting activities are also permitted • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines • School to review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). This review will be in light of any updated national and local guidance 	
Section.1c: General Communication and Communication of risk		
<p>Lack of awareness of policies and</p>	<ul style="list-style-type: none"> • Daily briefing to pupils on school rules and measures with reminders before leaving rooms • On-going 'Questions and Answers' published to staff / parents at regular • COVID-19 posters/ signage displayed 	<p>Parents and pupils informed of key aspects</p>

<p>procedures leads to placing pupils and staff at risk</p>	<ul style="list-style-type: none"> • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website) • Regular communications to parents (and young people) via school website and letters • Communication with others (e.g. extended school provision, supply teachers, peripatetic music teachers, lettings, regular visitors, etc...) • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security • Keep parent appointments / external meetings on a 'virtual platform' • Open days / parents' evenings / curriculum meetings to be held virtually following local authority guidance (refer to 'Open Days' section within this RA) 	<p>of the school's control measures</p>
<p>Section.2: Close Contact & First Aid / Illness Management</p>		
<p>Poor management of first aid</p>	<ul style="list-style-type: none"> • Check staff qualifications, paying particular attention to renewal dates and statutory requirements e.g. Early Years and Paediatric First-Aid • Consider enrolling more staff on training • Employees providing general first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> ○ washing hands or using hand sanitiser, before and after treating injured person ○ wear gloves or cover hands when dealing with open wounds ○ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest ○ dispose of all waste safely • PPE provision - pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way: <ul style="list-style-type: none"> ○ A face mask worn if a distance of 2m cannot be maintained ○ If contact is necessary, then gloves, an apron and a face mask should be worn ○ Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting 	
<p>Poor management of infectious diseases</p>	<ul style="list-style-type: none"> • Where possible, use of designated area for close contact and illness management – Headteachers room. Identify a room that sick pupils can be kept isolated in until parents come to collect them, ideally with: <ul style="list-style-type: none"> ○ A door you can close ○ A window you can open for ventilation ○ A separate bathroom they can use (either attached to the room or nearby) Staffroom toilet. • Procedures in place should someone become unwell whilst attending school - make sure staff in school know that they should: <ul style="list-style-type: none"> ○ Move pupils to a suitable room if a child is unwell. The child should be isolated. 	<p>GCC NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education</p>

	<ul style="list-style-type: none"> ○ Staff caring for a child awaiting collection should keep to a distance of 2m ○ Staff to wash their hands for 20 seconds after making contact with the ill pupil ○ If showing symptoms of C-19: <ul style="list-style-type: none"> ▪ First aiders should wear PPE (provided): <ul style="list-style-type: none"> • A face mask worn if a distance of 2m cannot be maintained • If contact is necessary, then gloves, an apron and a face mask should be worn • Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting ▪ Ring for child/adult to go home immediately and inform parents of symptoms and procedures for testing: <ul style="list-style-type: none"> • book a test if they are displaying symptoms; • inform the school immediately of the results of a test; • provide details of anyone they have been in close contact with; • self-isolate if necessary ▪ All areas where a person with symptoms has been to be cleaned after they have left ▪ Positive test - members of bubble remain at home for remaining 14 days ▪ Negative test - members return to school next working day ▪ Should staff have close hand-on contact, they should monitor themselves for symptoms of possible CV-19 over the following 14 days 	<p>settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Staff expected to wear school clothing as set out within the school Code of Conduct</p>
<p>Suspected case of COVID-19 not managed effectively which places others at risk</p> <p>Cleaning regime does not deep clean the suspected area and leads to further risk of re-infection</p>	<p>Make contact with relevant agencies e.g. PHE (swhpt@phe.gov.uk) or ask.swhpt@phe.gov.uk, Local Authority (,COVID-19 school related issues for 01452 426015 – will be answered as ‘In Year Admissions’ but staff are ready to advise re: Coronavirus - covidschoolenquiries@gloucestershire.gov.uk); Call 119</p> <ul style="list-style-type: none"> • Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> ○ Objects which are visibly contaminated with body fluids ○ All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) • When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> ○ Disposable cloths, or ○ Paper rolls and disposable mop heads • When cleaning and disinfecting, use either: <ul style="list-style-type: none"> ○ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ○ A household detergent, followed by a disinfectant with the same dilution as above ○ An alternative disinfectant, that’s effective against enveloped viruses • Make sure all cleaning staff: <ul style="list-style-type: none"> ○ Wear disposable gloves and apron 	<p>Refer to PHE flow diagram (refer to end of this document)</p>

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| | <ul style="list-style-type: none">○ Wash their hands with soap and water once they remove their gloves and apron● Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine● Clean and disinfect anything used for transporting these items with standard cleaning products● Launder any possibly contaminated items on the hottest temperature the fabric will tolerate● If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning● Dispose of any items that are heavily soiled or contaminated with body fluids.● Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full● Place these bags in a suitable and secure place away from children and mark them for storage● Wait until you know the test results to take the waste out of storage● If the individual tests negative, put the bags in with the normal waste● If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.● If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:<ul style="list-style-type: none">○ Local waste collection authority (if they currently collect your waste)○ Or, by a specialist clinical waste contractor | |
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Section.3: Employees

<p>Lack of understanding of risk control measures or poor communication leads to increased risk of infection</p>	<ul style="list-style-type: none"> • Employees are fully briefed about plans and protective measures identified in the risk assessment – this is achieved through regular communication via emails and staff briefings • Regular communications about systems which make clear that those who have CV symptoms, or who have someone in their household who does, are not to attend school • All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Procedures in place to inform staff members and parents/ carers that they will need to be ready and willing to book a test if they are displaying symptoms; • Crucial that they inform the school immediately of <ul style="list-style-type: none"> ○ the results of a test ○ provide details of anyone they have been in close contact with ○ self-isolate if necessary 	<p>Principles for staff</p> <ul style="list-style-type: none"> • Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible • Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • Use the 'catch it, bin it, kill it' approach • Avoid touching your mouth, nose and eyes • Clean frequently touched surfaces often using standard products, such as detergents and bleach • Think about ways to modify your teaching approach to keep a distance from
<p>Poor mental health leads to increased rates of staff absence</p>	<ul style="list-style-type: none"> • Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference • Access to Occupational Health and Employee Assistance programme https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/ • Information shared about the extra mental health support for pupils and teachers is available • Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing 	
<p>Risk to vulnerable employees</p>	<ul style="list-style-type: none"> • Vulnerable employees ('clinically vulnerable' to coronavirus) identified and supported by headteacher and relevant local and national guidance about safety to work • Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity • Where necessary individual risk assessments for employees at special risk (take account of medical advice) 	
<p>Poor hygiene routines lead to increased risk of infection spreading between staff</p>	<ul style="list-style-type: none"> • Frequent hand washing encouraged for adults (following guidance on hand cleaning) • Adults are encouraged not to touch their mouth, eyes and nose • Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	
<p>Lack of reduced contact and distancing</p>	<ul style="list-style-type: none"> • Where possible, use a simple 'no touching' approach for young children to understand the need to maintain distance • Older children to be encouraged to keep their distance within bubbles 	

<p>increases risk of virus spread</p>	<ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible • Where possible staff to maintain distance from their pupils, staying at the front of the class • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff • The occupancy of staff rooms and offices limited with smaller staff room bubbles being created (if space is available) • Use of staff rooms to be minimised (see above) • Staff in shared spaces (e.g. office) to avoid working facing each other 	<p>children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important)</p>
<p>Lack of reduced contact and distancing increases risk of virus spread when working with high-needs pupils</p>	<ul style="list-style-type: none"> • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces • Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> • Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters
<p>Timetabling / curriculum / PPA staff</p>	<ul style="list-style-type: none"> • Reviewing timetables to decide which lessons or activities will be delivered on what days to ensure that bubbles are kept apart e.g. Outdoor PE; use of the hall etc.... - groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits • Identify and plan lessons that could take place outdoors • Use the timetable to reduce movement around the school or building • Planning break times (including lunch), so that all pupils are not moving around the school at the same time • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same • Staff, such as PPA staff, that move between classes and year groups, to keep their distance from pupils and other staff • Singing, wind and brass instrument playing can be undertaken in line with Department for Culture, Media and Sport guidance (working safely during coronavirus (COVID-19): performing arts) • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ Minimising contacts and mixing through separate groups ○ physical distancing; ○ regular handwashing; ○ playing outside wherever possible; ○ avoiding sharing of instruments and if they have to be shared, they should be regularly disinfected before each use 	<ul style="list-style-type: none"> • Prevent your class from sharing equipment and resources (like stationery) • Keep your classroom door and windows open for air flow • Limit the number of children from your

	<ul style="list-style-type: none"> ○ ensuring good ventilation; ○ keeping any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly 	<p>class using the toilet at any one time</p> <ul style="list-style-type: none"> • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms • Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take. • If planning a school visit, please ask provider for CV-19 risk assessment and control measures. Similar requests from any transport company
PE and School Sport not properly managed	<ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport • Sports equipment thoroughly cleaned between each use • Staff to make themselves fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport; ○ advice from organisations such as the Association for Physical Education ○ the Youth Sport Trust ○ guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents / using changing rooms safely • Outdoor sports should be prioritised where possible. Large indoor spaces used where it is not as long as protective measures are in place – social distancing, ventilation, hand hygiene etc... • Distance between pupils will be maximised • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements and that they prove they can operate within the wider protective measure explained within this risk assessment 	
Swimming not correctly managed which leads to unnecessary contact / mixing and potential risk of spread of infection	<ul style="list-style-type: none"> • If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance • The same bubbles from the classroom will be applied to the pool groups • When delivering swimming lessons teachers and assistant deliver from the poolside • The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing • Where practical, each swimming teacher to deliver from alternate sides of the pool • A consistent way of moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way) • Hand cleaning stations and additional waste bins on poolside and in changing rooms • Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms • All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water • Pupils do not share equipment 	
Lack of understanding of educational	<ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only • Risk assessments of visits and journeys to be undertaken by visit leaders • No overnight and overseas visits until government guidance changes 	

<p>visit and journeys leads to higher level of risk</p>	<ul style="list-style-type: none"> • Pupils grouped together on transport in the same bubbles that are adopted within school where possible • Journeys planned with to allow distancing within vehicles (this may mean large vehicles or more are used) • The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey 	
<p>Vulnerability of pupils not in school in the event of self-isolation; local or national outbreaks</p>	<ul style="list-style-type: none"> • Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure • Staff to consider a plan for remote education for pupils, using national resources such as The Oak Academy and work posted on the school website or through Microsoft Teams • Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls 	
<p>Section.4: Pupils</p>		
<p>Pupils spreading virus due to lack of understanding of routines</p>	<ul style="list-style-type: none"> • Pupils will be educated before they return and reminded when they return about the protective measures that are in place across the school – robust hand and respiratory hygiene; reducing contacts and maximising distancing where ever possible; forward facing desks 	<p>e-Bug has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes
<p>Hand hygiene not being followed</p>	<ul style="list-style-type: none"> • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs) • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing • Staff help is available for pupils who have trouble cleaning their hands independently. • Pupils are encouraged not to touch their mouth, eyes and nose • Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	<ul style="list-style-type: none"> • Hand hygiene • Respiratory hygiene • Microbe mania <p>Staff on duty outside school to monitor protection measures</p>
<p>No limit to equipment increases risk of spread of the virus</p>	<ul style="list-style-type: none"> • The equipment pupils bring into school each day is limited to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones • Bags are allowed • All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class 	
<p>Pupils who show signs of COVID-19 or</p>	<ul style="list-style-type: none"> • Children who display symptoms/become ill during the school day are to be isolated – HT Room • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance 	

<p>who are unwell are not isolated and this increases risk of virus spreading</p>	<ul style="list-style-type: none"> • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in a well ventilated room (staff with the children are dressed in PPE – face mask, apron and gloves) • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection 	
<p>Vulnerable pupils</p>	<ul style="list-style-type: none"> • Regular reporting to LA and DfE regarding attendance of key groups • Regular contact with vulnerable pupils • Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home • Risk assessment of vulnerable pupils - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance • Review EHCPs where required 	
<p>Pupil Behaviour</p>	<ul style="list-style-type: none"> • Review and update behaviour policies to consider how pupils not following distancing rules will be managed • Government guidance to be used when considering alterations to existing behaviour policies 	
Section.5: Parents		
<p>Parental gathering increases risk of virus spreading</p>	<ul style="list-style-type: none"> • Parents informed only one parent to accompany child to school • Parents' drop-off and pick-up protocols to minimise contact – gatherings at the school gates/doors are prohibited • School start times staggered so year group bubbles arrive at different times and through different entry points are communicated to parents • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website) • Made clear to parents that they cannot gather at entrance gates or doors • Parents and pupils encouraged to walk or cycle where possible • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings) • Discourage parents and pupils from bringing in toys and other play items from home • Parents are able to email class teacher or contact main office for reassurance/questions. 	<p>Information shared with parents through 'Road map'</p> <p>Staff on duty at the start and end of the school day to monitor closely protection measures, particularly encouraging parents to drop-off and collect quickly</p>
<p>Poor management of unwell pupils leads to increased risk of virus spreading</p>	<ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk • Parents are encouraged to make full use of the Test and Trace guidance – including recognising known symptoms, gaining access to a test, self-isolation protocols, testing and communicating outcomes with school in a timely manner • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the medication policy or if an emergency verbal permission over of the phone 	

Date of 1st review: 11.7.20

Date of second review: 1.9.20

Date of third review: 10.9.20

Date of fourth review:

Name of Headteacher: Sam Porter

Name of Chair of Governors: Tim Beardsmore

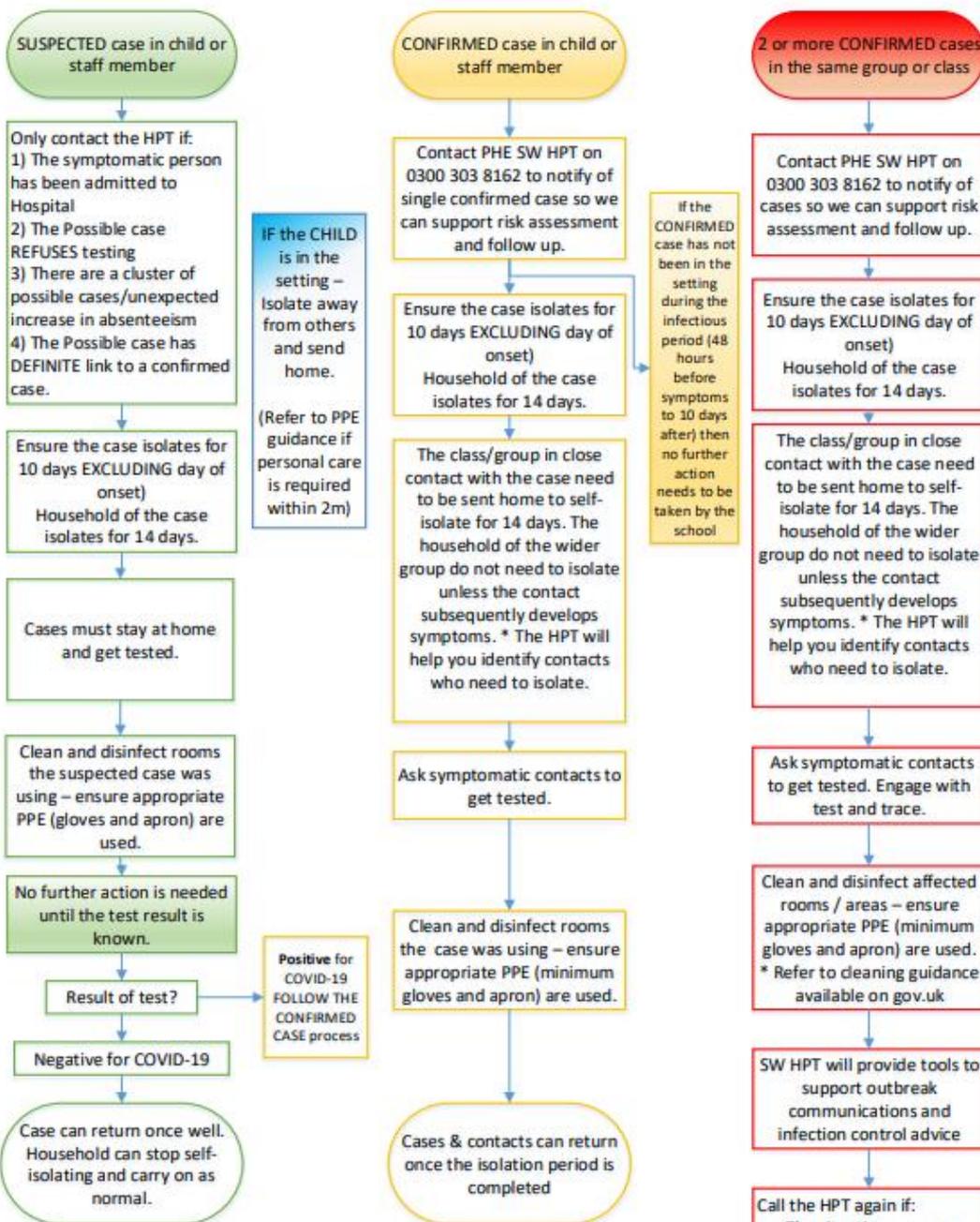
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Changes arising from on-going weekly risk assessment review

Concern / Issue arising	Action taken	Date
Drop off and pick up arrangements led to large volume of parents congregating.	Additional points to be allocated for drop off and pick up and communicated to parents and staff.	2 nd September 2020
Additional spaces handed over to school	Signage placed in corridors to inform of direction of travel	5 th September 2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.
 If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.
 GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
 TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.



COVID-19 Case Definition: (as of 18/05/20)
 • A high temperature
 • A new, continuous cough
 • A loss of, or change to, your sense of smell or taste

INFECTIOUS PERIOD:
 48 hours before the onset of symptoms to 10 days after onset.
 IF case has no symptoms but a positive test, it is 48 hours prior to test

Cleaning:
 For detailed guidance refer to the guidance on gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high – ie. Cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

Surfaces that could be contaminated need cleaning and disinfection.

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

Five key principles

