



HWPS PRIMARY SCHOOL COVID-19 RISK ASSESSMENT – ACTION PLAN FOR SCHOOL

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 risk assessment will be reviewed on a weekly basis and will be updated following any further [government guidance](#).

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding/Child Protection Policy
- SEND Policy and COVID statutory updates
- Curriculum
- Induction/Staff Handbook/Guidelines
- Visitors to School Guidelines
- DFE Guidance relating to COVID19
- 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'

Other things to consider and report on: Impact on finance; Additional funding; FSM vouchers; PST regular "vulnerable" pupil/family updates; Home Learning Offer; Road Map; Home/School Agreement; Behaviour Policy and Staff Conduct Policy Annexes.

Steps of Re-opening Preparation:





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 updated to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> ○ Safeguarding/child protection ○ Behaviour ○ Curriculum ○ Induction / Staff Handbook ○ Special educational needs ○ Visitors to school • Ensure website is compliant • Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place 	<p>Review and update all policies and guidelines as per statutory guidelines.</p> <p>Policies to be ratified where needed and shared with all stakeholders via school website.</p> <p>Website check of compliance and policies by a Governor.</p> <p>Visitor guidance to be shared before arriving at site and for office staff to follow.</p> <p>Only priority property visits during the school day otherwise visits encouraged out of direct teaching time/school hours</p> <p>No volunteers, Play Rangers, Forest School Learning Initiative, Assembly visitors etc.</p> <p>Constant reminders by SLT to staff and staff to pupils about Covid RA and guidance.</p>
Section.1b: Preparation of the school site		
<p>Health and safety non-</p>	<ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) 	



compliance which increases risk of the spread of infection	<ul style="list-style-type: none"> Ensuring emergency response is up-to-date should the school be forced to close 	<p>Overarching rule – Minimising contact and mixing between people reduces transmissions of CV-19.</p> <p>Bubble entry through learning room external door; access to toilet and corridor for lockers. Bubbles entry/leave through different gates. Glass corridor one way.</p> <p>School closure details shared with SLT; Admin and HT have access to Txtround for communications.</p> <p>Glos SHE advice - Ventilation keep natural airflow – open doors and windows with heating on. Pupils asked to wear additional clothing. Sports and forest school clothing – parents text/emailed when needed.</p> <p>All Bubble groups have playground access; use of playgrounds zoned.</p> <p>Deep clean taking place when rooms not in use and over the holiday periods and the Government Guidelines to be followed for cleaning guidelines.</p> <p>Touch points cleaned regularly around the school. Cleaning products stored</p>
	<ul style="list-style-type: none"> Ensure that ventilation and AC systems working effectively; room should also be ventilated with natural airflow. AC should be on as a last resort to combat heat. Particular attention should be paid to identifying any COVID19 symptoms. Spaces are well ventilated using natural ventilation (opening windows); staff should be alert to the additional security risk this may pose 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) 	
	<ul style="list-style-type: none"> 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 	
	<ul style="list-style-type: none"> Signage outside school to indicate designated entrance and exit points (if queuing is likely during peak times); Social distancing signage or current government guidance shared if any 	
	<ul style="list-style-type: none"> 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 Sufficient and suitable bins are provided to support pupils and staff to follow 'catch it, bin it, kill it' approach 	
	<ul style="list-style-type: none"> Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers) 	



	<ul style="list-style-type: none"> • Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with GCC cleaning and relevant contractors) • Remove rubbish daily and dispose of it safely 	<p>safely in each class for all staff to use throughout the day when needed.</p>
<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"> ○ Support team in each bubble check local toilets and areas, closing doors within their bubble and meeting outside exiting via the nearest exit point ○ Children remaining with their group leader while moving out of their doors to evacuation point ○ All bubbles to show red/green card to communicate 'class XX bubble is out of the building and children all accounted for' • Children to line up at distance with their leader at front calling names from register, children shout a clear yes in response • Administrators to check staff/visitor presence from sign-in sheet • Report back to Senior Leader in charge when all present 	<p>Fire evacuation procedures have been updated in light of new bubble arrangements; shared in Staff Guidance.</p> <p>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>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. https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Thorough cleaning of rooms at the end/start of the day – as per rota • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.) • 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 	<p>Shared with cleaning staff and Gov guidance given.</p> <p>Sports Risk assessment for PE lessons; Sports Curriculum Lead also organises "Bubble" equipment and guidance on cleaning schedules.</p> <p>Laptops and other hard surface objects to be wiped with sanitising wipes or damp sanitised cloth before sharing with others</p>



	<ul style="list-style-type: none"> • Toilets to be inspected and cleaned regularly throughout the school day • Hand sanitiser provided for the operation of lifts (if applicable) <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>Teaching staff last to use equipment cleans and replaces. When reused clean prior to use</p> <p>Bubble groups to have their own sports equipment – cleaned by teaching staff regularly.</p>
<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 • 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 if possible for circulation around the building 	<p>New systems shared with all stakeholders in the Sept Road Map, Staff Guidance- Bubble groups and latest National Lockdown changes.</p> <p>Dining Hall and Catering guidance to minimise transmission and retain class bubbles. Only one group uses the hall. Nurture room used for Bubble 1 where possible for lunches.</p> <p>Movement of pupils limited in school apart from toileting and getting in and out of building for staggered breaks. Y 5 & 6 use top glass corridor door. Kitchen aware of expectations.</p>



	<ul style="list-style-type: none"> • Use screens or barriers where necessary to further prevent groups mixing • Stairways (where applicable) to be up or down only • Floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. • In areas where queues may form, floor markings used to indicate distancing • 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 our online platform 'Teams' 	<p>Sports outside where possible; indoor PE to be risk assessed by Sports Lead.</p>
<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 and lunches to be provided in 'Bubble Classes' for Y1-Y7; Reception Class to eat in the hall after induction period (review) • 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>Play-structure timetabled and cleaned by staff prior to pupil use.</p>
<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</p>	<ul style="list-style-type: none"> • Regular inspection of classrooms to ensure space between seats and desks are maintained – 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. Ensure closed when premises unoccupied • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups • Equipment used in practical lessons cleaned thoroughly between groups 	<p>Bubble groups use outdoor areas outside their classrooms – until playground markings completed. Playground then zoned to KS1 Bubble 1 and KS2 Bubble 2.</p>



<p>spread of infection</p>	<ul style="list-style-type: none"> • Limit shared resources being taken home / Avoid sharing books and other materials • Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. 	
<p>Poor toileting regime increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing • Door signs mounted to identify maximum numbers in toilets • 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"> • Provision of PPE to office staff if applicable • Screens installed to protect employees in reception • Hand sanitiser provided at all entrances • Visitors do not sign in with the same pen or touch screen devices in reception • Pupils, staff and visitors to remove all face coverings at school and wash hands immediately on arrival – covered bin to be provided in school entrance to dispose of temporary face coverings 	<p>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary for first aid and cleaning where needed; Accepting deliveries from outside school.</p> <p>Notify office and HT when more needed.</p> <p>Office staff sign visitors into school – limited to essential visits only.</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. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • A record kept of all visitors to assist NHS Test and Trace, including: 	



	<ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; ○ the name of the assigned staff member. 	
<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>Catering Manager ensures: All kitchen staff are well for work Wear PPE Follow stringent Food Hygiene standards Training up to date Follow usual kitchen guidance and Government guidance</p>
<p>School breakfast and after-school provision increases risk pupils mixing</p>	<ul style="list-style-type: none"> • Magic breakfast supplies to be shared with children to have before arrival to school • Breakfast club and after school activities to resume following Autumn Term review of COVID and school circumstances 	
<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 • The use of indoor facilities by adults should remain closed until 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 • Outdoor sports courts and other outdoor sporting activities have also been 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 	<p>Additional lettings to be postponed to limit risk of and review school practise in Autumn term. Any current lettings to be discussed and risk assessments ensured before they commence in conjunction with school RA, regarding space and numbers etc.</p>



	<ul style="list-style-type: none"> • The school can ask any hiring organisation to provide evidence of their risk assessment • 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.) 	
Section.1c: General Communication and Communication of risk		
<p>Lack of awareness of policies and procedures leads to placing pupils and staff at risk</p>	<ul style="list-style-type: none"> • Daily briefing to pupils on school rules and measures with reminders before leaving rooms • COVID-19 posters/ signage displayed (packs provided by GCC) • 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, 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.' • On-going 'Questions and Answers' published to parents at regular intervals 	<p>Parents and pupils informed of key aspects of Bubble group.</p> <p>Parents/carers communicate via phone, home learning email address and by virtual means depending on the National, Local and School circumstances.</p>
Section.2: Close Contact & First Aid / Illness Management		
<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 	



	<ul style="list-style-type: none"> • 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 	
<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. 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) • 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"> ○ If a child becomes unwell or is showing symptoms of C-19: <ul style="list-style-type: none"> ▪ First aiders should wear PPE (provided) if 2m distance cannot be maintained ▪ 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 119 or 111 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; Cleaners informed for deep clean ▪ 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>GCC NOTE: Wearing a face covering or face mask in schools or other education settings was not recommended by PHE in primary schools, from Sept'21.</p> <p>They said the majority of employees in education 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>School note:</p> <p>As we have had positive test results from asymptomatic pupils – staff can wear masks and face shields. This is taking on board government guidance regarding adults in public places other than schools such as supermarkets and buses. Visitors and staff wear masks when meeting on site – keep social distance.</p> <p>Wearing Face Coverings in Schools – Gov Guidance update 27th Nov'20:</p> <p>Examples of where education leaders might decide to recommend the wearing of face</p>

		<p>coverings - for pupils, staff and visitors - in communal areas of the education setting include:</p> <ul style="list-style-type: none"> • where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises • where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college <p>In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering.</p> <p>Staff expected to wear washable clothing with professional presentation</p>
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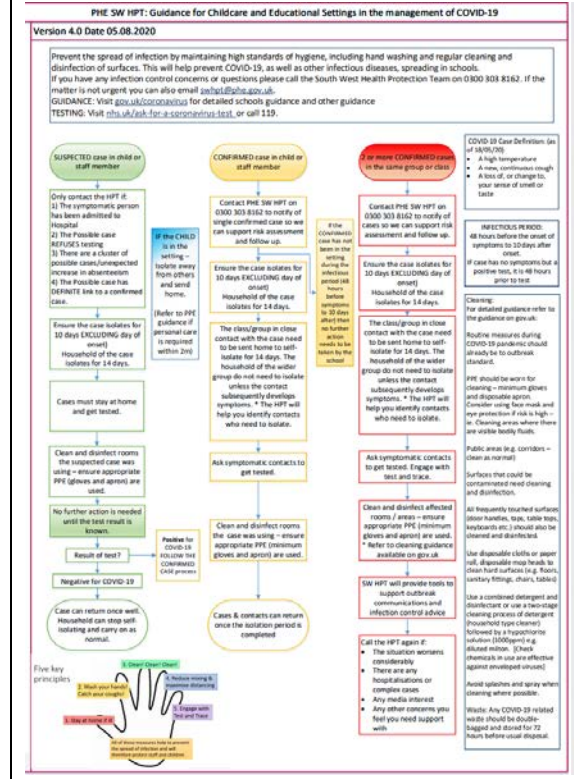
Suspected case of COVID-19 not managed effectively which places others at risk

Cleaning regime does not deep clean the suspected area and leads to further risk of re-infection

- Make contact with relevant agencies e.g. PHE, 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); NHS 111 -
- Clean and disinfect surfaces the person has come into contact with, including:
 - 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:
 - Disposable cloths, or
 - Paper rolls and disposable mop heads
- When cleaning and disinfecting, use either:
 - 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:
 - Wear disposable gloves and apron
 - 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.

Designated first aid room to be used and guidance followed in staff guidance book.

Refer to PHE flow diagram



DfE Helpline 0800 046 8687, and selecting option 1.

	<ul style="list-style-type: none"> • 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 	
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 children in your class as much as
<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/ 	



	<ul style="list-style-type: none"> 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 head teacher) work-life balance and wellbeing 	<p>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> <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. Prevent your class from sharing equipment and resources (like stationery). Keep your classroom door and windows open if possible for air flow. Limit the number of children from your class using the toilet at any one time; following toileting schedule. 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. Use the Bubble Group – Staff Guidance. If planning a school visit, please ask provider for C-19 risk assessment and
Risk to vulnerable employees	<ul style="list-style-type: none"> Vulnerable employees ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding, if they have a GP's letter (Follow Government guidance at the time) 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) 	
Poor hygiene routines lead to increased risk of infection spreading between staff	<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') 	
Lack of reduced contact and distancing increases risk of virus spread	<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 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 Use of staff rooms to be minimised 	



	<ul style="list-style-type: none"> • Staff in shared spaces (e.g. office) to avoid working facing each other • Radios/phones provided and/or encouraging use of phones to communicate between different parts of school 	<p>control measures. Similar requests from any transport company.</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 	
<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 playing should not take place follow Government guidance; No assemblies • Upon review in the Autumn Term: Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing; ○ playing outside wherever possible; ○ limiting group sizes to no more than 15; o positioning pupils back-to-back or side-to-side; ○ avoiding sharing of instruments; ○ ensuring good ventilation. 	
<p>PE and School Sport not</p>	<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 	



<p>properly managed</p>	<ul style="list-style-type: none"> • Contact sports avoided until guidance changes • Outdoor sports should be prioritised where possible • Large indoor spaces used where it is not • Swimming pools are not used until guidance changes • Distance between pupils from mixed bubbles will be maximised • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements 	
<p>Lack of understanding of educational visit and journeys leads to higher level of risk</p>	<ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only – to be discussed and agreed by the Head Teacher before any arrangements are considered • Risk assessments of visits and journeys to be undertaken by visit leaders • No overnight and overseas visits until government guidance changes • 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 ; Work packs available for copying and collection • Staff to consider a plan for remote education for pupils, using national resources such as The Oak Academy and work posted on 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 need to stay apart from others and expectations around hygiene • Behaviour power-points on the school website • Transition power-points for year groups 	<p>e-Bug has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania
<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, rhymes and repetition 	



	<ul style="list-style-type: none"> • 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') 	<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 but discouraged until an Autumn Term review • All pupils are provided with personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class 	<p>School to provide a clear, plastic home reading bag for books; Books to be selected for pupil over time and returned books quarantined.</p>
<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 behaviour policies to consider how pupils not following distancing rules will be managed • Revised Home-school agreement created, shared and signed by pupils and parents • Government guidance to be used when considering alterations to existing behaviour policies 	
<p>Section.5: Parents</p>		
<p>Parental gathering</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 	<p>Information shared with parents through Home Learning Offer and</p>



<p>increases risk of virus spreading</p>	<ul style="list-style-type: none"> • School start times staggered so class groups arrive at different times are communicated to parents • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website), advice on transport etc... • 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. • Revised Home-school agreement created, shared and signed by pupils and parents • Parents are given a named point of contact for reassurance – HT / DHT / AHT / Pastoral Support Lead / Teachers 	<p>information and Bubble group information.</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>Staff to contact by phone if any parent/carers need specific guidance.</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. • 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 	
<p>Section 6: Lateral Flow Testing of Staff (From WC 25th January 2021)</p>		
<p>Staff unaware or unclear of national guidance and expectations of the LFT</p>	<ul style="list-style-type: none"> • All staff aware of DfE and PHE guidance for Lateral Flow Devices use and that this is optional • Tests have been validated by PHE and University of Oxford • Staff who opt-in are expected to read the following documentation <ul style="list-style-type: none"> ○ An introduction to Rapid Self-testing for Covid-19 ○ Asymptomatic Testing in Primary Schools FAQ 20.01.21 ○ Covid-19 self-test IFU v 1.3.2 ○ How to do a rapid self-test ○ How to self-test video with Dr Amir Khan ○ Privacy Notice • Tests to be carried out by all staff who are in school twice weekly (3 to 4 days apart) 	<p>All relevant documents emailed to staff and discussion at staff meeting re: questions and queries.</p>



	<ul style="list-style-type: none"> • Risk assessment undertaken prior to the start of testing with risk assessment being updated at regular intervals if necessary. This is then shared with staff and made available to the wider community e.g. via the school's website • People who decline to participate in this testing programme should follow the usual national guidance on self-isolation and get tested if they show symptoms 	
Risk of data being collected and stored without consent	<p>Ensure that all staff are aware of:</p> <ul style="list-style-type: none"> • Privacy Notice shared with all staff: <ul style="list-style-type: none"> • How their data will be kept and used - Data shared with school • Personal Data will be involved • Processing of personal data after a positive response explained • Staff rights • Staff aware of how to make a complaint about the process if necessary 	Emailed to all staff and must have read and understood when signing consent form.
Unorganised collection of testing kits leads to increased risk of virus spread	<ul style="list-style-type: none"> • Social distancing to be maintained when collecting and distributing tests • Staff to ensure hands are clean, a face covering is worn and they respect 2m distance when collecting • Covid Co-ordinator and Registration Assistant to ensure staff have completed consent and test collection forms prior to collection (forms to be left in designated 'secure' area near the school office or sent via email (LOT numbers of tests to be recorded against their name) • Staff to collect on an individual basis • Staff handing out test must wear PPE (gloves and face covering / visor) • Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test. 	See LFD testing school document regarding the process.
Incorrect storage of test kits at home and incorrect carrying out of test leads to increased risk of virus spread or potential harm to staff	<ul style="list-style-type: none"> • Test kits to be stored at room temperature • Staff aware that the LFT doesn't replace any national guidance regarding Hands / Face / Space • Staff aware of the need to follow national guidance with regards to self-isolation • Tests are only for the use of the person assigned the kits – they should not be taken by anyone else • Staff to only use each item in the test once – they should not re-use the items • Staff to receive information about testing and video link to enable them to understand how to use the test prior to any test being shared 	



- Staff must wait for 30 minutes before they check the results – results are invalid after 30 minutes
- Staff to ensure the safe removal of packaging and test kit and subsequent disposal following the completion of the test using the bag provided
- Staff to understand how to log their test with www.gov.uk/report-covid19-result (to be done every time they take a test, even if the result was negative or invalid)
- Staff to understand that in the case of a positive test they are to contact HT immediately and both them and their family to isolate and book a PCR Test immediately
- Staff whom have a void test to retest; In the event of x2 void tests, they must book a PCR test
- Staff to ensure school are aware immediately of any + test outcome
- Report any potentially ineffective test kits to the DfE.
- Tests are latex free
- Tests are able to be taken by staff who are pregnant
- Someone who has been vaccinated are advised to still take the test
- Staff who have suffered a recent nose bleed should swab the other nostril
- If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing
- Staff are advised to not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test
- Throat and nostril swab is seen as being the best but if there is a reason why this cannot happen, staff are advised to swab both nostrils
- If staff have problems with hands or vision, they are advised to ask someone to assist them but they should observe good personal hygiene and wear PPE; ideally this should be a household member

This is a working document and may be reviewed and updated regularly according to Gov and LA guidance.

Date of review:

Date of second review:

Date of third review:



Name of Head teacher: Kirsti Ashman

Name of Chair of Governors: (Vice CoG) Jonathan Glover

Signature:

Signature:

Changes arising from on-going risk assessment review

Issue arising	Action taken	Date
HT & DHT at the gate on entry and leaving site; Teachers do not know new parents/carers	Teachers get to know to recognise their pupil's parents/carers and ensure "Bubbles" are retained, as much as possible, pre & post school – Teachers open/close for own class; TA waits with rest of class; SLT in locality if needed.	T1 WK2
A few parents/carers getting close to fence line and wanting to communicate with staff. Staff visors steam up and also do not protect with winds/breeze.	Letter and text to remind parent/carers to email or call the office for communication; Staff wear visors – changed to wearing surgical masks or mask of choice if needed due to close proximity to the pavement.	T1 WK2
Not all parents reading emails or following school's request to socially distance on pavement outside school. Email and call from two parents – with concerns.	Sent text reminders of routes, social distancing and strongly advised parent/carers to wear a mask. However, school has no authority to enforce mask wearing or social distancing on the public highway.	11.09.20
Village Road entry – Year 5 & 6 waiting at length on the playground due to earlier arrival with siblings; Lost learning time.	Updated the entry times to every 5 minutes. Letter to parent/carers.	11.09.20
Hedge rows hiding signs and some blown away.	Asked GCC to cut hedgerows; "Welcome Back signs" taken down and new 2m distancing signs put up.	T2 WK1
Visitors to site without pre-booked appointment.	Explain to visitors our school risk assessment and ask to make appointment so that school can manage their day, considering the safety of all. Visitor protocol shared.	T2 Wk2
Social distancing – not adhered to by all parent/carers. Public highway so school has no jurisdiction.	Gate times reviewed for KS1 – under review – may need to extend further.	T3 Wk 1



Positive Covid cases of asymptomatic pupils. Adult symptoms seem worse than pupils.	Staff wear masks temporarily whilst HT seeks PHE and LA advice. This follows the government guidance of adults wearing masks in public places. NHS guidance is followed for the removal and disposal of masks. Face shields added – after nation lockdown 3 – working with potentially high risk Covid pupil and families.	T3 Wk 1
National Lockdown 3 – Informed 8pm on 04.1.20 by Prime Minister. From 06.01.21 partial closure of schools. From 07.01.20 open to Critical Key Worker and Vulnerable pupils only.	Bubble guidance shared; SHE RA updated to reflect Bubble groups.	T3 Wk 1
LCT in Primary Schools rolled out WC 25.02.21	See RA section above and other documents emailed to staff.	T3 Wk3

Staff must adhere to the SHE RA:

- I confirm that I have read and understand the detail contained within the COVID-19 risk assessment.
- I confirm that I fully understand and will carry out the responsibilities I have with regards to health and safety, particularly with regards to COVID-19
- I confirm that I fully understand that a failure to comply with the risk assessment, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action being taken.
- I confirm that I will report to the HT any Health and Safety or Safeguarding concerns, immediately.