

Sibford Gower Endowed Primary School

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

Assessment conducted by: J.O'Sullivan	Job title: Headteacher	Covered by this assessment: Health & Safety
Date of initial assessment: 29th August 2021 Reviewed and updated with staff 1 st September 2021 Reviewed 22.11.21 Reviewed 07.03.22	Date of next review: ongoing in line with changes in DfE guidance	Initial RA agreed by Alex Greenhalgh (H&S gov) Date: 1 st September 2021 Review 07.03.22 agreed by Alex Greenhalgh, H & S governor on 09.03.22

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 2021 and through the academic year 2021-22 **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 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.
 - For further reference, <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [https://www.gov.uk/government/latest?departments%5B%5D=department-for-education,](https://www.gov.uk/government/latest?departments%5B%5D=department-for-education)

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. • Headteacher attends weekly online briefings by OCC linked to latest guidance and advice. • 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 on an ongoing basis. • 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 as appropriate <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	M	L	J O'Sullivan Rachel Blake	<p>RA reviewed, adapted and shared before 3rd September 2021 but RA subject to ongoing review</p> <p>Whole staff review in response to any significant changes</p> <p>Comms. ongoing</p>	
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"> ▪ Safeguarding Policy • 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' • 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. • 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 UKHSA, as required. • 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/ • Parents are made aware of the school's infection control procedures in relation to coronavirus – they are informed that they must contact the school if their child has tested positive for coronavirus and must not attend school while they remain infectious. • 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 1st September. All are informed that they must tell a member of staff if they begin to feel unwell. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>H</p> <p>M</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>M</p> <p>L</p> <p>M</p> <p>L</p> <p>M</p> <p>M</p>	<p>J.O'Sullivan Staff</p> <p>J O'Sullivan Staff</p> <p>J O'Sullivan</p> <p>P 1st aid trained staff</p> <p>J O'Sullivan</p> <p>Class teachers and TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Previous risk assessment 2020-21</p> <p>Ongoing reminders</p>	
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<p>Poor hygiene practice in school.</p>	<ul style="list-style-type: none"> • Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school including regular handwashing • Pupils to wash their hands with soap in line with latest guidance • Teachers to reiterate key messages 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 (Catch it, bin it, kill it) - 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 and other key locations for staff and visiting adults. • Infection control procedures are adhered to as much as possible in accordance with the latest DfE and UKHSA’s guidance including continued enhanced cleaning, with a focus on frequently touched areas. • 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. • Door handles, door pushes, taps and toilet and sink areas are cleaned during the day and paper/hand towels are refilled regularly • School staff have been provided with equipment to support with cleaning on an ongoing basis and are aware of increased cleaning procedures. • 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>M</p> <p>H</p> <p>H</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>L</p> <p>M</p>	<p>Teachers</p> <p>Teachers/TAs Pupils</p> <p>Teachers/TAs</p> <p>Aoife Mannix</p> <p>All staff</p> <p>Cleaner to notify if stocks get low</p> <p>Staff & cleaner</p> <p>SM, staff</p> <p>Maid Marion Maid Marion Staff</p>	<p>From 3.9.20</p> <p>Ongoing from 3.9.21</p> <p>”</p> <p>From 1.9.21</p> <p>From 1.9.21</p> <p>From 1.9.21</p> <p>From 1.9.21</p> <p>From 1.9.21</p>	
<p>Ill health in school.</p>	<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, a change in/loss of sense of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	<p>M</p> <p>H</p>	<p>L</p> <p>M</p>	<p>J O’Sullivan</p> <p>J O’Sullivan</p>	<p>Ongoing</p> <p>Before 1.9.21, ongoing</p>	

	<ul style="list-style-type: none"> • Appropriate PPE sourced and guidance on its location, use and disposal is issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell. • All staff are informed of the procedure in school relating to a pupil becoming unwell in school. • 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. • Pupils displaying symptoms of coronavirus are separated from other pupils and come into contact with as few staff as possible, whilst still ensuring the pupil is safe. Appropriate PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with a child or young person is necessary, then gloves, an apron 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/library area in New School) whilst they wait for their parent to collect them, where they can be at least two metres away from others. These areas will be cleaned after any quarantine use. • Member of school staff to contact parents. Parents advised to follow the most recent COVID-19 guidance for households/parents • If a pupil displaying symptoms needs to go the bathroom the one they use will be cleaned after use. • 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 • 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 transmission to others.</p>	H	M	J. O'Sullivan	Before 1.9.21	
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<p>A pupil or staff member develops Covid symptoms or 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: Please refer to separate contingency planning document, incl trigger for seeking advice from PHE.</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms and / or have had a positive test result until they have had two negative LFDs from Day 5 or reached Day 10</p> <p>As a result, school leaders will have taken appropriate action in the event of a confirmed case of coronavirus.</p>	H	M	SLT/ J O'Sullivan	As needed	
<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. • Maintain system of parent handover at the school gate/classroom entrances to minimise additional adults coming into the building unnecessarily. • Parents/carers encouraged to maintain social distancing at the school gate, particularly if a member of their household has Covid • Meetings with parents continue to be by appointment only. • Continued focus on ventilation throughout school, windows open (slightly in cooler weather), internal doors open and opening external doors where appropriate and safe in terms of site security. • Karcher air filtration units with HEPA filters in place in each classroom and the school hall. • Regular handwashing and hygiene routines to be supported and encouraged. • Sufficient supplies of hand-washing supplies and tissues provided • Issue information to pupils regarding safe and thoughtful behaviour in and around the school site. • Catch it, bin it , kill it routine followed by all with posters up around the site to encourage this • Regular cleaning, with a focus on additional wiping of frequently touched areas through the school day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school and during the school day.</p>	H	L	J O'Sullivan	Reminder before 3.9.21	
		H	L	Teachers, TAs	Procedures-ongoing from 3.9.21	
		H	M	All staff		
					Before 3.9.21	

<p>Insufficient staff to run face-to-sessions for pupils.</p>	<ul style="list-style-type: none"> • Protocols for staff to inform SLT 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 if a staff member has to self-isolate. <ul style="list-style-type: none"> - Highly capable TAs allocated within each class most of the time with the capability to step in to cover with planned work - Teachers to ensure that planning is shared with key colleagues so there is no impact on learning sequence for pupils. - consideration given to temporary reallocation of staff member from elsewhere in the school / use of supply staff <p>Where a class-based staff member is required to self-isolate but are still fit to work (e.g have tested positive but are asymptomatic) they should continue to work from home to support the learning of the children as much as is feasible</p> <p>A move to home working is also appropriate for non pupil-facing staff in these circumstances.</p> <p>It is important to be aware that the health circumstances of this staff member may change and so close communication between school and the staff member should be maintained regarding their continued well-being and fitness for work</p>	<p>H</p> <p>H</p>	<p>L</p> <p>M</p>	<p>HT Staff</p> <p>HT, teachers, TAs</p>	<p>Ongoing</p> <p>From 3.9.21</p>	
<p>Pupils miss education because they are not able to attend school as a result of a requirement to self-isolate or partial/full school closure</p>	<p><i>(Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.)</i></p> <p>Schools are required to provide remote education to pupils where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>We must maintain our capacity to deliver high-quality remote education for the next academic year</p> <p>For the time being, we will continue operate using the contingency plan for remote learning that we agreed and shared with parents during summer term 2021, including the use of Purple Mash as a learning and communication platform.</p>	<p>H</p>	<p>L</p>	<p>HT, Teachers, TAs</p>	<p>Ongoing</p>	

	<ul style="list-style-type: none"> As part of this, it is essential that teachers have up to date Day 1 learning on their class page on the school website so that pupils asked to self-isolate can access this immediately. <p>Ref. separate guidance for nursery children (link at top of this RA)</p> <p>“EYFS staff should consider how to continue to support the learning of nursery aged children who do not attend settings including how these children can maintain contact with their key person and peers through the early years setting</p> <ul style="list-style-type: none"> parents and carers can be supported to provide a positive learning environment at home <p>EYFS staff can also direct parents and carers to:</p> <ul style="list-style-type: none"> Hungry Little Minds - provides simple fun, activities for kids aged 0 to 5 for parents to do at home with children to support their early learning BBC Tiny Happy People - activities for babies, toddlers and children Words for Life Help children aged 2 to 4 to learn at home: coronavirus (COVID-19)” <p>As a result, there is continuity in learning for all pupils.</p>	H	L	Teachers	Ongoing	
Hygiene routines lapse, increasing risk of infection	<ul style="list-style-type: none"> Pupils to be encouraged to continue with regular handwashing and supervised where necessary, e.g younger children Pupils must bring in their own, clearly named water bottle. The drinking fountain will remain out of use for the time being. Tables/desks and key touch points to be cleaned at least once within the school day and then again in the evenings Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. <p>As a result, the risk of infection during unstructured time is reduced.</p>	H	M	Staff	All from 3.9.21	
		H	M	Teachers/ supervisors		
		H	M	Supervisors		
		H	M	Freshstart staff		
		H	M	Freshstart staff		
Spread of infection in classrooms/shared areas.	<ul style="list-style-type: none"> Tissues to be located in each classroom/learning space. Lidded pedal bins provided for each classroom designated for ‘Catch it, kill it, bin it’ tissue disposal - Bins to be emptied at least daily in classrooms. Internal doors to be kept open where possible to minimise repeated contact with potential ‘touch points.’ 	H	M	On site staff	Ongoing	
		H	M	On site staff		
		H	M	On site staff		

	<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. • At break times when learning spaces are unoccupied natural ventilation must be maximised for increased ‘purging’ (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>Use of the school hall Latest guidance is that we can return to whole school and phase assemblies and normal lunchtime routines P.E – while we can continue to use outdoor for P.E as much as possible, it is important that children experience the full P.E curriculum, including gymnastics and dance. Where possible, lessons using the hall should be scheduled so that key stages are scheduled on different days</p> <p>Use of equipment</p> <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. • Classroom based resources, such as books and games, can be used and shared within the classroom • Hand sanitiser and anti-bacterial wipes to be in place at photocopiers/shared keyboards/telephones – with telephone receivers wiped after use, etc. • Staff must ensure that all washing up of utensils and crockery is completed before the end of the school day/items placed in dishwasher, to ensure that all sink areas can be cleaned by Maid Marion • 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. • Swimming lessons at Sibford School. Ref risk assessments for pool arrangements/organisation in Swimming Folder. Two trained school supporting adults in attendance and are aware of risk mitigation 	H H H M M H/M M H/M	M M M/L L L L L L	On site staff On site staff Teachers/TAs/ ASC staff Teachers/TAs On site staff Teachers/TAs /admin All staff Sibford Pool staff & school attending staff		
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	<p>arrangements at Sibford School and will adhere to them. Children made aware of procedures.</p> <p>As a result, the risk of infection to staff/adults and pupils in classrooms /learning areas is reduced.</p>					
Emergency evacuation due to fire etc	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures return to pre-Covid routines SLT will share these with all staff during first days back on site Staff to communicate emergency evacuation procedures to pupils as they return to school Regular drills held for emergency evacuation and lockdown procedure (full lockdown practice subject to local transmission rates – balance of risk) <p>As a result, everyone is fully aware of current actions and procedures in the event of an emergency evacuation or lockdown</p>	M	L	HT/RB	Before 3.9.21	
				HT Class teachers/TAs	Before 3.9.21 3.9.21	
				SLT	By 1.10.21	
Cleaning is not sufficiently comprehensive.	<ul style="list-style-type: none"> Members of staff monitor the standards of cleaning in school and identify any additional cleaning measures/needs – report to SLT At the end of each day - teachers/TAs to clean tables/chairs/door handles, etc, with a disinfectant spray. 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 Staff and pupils to clean IT equipment (esp keyboards/ipads) with anti-bacterial wipes after use. Tissue bins emptied at the end of each day – double bagged and tied <p>As a result, high standards of cleanliness are maintained in school.</p>	M	L	Staff	From 1.9.21	
		M	L	HT. Maid Marion On site staff	From WB: 1.9.21 From 3.9.21 From 1.9.21	
		M	L	Staff	From 1.9.21	
		M	L	Maid Marion	From 31.8.21	
		M	L	Teachers to supervise	From 3.9.21	
		M	L	Teachers to supervise	From 3.9.21	
		H	L	Maid Marion	From 1.9.20	
Staff and pupil mental health and well-being	<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. Links to support for mental health and well-being are shared with all https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers https://www.educationsupport.org.uk/ 	M	L	HT/SLT	Through risk assessment process, ongoing from 1.9.21	
		M	L	WMAT, SLT, Govs	Through risk assessment process, ongoing from 1.9.21	
		M	L		With risk assessment and as appropriate, on website	

	<ul style="list-style-type: none"> School continues to work closely with our local Mental Health Support Team, including provision of a drop-in session for parents/carers. Early revision of those elements of Taking Care programme that relate to sharing worries – no worry too big or too small, etc. <p>As a result, staff and pupils feel well-supported in safeguarding their mental health and well-being.</p>			CR/HT/MHST Class teachers /TAs	Spring term & ongoing From 3.9.21 – ongoing as needed	
<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. It should be read alongside our Covid 19 Contingency Plan which provides information about steps in the event of Covid cases within school and our remote education provision document – both of which are published on the school website</p>						

Useful links:

- 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>
- Prevention and control- <https://www.gov.uk/coronavirus>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance> and <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- 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.nhs.uk/every-mind-matters/>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>
- 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>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- 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-people-with-covid-19-and-their-contacts>
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>