

This risk assessment reflects government advice, which can be found at the following website:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

The risk assessment will be periodically reviewed to ensure that we adhere to any updated advice and guidance


Progression of restrictions / Staged Response

Response Stage	Trigger	Key Actions	Who involved	Person Responsible	Impact
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness 	All staff	HT	Good general hygiene
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review Core Control Measures and make changes as necessary – daily basis 	Staff Parents	HT	Prevent the spread of infectious disease


Response Stage	Trigger	Key Actions	Who involved	Person Responsible	Impact
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - School events - Trips <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with <u>any</u> symptoms - Additional Cleaning including deeper cleans 	SLT	HT	Delay the spread of infectious disease
STAGE 4 – Containment	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - cleaning - Closure of lettings and building use - Reduction or exclusion of visitors <ul style="list-style-type: none"> - Senior Leadership Team to check the latest Government guidance on a daily basis. - https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings 	SLT/HT/ Governor s	HT	Continue to allow the school to teach some of students

Protection and Control


Specific Issue	Actions including messages	Who involved	Person Responsible	Impact
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England - If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. - Whilst awaiting collection student should be moved to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. - In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. - If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. - Clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	HT	HT	All stakeholders are fully informed

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Specific Issue	Actions including messages	Who involved	Person Responsible	Impact
Confirmed case in school	<ul style="list-style-type: none"> - If a confirmed case of COVID-19 is declared to the School then the School will seek further advice from Public Health England. Public Health England Regions Local centers and Emergency Contacts - Their fellow household members should self-isolate for 14 days. - All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. - Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. - Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. - clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. 	HT and all staff	HT	All informed and risk of spread reduced

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Specific Issue	Actions including messages	Who involved	Person Responsible	Impact
Suspected case in a family	<ul style="list-style-type: none"> - If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, then they will go home and follow the Government guidance on staying at home - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection - Self-isolation for 14 days - All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. - Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. - Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. 	Families; Staff. Form tutor	SLT	Reduced risk of spreading
Confirmed case in a family	<ul style="list-style-type: none"> - Self-isolation for 14 days - All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. - Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. - Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need 	HT, Site team	HT	Reduced risk of spreading

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Specific Issue	Actions including messages	Who involved	Person Responsible	Impact
	to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.			
Teacher shortage	<ul style="list-style-type: none"> - Keep a detailed record of which staff are able to work each day via the daily update - Supply / Splitting classes / HT cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	JDU	HT	Ensure teaching and learning can continue
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	SENCO	HT	Ensure students most at need are prioritised
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	SENCO/ DHT	HT	Ensure students most at need are prioritised
Shielding and clinically vulnerable children	<ul style="list-style-type: none"> - Clinically extremely vulnerable students should stay at home and work remotely - Clinically vulnerable students to seek advice on their condition and consider working from home - Where clinically vulnerable children do come into school strict social distancing measures are followed. 	Students	HT	Ensure the health of students at risk
Shielding and clinically vulnerable adults	<ul style="list-style-type: none"> - Not advised to work outside the home - Follow shielding measures - Clinically vulnerable (not extremely vulnerable) can come to work but should follow strict social distancing measures and be given duties that provide the least contact with others 	Staff	HT	Ensure the health of staff at risk
Those living with clinically vulnerable or shielded people	<ul style="list-style-type: none"> - Can attend school only if stringent social distancing can be adhered to - If stringent social distancing can't be adhered to then they should work from home 	Students/ Staff	HT	Ensure the health of students and staff at risk

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Specific Issue	Actions including messages	Who involved	Person Responsible	Impact
Pregnant staff	<ul style="list-style-type: none"> - Not advised to work outside the home - Follow shielding measures - 	CLs/SLT	HT	Ensure the health of staff at risk
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	Families/ kitchen staff	SLT	Ensure students are fed
Site team shortage	<ul style="list-style-type: none"> - Discuss with cleaning team cover arrangements in good time 	HT	HT	Ensure the site is clean
Leadership shortage	<ul style="list-style-type: none"> - Access via phone - SLT deputise for headteacher 	SLT	SLT	Ensure the smooth running of the school
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs - Inform parents not to phone unless emergency 	HT	HT	Ensure the smooth running of the school
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	HT	HT	Reduce the risk of spreading
Long period shut down due to second wave of infection	<ul style="list-style-type: none"> - Continue learning activities through google classroom and google meet - Pupils have all google classroom codes for their subjects - Pupils to take extra reading books home. - Lower year groups could be asked to complete a project 	JDU/DFO	HT	Continuity of teaching and learning.

Core Control Measures


Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Soap Dispensers	1	<ul style="list-style-type: none"> - Ensure dispensers are full from the start of each day - All children to use this (or have washed hands) before entering site and before eating - Ensure adequate stock levels - Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets. 	Site team	SLT	Reduce the risk of spreading
Hand Sanitiser	4	<ul style="list-style-type: none"> - Alcohol rub or hand sanitiser to be distributed to every classroom - School to purchase sanitiser from local distributors 	Site team	SLT	Reduce the risk of spreading
Other users of the building	2	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage - No parents to enter the school site 	Reception staff	SLT	Reduce the risk of spreading
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily report to the HT of number of absences and symptoms - Use code 'I' (illness) where a pupil cannot attend school due to illness. This counts as an authorised absence - Use code 'Y' (unable to attend due to exceptional circumstances) where a pupil is in self-isolation, in accordance with latest information and advice from the Department of Health and Social Care and Public Health England 	Attendance officer	MWR	SLT are informed about the spread of infectious disease within the school

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Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	Newsletter: <ul style="list-style-type: none"> - Ask parents to inform us of any close family member who has returned from abroad within the last month - Staff members to inform HT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. - Cancel all trips abroad 	SLT	HT	SLT are informed about the spread of infectious disease within the school
Reducing contact point activities	2	Ensuring extremely high hygiene for any <ul style="list-style-type: none"> - Food making / tasting Avoid any activity where you are passing items around a class Other <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease use of shared cups in staffroom; replace with disposable cups; Ensure staff dishwasher is used everyday to clean staff kitchen equipment - inform parents to ensure children have water bottles in school 	Staff	SLT	Reduce the spread of infectious disease

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Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Staff and pupils to wash hands more frequently including:- - before leaving home - on arrival at school - after using the toilet - after breaks and activities - before food preparation - before eating, including snacks - before leaving school - After coughing or sneezing - Hand Sanitiser can be used but should not be a replacement for good hand washing. <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters - ‘Catch it, kill it, bin it’ poster to be distributed around site 	All Saff	SLT/ HT	Reduce the risk of spreading

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Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Review of cleaning	2	<ul style="list-style-type: none"> - Meet with cleaning team to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours - Daily cleaning of classrooms (already in place) - Cleaning of classrooms that have been used at the end of every day 	Site Team	HT	Reduce the risk of spreading
Additional touch point cleaning daily	2	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day 	Site Team	HT	Reduce the risk of spreading
School visitors and site users	2	<ul style="list-style-type: none"> - All non-essential visits to be postponed - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users - Students dropped off and collected from outside school site. Parent/carer to be reminded not to enter further than reception area. - Parents/carers reminded to observe social distancing of 2 metres when collecting and dropping pupils to and from School. - Signage at school entrance, reception and other areas in school on keeping 2m apart 	Reception Staff	HT	Reduce the risk of spreading

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Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Absence policy	2	<ul style="list-style-type: none"> - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea), 7 days of a confirmed case of coronavirus and 14 days of a case within the family. 	Attendance Officer	HT	Reduce the risk of spreading
Support for families affected	2	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks. 	HT & Staff		All stakeholders are informed
Set up an isolation room for suspected and confirmed cases	3	<ul style="list-style-type: none"> - Room should be isolated behind a closed door. Ideally, a window should be opened for ventilation. - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. - 	SLT	HT	Infected or suspected infected are isolated to reduce spread
Reducing class sizes to small and consistent groups	4	<ul style="list-style-type: none"> - Children and staff reduce contact as much as possible - Only mix small and consistent groups - Groups of students stay away from people outside of their groups - Keep students in the same classroom throughout the teaching day 	SLT	HT	Reduced spread of disease

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Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
		<ul style="list-style-type: none"> - Social distancing of at least 2 Metres is taken into consideration when planning the day’s activities and supervision of pupils. - Classes that are large enough may accommodate more students as a result of having the room rearranged. 			
Students stay within same group and are not mixed on subsequent days	4	<ul style="list-style-type: none"> - Not mixing students will ensure that any outbreak is contained to small groups of students 	SLT	HT	Reduced spread of disease
Same classroom used all day for groups of students	4	<ul style="list-style-type: none"> - Specialist staff move to the students - Wherever possible children and young people use the same classroom or area of a setting throughout the day. - Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. - A thorough cleaning of the rooms at the end of the day. 	SLT	HT	Reduced spread of disease
Organise workspaces 2m apart	4	<ul style="list-style-type: none"> - Children are able to social distance - Students are encouraged to sit at the same desk each day and not share equipment. 	SLT	HT	Reduced spread of disease

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Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Stagger break times	4	<ul style="list-style-type: none"> - Break and lunchtimes staggered to avoid students from different groups mixing - Class groups will take staggered breaks between lessons, these shared areas can be used as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following COVID-19: guidance for households with possible coronavirus infection appropriate cleaning will be carried between sessions. 	SLT	HT	Reduced spread of disease
PPE (disposable gloves, disposable apron, fluid resistant surgical mask, eye protection)	4	<ul style="list-style-type: none"> - to be used only for those looking after sick children before they go home, where a 2m distance can't be maintained - School to purchase full sets of PPE for this use 	SLT	HT	Reduced spread of disease
One way system on corridors	4	<ul style="list-style-type: none"> - Reduces mixing of students from different groups 	SLT	HT	Reduced spread of disease
Limit the number of students using toilets at any one time	4	<ul style="list-style-type: none"> - Capacity for each set of toilets should be assessed - Staff members to supervise the use of the toilets to ensure they are not overcrowded - Supervised by SLT - Signage in toilets for good handwashing 	Staff	HT/SLT	Reduced spread of disease

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Control Measure	Minimum Response Stage	Notes / Action	Who involved	Person Responsible	Impact
Reduced use of shared resources	4	<ul style="list-style-type: none"> - Students to use fewer shared resources - Handouts given in class will be for personal use - Children are told to only use the designated toilet - Photocopying of resources recommended. - Children have their own equipment provided and remain with this equipment, e.g. laptops, pens, books, glue. These will be wiped frequently. 	Staff	HT/SLT	Reduced spread of disease
Staff are instructed not to bring any items from home into the school environment.	4	<ul style="list-style-type: none"> - Reduced spread of infection. 	Staff	HT/SLT	Reduced spread of disease
Adjusted transport arrangements	4	<ul style="list-style-type: none"> - Encourage students to walk or cycle - Transport arrangements need to cater for staggered start and finish times - Pupils need to be spread out on transport, so each bus will need to be assessed for its capacity whilst following safe social distancing rules. 	SLT	HT	Reduced spread of disease
Promote staff mental health and wellbeing	4	<ul style="list-style-type: none"> - Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help - Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ 	Staff	SLT	Promote wellbeing of staff

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		https://www.hse.gov.uk/stress/mental-health.htm <ul style="list-style-type: none"> - Regular communication of mental health information and open door policy is in place for those who need additional support. - A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity , Healthy Mind Bucks https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/ <ul style="list-style-type: none"> - Systems are in place so staff can talk to key members if they need to. 			

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently have increased precautions in place to ensure the effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ Do wash your hands with soap and water often – do this for at least 20 seconds
- ✓ Do always wash your hands when you get home or into work
- ✓ Do use hand sanitiser gel if soap and water are not available
- ✓ Do cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ Do put used tissues in the bin straight away and wash your hands afterwards
- ✓ Do try to avoid close contact with people who are unwell

How can you stop coronaviruses spreading?

If you need to cough or sneeze



Catch it with a tissue



Bin it



Kill it by washing your hands with soap & water or hand sanitiser

You should wash hands with soap & water or hand sanitiser



After breaks & sport activities



Before cooking & eating



SCHOOL ETC.
On arrival at any childcare or educational setting



After using the toilet



Before leaving home



Try not to touch your eyes, nose, and mouth with unwashed hands



Do not share items that come into contact with your mouth such as cups & bottles



If unwell do not share items such as bedding, dishes, pencils & towels

Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean

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Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We currently have increased precautions in place to ensure the effective prevention of the spread of illness.

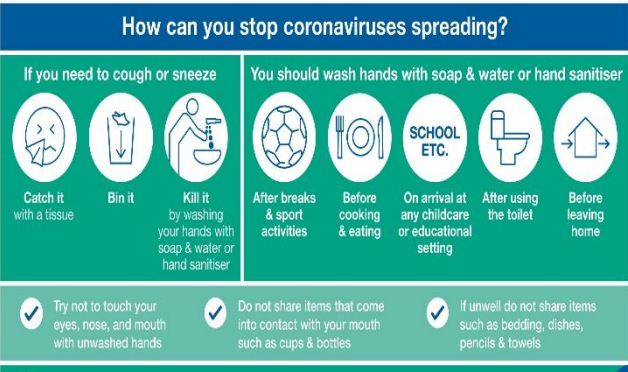
All users of the building are asked to follow the following guidance:

Do

- ✓ do wash your hands with soap and water often – do this for at least 20 seconds
- ✓ do always wash your hands when you get home or into work
- ✓ do use hand sanitiser gel if soap and water are not available
- ✓ do cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ do put used tissues in the bin straight away and wash your hands afterwards
- ✓ do try to avoid close contact with people who are unwell

Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ do not enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).



× Information for staff, visitors and building users

STAGE 4 - CONTAINMENT

We currently have increased precautions in place to ensure the effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ do wash your hands with soap and water often – do this for at least 20 seconds
- ✓ do always wash your hands when you get home or into work
- ✓ do use hand sanitiser gel if soap and water are not available
- ✓ do cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ do put used tissues in the bin straight away and wash your hands afterwards
- ✓ do try to avoid close contact with people who are unwell

Don't

- × do not touch your eyes, nose or mouth if your hands are not clean
- × do not enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss)

