

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 3rd September 2020 for all pupils (reviewed and updated Feb 2021)

Sibford Gower Endowed Primary School

Assessment conducted by: J.O'Sullivan	Job title: Headteacher	Covered by this assessment: Health & Safety
Date of initial assessment: 7 th & 13 th July 2020 Reviewed and updated with staff 4 th & 5 th January 2021 Reviewed and updated 24 th February 2021 April 2021, June - 6.6.21	Date of next review: ongoing in line with changes in DfE guidance	Initial RA agreed by Alex Greenhalgh (H&S gov) 14.7.20 January review agreed 12.1.21 February Review agreed 24.02.21 June review agreed 14.6.21

The sole purpose of this risk assessment is to support Warriner MAT schools in preparing for opening for all year groups from the beginning of the Autumn term 2020 and through the academic year 2020-21 **whilst reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools which can be accessed via links below.
- Additional information and considerations for leaders is given in the 'Reopening of Schools (Final)' discussion document.
 - For further reference, <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>, <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
 - <https://www.gov.uk/government/publications/covid-19-school-closures>
 - <https://www.gov.uk/government/organisations>
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

Key:

Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Risk Controls	Impact	Likelihood	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice.	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. Information on the school website is updated and a link has been provided for parents to the gov.uk website Parents/pupils updated as necessary – access through website and via weekly bulletin or email. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email and/or minuted meetings. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	H	L	J.O'Sullivan	Ongoing	
Poor communication with parents and other stakeholders	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Risk assessment for is reviewed and adapted to reflect government guidance for full re-opening on 8th March 2021 Head teacher to develop and share Risk Assessment with all staff. All staff involved in developing aspects of risk assessment through staff meetings and discussions, roles allocated for monitoring, resource procurement and so on. Risk assessment plan shared with parents via website. Regular communications between school and parents via weekly updates, content specific letters/emails, information page on the school website, group Call questionnaires and so on Key guidance documents circulated to staff 	M	L	J O'Sullivan Rachel Blake	<p>RA reviewed, adapted and shared before 1st September 2020 but RA subject to ongoing review</p> <p>Comms. ongoing</p>	

	As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures.	<ul style="list-style-type: none"> All staff and pupils are aware of all relevant policies and procedures including, but not limited to; <ul style="list-style-type: none"> Health and Safety Policy Infection Control Procedures/guidance First Aid Procedures 	M	L	J. O'Sullivan On site Staff	Ongoing	
	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	H	M	J.O'Sullivan Staff	Ongoing	
	<ul style="list-style-type: none"> Staff understand that information regarding any Health & Safety issues and/or accidents should be reported/recorded in the usual way. Any serious accidents that may be reportable under RIDDOR are immediately reported to the SLT. 	M	L	J O'Sullivan Staff	Ongoing	
	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus and understand that these must be followed, including full engagement with the NHS Test and Trace process as required. 	H	M	J O'Sullivan	Ongoing	
	<ul style="list-style-type: none"> Teachers and TAs have discussed govt guidance regarding CPR and the advice to use a mouth/face guard if mouth to mouth resuscitation is needed for a child (chest compressions only should be used for CPR in adults). Link to guidance shared, Section 7.2 https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/ 	H	L	P 1 st aid trained staff	17.7.20	
<ul style="list-style-type: none"> Parents are made aware of the school's infection control procedures in relation to coronavirus – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus and that they are expected to fully engage with the NHS Test and Trace process as required. 	H	M	J O'Sullivan	By 18.7.20 On 28.8.20 Ongoing reminders		

	<ul style="list-style-type: none"> Pupils are reminded of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of 8th March. . All are informed that they must tell a member of staff if they begin to feel unwell. An addendum has been added to the school behaviour policy related to new rules under Covid 19 and these rules have been communicated to staff, pupils and parents, and re-sent prior to the start of the Autumn term <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	H	M	Class teachers and TAs	3.9.20 7.9.20 (EYFS)	
		H	M		22.5.20 Before 1.9.20	
Poor hygiene practice in school.	<ul style="list-style-type: none"> Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (eg washing hands before entering and leaving school). Pupils to wash their hands with soap as they arrive at school, before and after break times and lunchtimes and before they leave school for no less than 20 seconds. Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin with a lid which closes To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, in classrooms and other key locations for staff and pupils. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. 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. Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas Washrooms can be shared but we will make every effort to ensure that social distancing is maintained when children use these facilities. How this looks will depend on the size of the washroom but use will typically be limited to one/two pupils per washroom at any one time, with other children lining outside as needed 	M	L	Teachers	From 3.9.20	
		H	M	Teachers/TAs Pupils	Ongoing from 3.9.20	
		H	M	Teachers/TAs	"	
		H	M	Sadie Meadows WMAT team	From 1.9.20	
		H	M	All on site staff & pupils	From 1.9.20	
		H	M	SM, staff	From 1.9.20	
		H	M	All on site staff	From 3.9.20	
		H	L	Staff, Parents	From 1.9.20	

	<ul style="list-style-type: none"> • Door handles, door pushes, taps and toilet and sink areas are cleaned during the day and paper/hand towels are refilled regularly. Although toilets are cleaned more regularly than usual, there is no requirement to wipe toilets after each use. • School staff have been provided with equipment to support with cleaning on an ongoing basis and are aware of increased cleaning procedures. • Deep Clean of the school carried out before re-opening (N/A March re-opening as daily cleaning has continued) • Deep Clean of the school kitchen carried out before re-opening (N/A March re-opening as not needed at this time) • Time allocated for a deeper clean on a Friday evening of each week, with school hall added to list of areas for daily clean • All staff to leave premises ASAP after the end of each school day so Maid Marion Cleaning can commence – by 5:40pm at the latest (ASC staff) <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>H H</p> <p>H H</p> <p>H</p>	<p>L M</p> <p>M M</p> <p>M</p>	<p>Staff Maid Marion School staff J O’Sullivan, SM, WMAT Team, OCC Maid Marion Maid Marion/Clean Genie Maid Marion</p> <p>Staff</p>	<p>From 1.9.20 From 1.9.20</p> <p>From 1.9.20</p> <p>Before 1.9.20 ””</p> <p>From 1.9.20</p> <p>From 1.9.20</p>	
Ill health in school.	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Appropriate PPE sourced and guidance on its location, use and disposal is issued to staff in line with government guidance on what to do is a pupil or staff member becomes unwell. • All school staff are participating in a twice-weekly schedule of asymptomatic lateral flow testing with systems in place for quick response to a ‘positive’ test result (ref. separate risk assessment and report) <p>All staff are informed of the procedure in school relating to a pupil becoming unwell in school.</p> <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell is immediately referred to Headteacher / SLT. • Any staff member who displays signs of being unwell immediately refers themselves to Headteacher / SLT and is sent home. • Pupils displaying symptoms of coronavirus are separated from other pupils and come into contact with as few staff as possible, whilst still 	<p>M</p> <p>H</p> <p>H</p>	<p>L</p> <p>M</p> <p>M</p>	<p>J O’Sullivan</p> <p>J O’Sullivan</p> <p>J. O’Sullivan</p>	<p>Ongoing</p> <p>Before 1.9.20, ongoing</p> <p>Before 1.9.20</p>	

	<p>ensuring the pupil is safe. Appropriate PPE, including a face mask (and/or a face visor if the staff member is exempt from using a face mask) should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> • If contact with a child or young person is necessary, then gloves, an apron and a face shield visor (particularly if there is a risk of splashing) and a mask should be worn by the supervising adult. • Staff ensure that any unwell pupils are moved to the designated room for their school site (art bay in Old School, ICT suite in New School) whilst they wait for their parent to collect them, where they can be at least two metres away from others. These rooms will be deep-cleaned after any quarantine use. • Member of school staff to contact parents. Parents advised to follow the COVID-19: Guidance for households. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • If a pupil displaying symptoms needs to go the bathroom, they should use a separate bathroom which will be cleaned after use (Washroom by main entrance on New School Site, Disabled toilet in Oak Class washroom on Old School site – accessed by external door) • PPE packs, including masks and visors, have been positioned at key points around the school site and staff are aware of these. • Instructions on the safe putting on and removal of items of PPE have been shared with all staff and are displayed around school • The relevant member of staff calls for emergency assistance immediately if the pupil’s symptoms worsen. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
<p>A pupil is tested and has a confirmed case of coronavirus.</p>	<p>In line with government advice and /or based on the advice from the health protection team:</p> <ul style="list-style-type: none"> • The Headteacher / SLT will contact the local health protection team for advice and to conduct a rapid investigation if needed. They will advise 	<p>H</p> <p>H</p>	<p>M</p> <p>L</p>	<p>SLT/ J O’Sullivan</p> <p>SLT/ J O’Sullivan</p>	<p>As needed</p> <p>As needed</p>	

	<p>school on appropriate action. https://www.gov.uk/guidance/contacts-phe-health-protection-teams#thames-valley-hpt-south-east</p> <ul style="list-style-type: none"> Those individuals who have been in close contact with the person who has tested positive are sent home and advised then to self-isolate for 10 days since they were last in close contact with that person when they were infectious. <p>To support this,</p> <ul style="list-style-type: none"> School keeps a record of pupils and staff in each bubble, and any close contact that takes places between children and staff in different bubbles (ref. latest guidelines for what constitutes close contact - <p>As a result, school leaders will have taken appropriate action in the event of a confirmed case of coronavirus.</p>					
<p>Poor practice leads to the spread of potential infection at the start of/during the school day.</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. <p>Ensure the following communications and procedures take place</p> <ul style="list-style-type: none"> information to parents about arrival and departure procedures, including safe drop-off and pick-up. Inform pupils and their parents of their allocated times for the beginning and end of their school day. Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that they queue maintaining social distancing as they wait for facilities. All staff to wash hands on arrival in school. Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning but must adhere to latest social distancing guidance and the guidance for their Tier (From January 2021) Parents asked to wear masks at drop-off/pick-times – requested if they remain off-site on the pavement, expected if they enter the school site, e.g enter the main playground to pick up Willow Class/Pick up from ASC on New School site. (From January 2021) Staff expected to wear masks (and visors if they wish) at drop-off and pick-up times. 	<p>H</p>	<p>L</p>	<p>J O’Sullivan</p>	<p>Reminder before 1.9.20</p>	
		<p>H</p>	<p>M</p>	<p>J O’Sullivan</p>	<p>Information share – before 18.7.20</p>	
					<p>Procedures-ongoing from 3.9.20</p>	

	<ul style="list-style-type: none"> • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport – in line with govt. guidelines there is no requirement for social distancing in dedicated transport. However, pupils are asked to sit in either family bubble groups on the bus. List of bus children cross-referenced to class bubbles maintained. • Issue information to pupils in relation to restrictions on their movement around the site. • Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day. • Update and re- circulate amendment to Behaviour Policy to staff and parents and share this with pupils as they return to school <p>As a result, the risk of infection is reduced as pupils and staff arrive at school and during the school day.</p>				Before 3.9.20	
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<ul style="list-style-type: none"> • Children will be grouped in class bubbles with designated staff and learning & outdoor exercise areas. • Capacity calculations for designated classrooms completed by staff on site. • Classrooms will be allocated for provision and arranged so that pupils are seated side by side and facing forwards, rather than face to face or side on with unnecessary furniture moved out of classrooms to make more space where necessary. • The largest class (35 pupils) will be located in the school hall • Ideally, adults should maintain 2 metre distance from each other, and from children. • They should avoid close face to face contact and minimise time spent within 1 metre of anyone. • Children should be supported to maintain distance and not touch staff and their peers where possible. • Timetable reviewed and refreshed and programme communicated to teachers and staff. • No whole school assemblies – assemblies and acts of worship to take place within bubbles, no collective singing 	M	M	SLT/HT	From 3.9.20	
		H	M	On site staff	By 8.7.20	
		H	M	SLT/HT	Before 3.9.20	
		H	M	LG/SW	From 3.9.20	
		H	M	Staff	Ongoing	
		H	M	Staff	“ “	
		H	M	Staff	“ “	
		M	L	SLT	“ “	

	<ul style="list-style-type: none"> • Where possible, pupil movement to be limited to make social distancing easier. • Where a role may be conducive to home working, for example some administrative roles, working patterns are organised around this, e.g only one member of office start working on site at any time. • Pupils in new school will be classed as one bubble (40 children) to enable us to effectively organise highly directed learning for different year groups as part of catch-up. However, the two classes and linked staff within this bubble will maintain as much separation as possible. Where children from both classes need to work together within a sub-group, e.g Year 1, at least two metres separation will be maintained between pupils from each of the classes. <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	H H M	M M L	Staff Staff Office staff/HT	“ “ “ “ Ref current guidelines	
Insufficient staff to run face-to-sessions for pupils.	<ul style="list-style-type: none"> • Protocols for staff to inform leaders if they need to self-isolate clearly in place. If staff members are going to be absent for any reason it is essential that they (or a family member) contact a member of the SLT by telephone ASAP and speak with them in person to ensure the information has been received – emails, texts and answerphone messages are <u>not</u> sufficient in the current circumstances. • Arrangements in place for cover in the instance that planned staff have to self-isolate. <ul style="list-style-type: none"> - If pupil/staff ratio increases because of staff absence and insufficient current staff available to maintain education but ratios remain within current government guidance – health & safety procedures to be prioritised over education, e.g. regimentation around systems for handwashing to ensure safe supervision even if it takes longer. - If we cannot have sufficient school staff in place within a bubble, consideration given to temporary reallocation of staff member from another bubble/use of supply staff. 	H M H	L L M/H	HT Staff HT HT/SLT	WB:11.5.20 Ongoing From 3.9.20	
Pupil movement between lessons, at breaktime and lunchtime increases the risk of infection.	<ul style="list-style-type: none"> • Class bubbles allocated different outdoor areas of the school site for outdoor activities and exercise. • One-way circulation to be put in place for pupils arriving and leaving shared lunch space/lessons. 	H H H	M M M	HT/SLT Staff Teachers	All from 3.9.20	

<p>Physical exercise in close proximity increase the risk of infection.</p>	<ul style="list-style-type: none"> • Pupils reminded that the social distancing guidelines outlined in the latest government guidelines apply at all times, i.e, no face to face, metre + distancing where possible no physical contact and so on. • No indoor PE – school hall in use as classroom • PE equipment assigned to pupils and cleaned between uses. • Use of fixed outdoor play equipment /other play equipment on rota system for different bubbles in KS2 – Monday lunchtime to Friday lunchtime, one week on/off. EYFS and KS1 have own designated areas so no need for rota but, all pupils to wash hands in line with guidance before and after sessions and teachers to consider smaller groups within bubble with equipment cleaned between uses. Equipment to be used as a circuit, no congregating or face to face ‘play’ – monitor for correct usage and limit if needed. • On PE days, pupils asked to arrive at school in PE kit, including ‘joggers’ for warmth. • Pupils to be supervised in washing hands before and after lunch and break. • Lunches to be provided by Freshstart, produced in the school kitchen and then circulated to classes by a designated member of Freshstart/school staff. From January 1st– Freshstart delivering hot food from their hub – stored in hot cupboard in kitchen – waste after eating then bagged and collected by Freshstart for correct disposal the following day – school staff are not to take on additional duties with regard to this except turning hot cabinet on at 10a.m • Pupils and staff do not share cutlery, cups or food. • Staff to bring in own cups and utensils, pupils to bring in their own water bottles and utensils if they bring in a home-made packed lunch • Lunches to be eaten with bubble mates, within classrooms/outside in designated space • Tables to be cleaned after eating. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. • Dinner supervision staff can move between bubbles (as per the government guidance) but should maintain 2 metre distance from pupils and each other where possible. 	<p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>L</p> <p>M</p>	<p>Staff</p> <p>Staff</p> <p>Freshstart/Staff</p> <p>Dinner supervisors "" Freshstart staff</p> <p>Dinner supervisors</p>		
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	As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere to maximise space 	M	L	On site staff	WB:20.7.20	
	<ul style="list-style-type: none"> All soft furnishings and items that are hard to clean continue to be stored away (with the exception of curtains and carpets – children would not usually come into contact with the curtains) 	H	M	On site staff	Ongoing	
	<ul style="list-style-type: none"> Pupils to be directed to specific seats in classrooms as per arrangements detailed above and to maintain seats during the day as far as possible, unless learning outside. 	H	M	Teachers/TAs	From 3.9.20	
	<ul style="list-style-type: none"> From June 2021 – furniture rearranged in Acorn Class ONLY, EYFS and Year 1. Tables now in groups rather than adjacent with pupils allocated places – 6 to a table. Balance of learning need/approach with risk mitigation in situ where children within bubble struggle to maintain social distance. All other control procedures remain in place. 	H	M	On site staff	From 3.9.20	
	<ul style="list-style-type: none"> 	H	M	On site staff	From 3.9.20	
	<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space. 	H	M	On site staff	From 3.9.20	
	<ul style="list-style-type: none"> Lidded pedal bins provided for each classroom designate for ‘Catch it, kill it, bin it’ tissue disposal - Bins to be emptied at least twice daily in classrooms. 	H	M/L	Teachers/TAs	From 1.9.20	
	<ul style="list-style-type: none"> Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open/removed where possible 	H	L	Teachers/TAs	Before 3.9.20	
	<ul style="list-style-type: none"> Where possible, windows and doors (with the exception of fire doors to be opened/propped open to provide ventilation. 	H	L	Teachers/TAs Pupils	From 3.9.20	
	<ul style="list-style-type: none"> From January 2021 – at break times when learning spaces are unoccupied natural ventilation must be maximised for increased ‘purging’ 	H	M	Bubble staff	From 3.9.20	
	<p>(Staff to ensure that they close any windows & doors they have opened at end of school day – this should be the <u>last job</u> before leaving the areas for which you are responsible to maximise air freshness for cleaning staff)</p>	H	M	On site staff Teachers/TAs	From 3.9.20 From 3.9.20	
	<ul style="list-style-type: none"> Individual learning resource packs provided for pupils – parents & carers informed about which items children allowed to bring into school, in line with latest guidance. 					
	Use of equipment					
<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. 	H H	M M	BC /ASC staff On site staff All staff	From 3.9.20 From 1.9.20		

<ul style="list-style-type: none"> 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 are 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. Breakfast Club relocated to Willow Class/ASC designated spaces in new School, allocated desks and mats in place – cleaned at end of session. Within Willow Class space, pupils attending Breakfast Club organised according to family/class bubbles as appropriate. From October 2020 - After School Care relocated to New School – ICT suite and corridor and library areas - to be organised according to their class bubbles in separate areas of allocated space (refer to separate ASC risk assessment) Guidance issued to staff on the use of the staff room – KS2 temporarily moved to Willow Classroom because of better ventilation and space, KS1 in Star room sink - Social distancing measures in place, any areas used/surfaces touched, wiped down after use. From January 2021 – staff asked to minimise use of staff rooms and maintain social distance and wear face masks when in shared areas such as staffroom with colleagues from other bubbles. Hand sanitiser and anti-bacterial wipes to be in place at photocopiers/shared keyboards/telephones – with telephone receivers wiped after use, etc. Teaching staff to use handset from heads office & take into library area when admin office is occupied to maintain admin bubble. Staff must wash and dry their own cups, plates and utensils. All staff are involved in cleaning their area at the end of the afternoon (staff time allocation scheduled within planning) wiping down of surfaces, etc. Staff use monitoring sheets provided by Freshstart to share information (2-way) regarding what has been cleaned, when & by whom. From April 2021 – resumption of swimming lessons at Sibford School. Ref risk assessments for pool arrangements/organisation in Swimming 	<ul style="list-style-type: none"> H M H M H M H 	<ul style="list-style-type: none"> M L M L M/L 	<ul style="list-style-type: none"> All staff All staff All staff All staff Sibford Pool staff & school attending staff 	<ul style="list-style-type: none"> From 1.9.20 From 1.9.20 From 1.9.20 From 3.9.20 From 19.4.21 	
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	<p>Folder. Children to attend in school bubbles. Coach sufficient for appropriate distancing on journey. Two trained school supporting adults in attendance and are aware of risk mitigation arrangements at Sibford School and will adhere to them. Children made aware of proc</p> <ul style="list-style-type: none"> • From April 2021 – return of Arch volunteers and peripatetic music tuition within KS2. Visitor protocol shared with visiting adults in advance. Adults offered the opportunity to take part in LFD test procedures. Appropriate guidance and risk assessment information shared. <ul style="list-style-type: none"> - Arch adults linked to a specific bubble with clear separated working area (Star Room – Willow Class, Art Bay – Oak Class) - Staff room/Willow classroom specifically scheduled for use of Music tutor. Pupil schedules agreed in advance with individual tuition only. Ideally, children from one bubble only on any given day, with 48 hours between move to pupils from alternative bubble. This will also allow for minimal movement of tutor around KS2 site. Cleaning resources supplied – music stand to be wiped between uses. - <p>As a result, the risk of infection to staff/adults and pupils in classrooms /learning areas is reduced.</p>	H/M	M/L	HT/KS2 class teachers/ Arch volunteers Peripatetic music tutor	From 19.4.21	
<p>Poor practice leads to the spread of potential infection at the end of the school day.</p>	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up. • Inform pupils and their parents of the allocated exit points and pick up points. • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely. • Make parents and pupils aware of government recommendations with regard to transport. • Inform parents and pupils of restrictions and plans relating to school transport – in line with govt. guidelines there is no requirement for social distancing in dedicated transport – so, pupils asked to sit in either family/class bubble groups on the bus if absolutely necessary. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	H	M	HT	Before 3.9.20	
		H	M	HT	Before 3.9.20	
		H	M	HT	Before 3.9.20	
		H	M	HT	Ongoing reminders	
		H	M	HT	Before 17.7.20	
		H	M	HT/OCC Transport	“ “	

<p>Emergency evacuation due to fire etc</p>	<ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures reviewed so that social distancing/bubble separation can be maintained. • Leaders to communicate procedures to all staff. • Staff to communicate emergency evacuation procedures to pupils as they return to school • Drills held for emergency evacuation and lockdown procedure within the first three weeks <p>As a result, social distancing/ bubble separation is maintained in the event of an emergency evacuation or lockdown</p>			<p>HT/RB</p> <p>HT Class teachers/TAs SLT</p>	<p>Before 1.9.20</p> <p>Before 1.9.20 3.9.20/7.9.20</p> <p>By 25.9.20</p>	
<p>Cleaning is not sufficiently comprehensive.</p>	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. • Member of staff monitor the standards of cleaning in school and identify any additional cleaning measures/needs – report to SLT • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning. • At the end of each day - teachers/TAs to clean tables/chairs/door handles, etc, with a disinfectant spray. Gloves to be worn during this and hands washed afterwards. • Disposable gloves/wipes/sprays next to photocopiers/printers/telephones etc. (to be cleaned after use) • Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (ie a focus on door handles, toilets, changing room, toys in the EY, etc) • Staff and pupils to clean IT equipment (esp keyboards/ipads) with anti-bacterial wipes after use. • Tissue bins emptied after each session where a cohort is present/in between cohort changes – double bagged and tied. <i>Outdoor waste bins on each site allocated for storage of these to enable 72 hour gap before transferring into waste to be collected (establish rota)</i> <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>M</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>L</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>L</p>	<p>WMAT premises team</p> <p>Staff</p> <p>HT. Maid Marion On site staff</p> <p>Staff</p> <p>Maid Marion Staff</p> <p>On site staff</p> <p>On site staff Maid Marion</p>	<p>Before 1.9.20</p> <p>From 1.9.20</p> <p>From WB: 1.9.20</p> <p>From 1.9.20</p> <p>From 1.9.20</p> <p>From 1.9.20</p> <p>From 1.6.20</p> <p>From 1.9.20</p>	<p>HT/NG</p>
<p>Staff and pupil mental health and well-being</p>	<ul style="list-style-type: none"> • Measures we are proposing putting in place are communicated to all staff and all staff are involved in that process. 	<p>M</p> <p>M</p>	<p>L</p> <p>L</p>	<p>HT/SLT</p> <p>WMAT, SLT, Govs</p>	<p>Through risk assessment process, ongoing from 7.7.20</p>	

	<ul style="list-style-type: none"> • WMAT Trustees, school governors and the SLT are aware of their duty to support staff well-being and that some staff may be more anxious about school return than others. • Links to support for mental health and well-being are shared with all https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers https://www.educationsupport.org.uk/ • Opportunities for pupils to talk about their experiences under lockdown. Exploration of positives and negatives to encourage sharing. • Early revision of those elements of Taking Care programme that relate to sharing worries – no worry too big or too small, etc. • Re-use of elements of ‘Muddy Feet’ – transition back to school programme from Sessions 2-6 during first half-term as part of outdoor learning. <p>As a result, staff and pupils feel well-supported in safeguarding their mental health and well-being.</p>	M	L	HT Class teachers/TAs Class teachers/TAs Class teachers/TAs	With risk assessment From 3.9.20 From 3.9.20 From 3.9.20 Resource re-circulated 13.7.20	
<p>This risk assessment document should be considered in combination with all linked/supporting documentation and records of communication linked to the planning for the phased return to school. This is a working document which is subject to ongoing amendment. There may be delay in publishing the most recent version on the website.</p>						

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
 - Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
 - Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
 - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
 - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>