

RISK ASSESSMENT FOR the opening of school to all pupils of Curzon Cof E School March 2021 Assessment written by: Headteacher Checked by a Chair of Governors and Premises Committee Distributed to all staff and posted on school website		Date: 22.2.21
Benefit from this activity	The school is being asked to provide a safe learning environment for all children whilst offering a broad and balanced curriculum and quality remote learning for pupils at home	
Who is at risk	Pupils, families of pupils, staff, families of staff	
Potential Hazard/Risk	Pupils could catch the coronavirus Pupils could spread the coronavirus to members of their household Staff could catch the coronavirus Staff could spread the coronavirus to members of their household	
Government system of controls Prevention	Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school. Where recommended, the use of face coverings in schools. Clean hands thoroughly more often than usual. wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use sanitiser ensuring that all parts of the hands are covered Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. Minimise contact between individuals and maintain social distancing wherever possible by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) Always keeping occupied spaces well ventilated Where necessary, wear appropriate personal protective equipment (PPE). Staff may choose to take lateral flow tests 2x week.	
Response to any infection	<ul style="list-style-type: none"> ▪ Engage with NHS Track and Trace process ▪ Manage confirmed cases of Covid 19 amongst school community ▪ Contain any outbreak by following local health protection team 	

Plan for whole school

3 Bubbles
KS1 (YR, Y1,Y2): 60 children
Year 3,4: 39 children
Year 5,6; 51 children

	START	PLAYTIME	LUNCH	HOME TIME
Ks1	08:50	10.00 – 10.15	12.00 – 13.00	14:50
Class 3 and 4	09.00	10.15 – 10.30	11:40 - 12:25	15.00
Class 5 and 6	09:10	10.30 – 10:45	12:00- 12:45	15.10

Elder sibling may wait in classroom from 8:50 with teacher supervision. Come straight inside when younger sibling dropped off.
Younger sibling may wait in classroom at end of day with teacher supervision.

Before school

Drop and Go- no parents on playground.
Children stand on 2m apart spots in class line.

Lunchtimes

Y3,4 eat first then play, Y5, 6 play first then eat
All to eat in own classrooms.

Breakfast club and after school clubs will be in 3 bubbles: Ks1, Y3,4; Y5,6.

Covid 19 home school agreement will be sent home to remind parents and children to follow the measures on our RA.

Staff

Separate break times

11:40 Y3,4 lunch in staffroom

12:00 Y5,6 lunch in staffroom

12:25 Class 1,2 lunch in staffroom

Staff on duty at lunchtime to arrange with teacher and use kitchen as well. Staff to try and minimise contact with other bubbles.

Briefing will be done virtually via Teams

When staff meeting are held in person, this will be in a well ventilated space and staff will adhere to social distancing and wear face masks.

Monitoring

This plan will be informally reviewed and amended if necessary at weekly staff briefing meetings.
Premises, health and safety governors will review it formally at each meeting.

1 to 6

Manageable Risk: Overall rating is 6 or less. Content to carry these risks. Monitor and track any change.

7 to 14

Material Risk: Overall rating is 7-14. Concerned about these risks. Need to be managed as a priority.

15 to 25

Significant Risk: Overall rating is 15 or above. Most concerned about these risks which are significant and should be referred to LGB for regular review.

Severity of impact x	Likelihood of occurrence y	Impact x * y	Government Recommendation	School Measures	Residual risk (impact) a	Residual risk (likelihood) b	Impact a * b
----------------------	----------------------------	--------------	---------------------------	-----------------	--------------------------	------------------------------	--------------

<p>Lack of effective infection protection and control-</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not present themselves on the school site.</p> <p>coronavirus (COVID-19) symptoms,</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <p>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p> <p>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/</p>	<p>Pupils and staff and other adults will not attend school if they or a household member has coronavirus symptoms or has tested positive in the last 10 days, or has been advised to self-isolate by Track and Trace or travel related reasons, or if they are awaiting results of a test.</p> <p>On arrival, every child will wash their hands. Children will remain at home if they have a temperature. Parents to inform school if child has been unwell. School will assess this and may decide not to admit the child. Children may not attend school if they have had a test and are awaiting results.</p> <p>No parents will enter the school buildings unless invited by head teacher. No children will enter the office. Parents may enter foyer one at a time wearing masks. Staff on Drop and Go to wear face masks. Parents of children who are self-isolating at home to communicate with the school electronically/phone.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>	<p>5</p>	<p>2</p>	<p>10</p>
---	----------	----------	-----------	---	---	----------	----------	-----------

				attachment_data/file/950510/School_national_restrictions_guidance.pdf			
Lack of effective infection response	5	5	25	<p>Parents to</p> <ul style="list-style-type: none"> • book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. <p>Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit School to communicate regularly with any vulnerable children who are self isolating.</p> <ul style="list-style-type: none"> • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. 	5	2	10

<p>Lack of effective infection protection and control-handwashing , use of tissues</p> <p>School is unable to support personal hygiene standards due to increased risk of the new variant COVID and necessary routines to increase the regularity of hygiene routines which may lead to a lack availability of sufficient quantities of soap and/ or sanitisers</p>	5	5	25	<p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are washed.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Cleaning frequently touched surfaces daily using standard products, such as detergents and bleach.</p>	<p>Pupils to wash hands one at a time in the classroom sink. Soap and hand sanitizers will be provided (staff will keep out of reach of youngest children to avoid risk of ingestion and explain the risks of ingestion to children). There will be hand gel and sprays for staff to use in each classroom. Children reminded of safe handwashing practices first day back. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Children wash hands for 20 secs, supervised by an adult:</p> <ul style="list-style-type: none"> ○ Upon arrival ○ Leaving for break ○ Return from break (hand sanitizer) ○ Before eating lunch ○ After eating lunch (hand sanitizer) ○ When they change rooms (hand sanitizer) ○ After using toilet ○ After return from playground at lunch time ○ After any outdoor activity (hand sanitizer) ○ When getting ready to go home (hand sanitizer) <p>Use of hand sanitizers will be supervised by staff to ensure no ingestion.</p> <p>Staff will instruct children to follow the 'catch it, bin it, kill it' approach. Lidded bins will be used. Adults assisting children to use tissues, will put gloves on before doing so. They will dispose of gloves and tissue before thoroughly washing hands</p> <p>Children will only be allowed to go to the toilet one at a time. YR, Y1, Y2s will be supervised by an adult where possible. 1 metre markers will be placed in the corridor in case a queue forms.</p> <p>Paper towels will be provided.</p> <p>Children who bring in hand sanitisers must not share them and can only use them with supervision.</p>	5	1	5
--	---	---	----	--	---	---	---	---

<p>Lack of effective infection protection and control-altered timetable</p>	5	5	25	<p>Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (e.g. staggered arrival, departure and break times).</p>	<p>Bubbles will have different break-times and different lunch times. Each class will remain in their own class area. Play equipment will be on a weekly rotation so there is a quarantine time between each bubble. NO Library. Adults supervising play and lunch will be from the same bubble unless outside where it is deemed to be lower risk. Children will be brought out to the other adults. To minimise risk, we will not be using parent volunteers.</p> <p>Each bubble will have their own resources. Resources will be cleaned regularly. The tables will be 1 metre apart (space permitting) with children 2 metres away from each other facing forwards. Any PE will adhere to the 2 metre rule by being adult-led. If the field is used for PE, the areas will be clearly marked. Any resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupils will limit the amount of equipment they bring into school. Books brought back from home will be quarantined for 48 hours.</p>	5	2	10
--	---	---	----	---	--	---	---	----

<p>Lack of PPE</p> <p>Significant risk of virus transmission with increased numbers of pupils and parents arriving and leaving the site at the beginning and end of the school day</p>	5	5	25	<p>Regular hand washing to be undertaken at every available moment, with the use of anti-bac wipes and spray.</p> <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p>	<p>Regular handwashing by staff and pupils including before and after touching pupils' books and other school equipment. There will be quarantine box in each class where returned books from home will be put in for 48 hour before being handled.</p> <p>Each member of staff will wear newly cleaned clothes each day. The pupils will wear school uniform.</p> <p>There will be PPE available for the first aider stored in the office. See PPE flowchart for use of PPE. First aider must wear PPE if they need to get closer than 2m to a child with suspected symptoms. Unless a KS2 child can put own plaster on themselves, they should be sent to the foyer with another child (as per our school policy).for first aid.</p> <p>All rooms will continue to need to be well ventilated (see DfE guidance) and staff to maintain at least 2m social distance where possible.</p> <p>Staff to practise social distancing with each other.</p> <p>Parent and professional meetings will be held remotely where possible.</p>	5	2	10
---	---	---	----	--	--	---	---	----

<p>Lack of face coverings</p>				<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963509/Schools_coronavirus_operational_guidance.pdf face coverings</p>	<p>Pupils may not wear face coverings as these can increase infection if not used correctly. If they do, they will be asked to wash hands then remove them (put in sealed plastic bag to go home) and wash hands thoroughly. In line with ODBST guidance, if parents request children to wear a face mask, the school will have a full discussion with them to explore the issue further before making a final decision.</p> <p>If a member of staff is exempt from wearing a mask for medical reasons, they should inform HT and the school will be sensitive to their needs.</p> <p>Staff may opt to wear a face covering in classrooms. Office staff may opt to wear face coverings. NO visors unless in addition to a mask.</p> <p>Staff and parents to wear face masks at drop off and pick up times if entering the school playground.</p> <p>Staff members to wear face masks in communal areas of the school. This can be a disposable face mask or a daily cleaned reusable one. Those wearing a face covering in school should use a separate item to that used in public spaces when away for the school (supermarket, public transport etc) to limit the risk of cross contamination. Staff need to store their mask in a secure plastic bag. Face masks that are moist, damaged, visibly soiled or difficult to breathe through should be replaced and stored appropriately in a sealed plastic bag.</p> <p>All adults involved in one-to-one support in restricted, enclosed spaces and where close contact is required to be given the choice of face coverings</p> <p>All adults external to the core staff running the school (contractors, service personnel etc) should be required to wear face coverings at all times.</p> <p>A supply of face coverings (disposable) for use with unprepared visitors</p>	5	1	5
--------------------------------------	--	--	--	---	---	---	---	---

Risk of virus transmission with numbers of pupils and parents arriving and leaving the site at the beginning and end of the school day	5	5	25	<p>Changes to drop off and pick up routines will be required. You should tell parents when they can drop off their children and that this should happen at the school gate.</p>	<p>Drop and go system for all year groups all whereby parents set down their child on the pavement outside school at the school gate where greeted by an adult. The child then goes onto playground and waits on spot in the line. Class teachers to be on the playground to supervise arrival. Children enter the building with adult through classroom doors. They can leave their coats on their chairs and book bags under tables. Cloakroom out of use. An area will be allocated in each classroom for PE bags.</p> <p>On pick up, each parent will stand 2 metres apart. Children will be brought out by teacher. Parents and staff to wear face masks. They will then be allowed to go to their parent one at a time. Staff who talk to adults will maintain social distancing. Parents will be challenged if they do not maintain social distancing. Younger siblings outside may not run around the playground and must stay with their parent/carer. One adult per family where practicable</p> <p>These arrangement are covered by home school agreement that parents signed in Sept 2020 and is re issued in March 2021.</p>	5	2	10
---	---	---	----	---	---	---	---	----

<p>Risk of illness at school. What happens if someone becomes unwell at an educational or childcare setting?</p>	5	5	25	<p>If anyone becomes unwell with a new, continuous cough or a high temperature or has loss of, or change in, tier normal sense of smell, in an education or childcare setting, they must be sent home and advised to follow the <u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>,</p> <p><i>Gov guidance on cleaning non health care settings.</i></p> <p>wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use.</p> <p>if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p> <p>PHE has published revised guidance for cleaning non-healthcare settings to advise on</p>	<p>Staff will adhere to the Government recommendations. The school will immediately isolate the pupil in the foyer (which is behind closed door, easy to supervise from the office, well- ventilated) on a wipeable chair and telephone the parent to collect their child. Staff with pupil will wear PPE and dispose of it in double bagged in the outside bin.</p> <p>Parents will be asked to get their child tested. To access testing, parents will be able to use the 119 NHS telephone number or online coronavirus service (NHS Test and Trace). Any bathrooms the child has used will also be deep cleaned using disposable cloths. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. Use one of the options below:</p> <p>a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)</p> <p>or</p> <p>a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</p> <p>or</p> <p>if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</p> <p>Red incident form will be completed. Everyone involved must wash hands afterwards for 20 seconds with soap and running water.</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full</p> <p>The plastic bag should then be placed in a second bin bag and tied</p> <p>This should be put in a suitable and secure place and marked for storage until the individual’s test results are known</p> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>	5	2	10
---	---	---	----	--	---	---	---	----

			<p>general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p>	<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) <ul style="list-style-type: none"> • They have tested positive on lateral flow test as part of community programme <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>In an emergency, the school will call 999 if the child is seriously ill or injured or their life is at risk.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days from when the symptomatic person first had symptoms. All staff and students who are attending school will need to have a test if they display symptoms of coronavirus. The school has some testing kits for exceptional circumstances to support families. The kits will be administered at home. Schools do not need to send the rest of the cohort home until the results are known.</p> <p>Where the child, young person or staff member tests negative and they have NO symptoms, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>See below for positive result.</p> <p>The local health protection team will contact the school if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p>			
--	--	--	--	--	--	--	--

<p>Risk of positive case. What happens if there is a confirmed case of Covid 19 in our school</p>	5	5	25	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</p> <p>HSE Riddor leaflet-states out which cases of employee disease to report.</p>	<p>If a child or member of staff tests positive (either on a PCR test or lateral flow), the school will contact the dfe on 0800 046 8687 selecting option 1 for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays</p> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means: A contact is a person who has had close contact with a confirmed case of COVID-19 from either a PCR test or a LFD test during their infectious period (48 hours before to 10 days after onset of symptoms, or test if asymptomatic). This includes:</p> <ul style="list-style-type: none"> • Anyone who lives in the same household as someone with Covid symptoms or who has tested positive. • a person who has had face-to-face contact (within 1 metre) with someone who has tested positive for coronavirus (COVID-19), including: <ul style="list-style-type: none"> o being coughed on, or o having a face-to-face conversation, or o having skin-to-skin physical contact, or o any contact within one metre for one minute or longer without face-to-face contact • a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes • a person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle near someone who has tested positive for coronavirus (COVID-19) • people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19) <p>Identification of contacts in an educational setting will depend on the arrangements the setting has in place to minimise mixing. In a primary</p>	5	3	15
--	---	---	----	--	---	---	---	----

school, this is likely to include the class teacher and other students in the bubble/class.

The health protection team will provide definitive advice on who must be sent home and provide a template letter for parents. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

They can return to school after their isolation period and their symptoms have gone (except for a residual cough)

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required (i.e. Sending a mobile test unit to school).

					<p>Self Isolation Service Hub (020 3743 6715), a phone line open 7 days a week, 8am to 8pm, allowing a school to provide contact details of those individuals who has been asked to self-isolate.</p> <p>The process is as follows:</p> <ol style="list-style-type: none"> 1. The school learns of a positive test for an individual within the school. 2. A staff member at the school should speak with the person(s) who have receive a positive test and note their NHS Test and Trace Account Number. 3. The school determines which staff should self-isolate and inform the individuals. 4. The school should collate the contact details of these individuals. 5. A staff member at the school contacts the self-isolation hub on 020 3743 6715 and provide the hub with a. The NHS Test and Trace Account ID of the individual who has tested positive for COVID-19 b. The contact details of the individuals who have been asked to self-isolate. 6. NHS Test and Trace will then contact the individuals to formally advise them of their need to self-isolate and provide them with an NHS Test and Trace Account ID. <p>This allows them to apply for a Track and Trace Payment of £500 from the LA.</p>			
<p>Risk of other injuries</p>	<p>5</p>	<p>3</p>	<p>15</p>		<p>Should a toileting accident occur, in the first instance, the child will change clothes and clean themselves up with an adult supervising from a distance. If the child is not able to do this, we will call the parent to assist. The school can provide spare clothes.</p> <p>Mrs Bradshaw will carry out all first aid and according to Government guidance will wear PPE. Mrs Hynes will be in reserve. Older children are able to clean minor wounds and put on a plaster themselves with an adult supervising from a distance. The foyer will be the designated first aid room with plastic chairs. Children will be escorted to the foyer by an adult if they need first aid.</p> <p>Any first aid rubbish will be bagged securely and disposed of.</p> <p>After any first aid incident, all involved will wash their hands thoroughly.</p>	<p>5</p>	<p>1</p>	<p>5</p>

Risk of having to give CPR	5	1	5		<p>Resuscitation Council UK offers this advice:</p> <ul style="list-style-type: none"> • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. • If the rescuer has access to any form of personal protective equipment (PPE) this should be worn. • After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 	5	1	5
-----------------------------------	---	---	---	--	--	---	---	---

Risk of Shielded and clinically vulnerable children and young people being unwell	5	5	25	<p>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p>	<p>Children who have been confirmed as clinically extremely vulnerable (CEV) and have received an official letter to this effect will shield. They will be set home learning. The school may ask to see the letter.</p> <p>Attendance is mandatory for all other pupils unless they are self-isolating.</p> <ul style="list-style-type: none"> • School will work closely with anxious families. • Schools to start their regular attendance procedures immediately schools • Use data to identify those at risk and undertake enhanced engagement activities • Bucks and government guidelines on fines to follow • Clinically vulnerable pupils should attend school. • Social workers will be notified where appropriate. 	5	1	5
--	---	---	----	---	--	---	---	---

<p>Risk of shielded and clinically vulnerable adults being unwell</p>	5	5	25	<p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p>	<p>Staff who have been classed as clinically extremely vulnerable and received a medical letter to this effect are advised not to go into work. Head teacher will discuss with each individual how best they can be supported during the period of national restrictions. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Clinically vulnerable staff should attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes wearing PPE as outlined above, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the ‘Prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 2 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. A risk assessment will be completed by HT with the member of staff.</p> <p>Pregnant women are in the ‘clinically vulnerable’ category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p> <p>Pregnancy-non longer classed as clinically extremely vulnerable for 1st and 2nd trimesters.</p> <p>Every pregnant worker should have a risk assessment with their manager, which may involve occupational health.</p> <p>Schools will modify the working environment and act promptly to remove the</p>	5	1	5
--	---	---	----	--	---	---	---	---

					<p>employee from further direct risk should suspected or confirmed COVID-19 cases occur to minimise the risk of infection to this vulnerable group. Pregnant staff should only continue to work in direct pupil-facing roles if they are under 28 weeks' gestation and if this follows a risk assessment that recommends they can continue working. Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. If a risk assessment indicates that a pregnant woman under 28 weeks' gestation can continue to work in a pupil-facing role, and the woman chooses to do so, she should be supported by her employer with modification to the working environment or equipment. Pregnant staff over 28 weeks gestation should work from home. Employees should participate in their own risk assessment.</p>			
--	--	--	--	--	---	--	--	--

<p>Schools are unable to fully sustain phased opening due to staffing absence</p>	5	5	25		<p>·School to notify ODBST of any staff unavailable to return to work due to UK quarantine Governed by pupil numbers adult: pupil ratios need to be identified and arrangements organised to support this. School to monitor staff ratios daily, making adjustments where necessary. Maintain good communication lines with staff and ensure issues around attendance can be anticipated - as far as possible. Welfare arrangements need to be communicated frequently. School to consider parent communications if the school needs to close School to review Clinically Extremely Vulnerable (CEV) staff with a view of directing home working and other non-contact school-work School to take urgent advice from ODBST around any staff who are pregnant If a member of staff tests positive (lateral flow test) or exhibits symptoms, they will need to leave the building immediately · Where staff to pupil ratio is compromised through illness, self-isolation requirements or risk assessed contact with pupils, the school should consider all avenues to maintain provision before contacting ODBST about adjusting the number of pupils it can accommodate</p> <p>Where appropriate the school will take advice from ODBST HR team.</p> <p>Staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.</p> <p>Where possible, the school will cover staff absence through use of own staff. On rare occasions, it may be necessary to use supply staff and strict Covid procedures will be followed.</p>	5	1	5
--	---	---	----	--	--	---	---	---

<p>Risk of infection within bubbles.</p> <p>Significant risk of virus transmission with increased numbers of pupils occupying the site in a manner that does not support social distancing guidance</p>	5	5	25	<p>We know that, unlike older children and adults, it will be very difficult to ensure early years and primary age children to remain 2 metres apart from each other and staff. Schools should therefore ensure:</p> <p>Regular cleaning of settings Pupils avoid contact with anyone with symptoms Pupils and staff frequently wash hands and follow good respiratory hygiene practices Pupils and staff minimise contact and mixing</p> <p>Children, young people and staff where possible, only mix in a small, consistent class and that small class stays away from other people and classes.</p> <p>Gov guidance suggests children are less likely to contact Covid.</p>	<p>We will follow good hand-washing and hygiene practices as previously stated.</p> <p>Minimal contact will be achieved through ensuring all bubbles do not mix, use the same areas, share resources or come into contact with each other, through putting in place the precautions previously stated. I pads and chromebooks will be wiped down after use.</p> <p>Windows/doors to be open in classrooms/staffroom to allow ventilation. In colder weather, doors and some windows may be closed whilst classrooms are occupied. They will be opened at play times and lunchtimes. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts and not covering radiators <p>Children in Year 1 -6 will have own pencil cases.</p> <p>Those pupils who have had low levels of engagement during lockdown and may require additional support will be seated nearer to the front. Each pupil will have their own set of resources on their desk space, to limit movement around the class. Asthma pupils should be seated near open windows where possible.</p> <p>Children will be encouraged to keep their distance within their group.</p> <p>Teachers will teach from the front where possible and avoid spending time in close face to contact with pupils and minimise time spent within 2 metres of everyone. Teacher to consider positioning – side by side / over the shoulder when supporting individuals, rather than facing them</p> <p>EHCP support will be provided in as safe way as possible. Staff wash hands before and after working with a pupil</p>	5	2	10
--	---	---	----	--	---	---	---	----

				<p>The Library and cosy corner are identified for the interventions to take place, and set up with two separate desks placed a suitable distance apart. This space is sanitised between groups. Keep interactions brief Increase ventilation</p> <p>Pupils will be seated in rows, side by side, not facing each other (except in Class 1 where side by side).</p> <p>Children will be seated two to a table with the tables spaced 1 metre apart where space allows. Children will exercise 2 metres away from their peers. 2 metre markings will be set around areas of the school to assist with this. PE Bags will be kept in classroom as cloakroom too enclosed space for social distancing. Y5,6 will come to school dressed in PE kits. Children doing forest school will come to school in kits.</p> <p>Whenever possible, likely absence must be notified on the school phone the evening before attendance</p>			
Risk of infection between bubbles	5	4	20	<p>3 bubbles will operate with different members of staff in each.</p> <p>Ipads and chromebooks will be wiped down after use. Resources used by each group will be cleaned after use. Any resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>The school will keep records of any close contact that takes place between children or adults of different bubbles in case these are needed by the local health team. No after school clubs or breakfast clubs.</p>	5	1	5

Risk of serving lunches	5	5	25		<p>Children will bring own packed lunches. All children to bring own named water bottle. There will be plastic cups and jugs of water available if children forget their water bottle. KS1 lunches will be served by MDS wearing shields, gloves and using tongs. Children will be handed their trays of food.</p>	5	2	10
<p>Risk of not maintaining enhanced cleaning standards - WHEN open and following C.01 actions</p> <p>Increased demands on school cleaning standards and frequency, with the introduction of increased pupil numbers, and increased spaces in use in the school setting may not be sustainable to the correct level with current resources</p>	5	5	25		<p>The school will be cleaned thoroughly each day. Cleaners will attend after pupils and staff have left.</p> <p>We will regularly review and monitor cleaning standards, cleaning products, volume of cleaning products available, the schedule of cleaning and their impacts on the school day. Any new or unfamiliar products will be risk assessed under COSHH regulations. Bleach, for example, is an acceptable cleaning product which can be used provided there are clear instructions on use, the product is stored appropriately and it is kept away from pupils. All products with a hazard symbol must have the safety data sheet in the COSH file.</p> <p>School to ensure measures are in place to properly manage cleaning products in the vicinity of children with special consideration around allergies and potential misuse. Disinfectant sprays needed on a regular basis with be stored out of reach of children.</p> <p>After each day, the classroom and toilets will be cleaned and disinfected. Adults cleaning and tidying toys will wear gloves. The bin bag will be knotted and disposed of. The door handles, light switches, desks and toys will be cleaned with disinfectant spray at least once a day. Frequently used surfaces will be cleaned at least 2x day.</p> <p>Chairs to be placed on desks at end of days.</p>	5	1	5

Curriculum			<p>Schools should consult the health and safety guidance on educational visits when considering visits.</p>	<p>Two assemblies each week will be recorded/via Zoom for classes to watch at the same time. There will also be 2 class assemblies each week. Once a week, each class will have a certificate assembly with HT in the hall. Each assembly will be at a separate time and the cross, candles etc sanitised between each bubble.</p> <p>Full curriculum with all subjects covered -filling in gaps Well-being focus. PSHE Jigsaw Recovery programme. Half termly worry box exercises. Social stories and visual timetables to support children with SEN</p> <p>The family worker will support pupil mental well-being.</p> <p>SALT and other SEN therapists may visit SEN pupils. Lessons may take place outside PE lessons to be outside where possible. If inside, PE will take place in in the hall with ventilation. Children will be encouraged to be as active as possible e.g. forest school, break times etc</p> <p>PE equipment must not be shared between groups and must be cleaned before use by another group</p> <p>No educational visits.</p> <p>Contingency plan will be in place for home learning should the school need to close/partially close again (see 5 Remote Home Learning policy) Self-isolating teachers may teach remotely from home depending on the year group. Self-isolating pupils will be set home learning and may join lessons remotely from home.</p> <p>As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p>			
------------	--	--	---	--	--	--	--

Safeguarding	5	5	25	https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers	<p>Usual reporting procedures (green forms to DSL). Staff to be aware there may be an increase of disclosures following a return to school. Staff to be identify, report to DSL and support any mental health concerns. Family worker enlisted to support. School to communicate with school nurses who have had contact with some families during school closure. Annex to S’G policy updated, shared with staff and govts and on website</p> <p>Absences to be followed up.</p>	5	2	10
Implementing protective measures – Planning & Organising	5	5	25	<p>Ensure that all health and safety compliance checks have been undertaken before opening. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) Parents cannot gather at entrance gates or doors, or enter the site. Where possible, all spaces should be well ventilated using natural ventilation (opening windows). Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to aid ventilation Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between classes of children using it.</p>	<p>Parents will have clear guidance as to the dropping off and collection protocol and they will adhere to the measures set out in this. Reminders will be given via the newsletter. Doors and windows will remain open to lessen the need to touch them and to aid ventilation. Water fountains will be blocked/turned off. Fire drill, lockdown, scatter to be done as usual.</p>	5	1	5

<p>Risk for adults working in the building</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Information about the <u>extra mental health support for pupils and teachers</u> is available. The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	<p>All adults to notify Head teacher if they/member of their family has been in contact with Covid 19, has tested positive on lateral flow or is displaying symptoms.</p> <p>All should adhere to strict social distancing rules (2 metres) with each other and with pupils. To minimise risk, all adults will remain with one bubble as much as possible.</p> <p>Max 2 people working in office. Where possible, adults take breaks and eat lunch in small groups with those in their bubble.</p> <p>Handwashing on arrival and before leaving the building and at frequent times in the day. Wash hands after touching any doors/resources.</p> <p>Kettle in kitchen to allow staff two rooms to make tea in. Staff will sit 2m apart from each other in staffroom or hall. Use own mugs. Wipe down kettle and milk after use. Staff to wear face coverings in communal areas. May opt to wear face masks in classrooms. Staff to practise social distancing with each other.</p> <p>Anti-viral wipes for staff to use after using photocopier. Separate phones to be used by different admin staff. Keyboards and phones to be wiped down at end of day.</p> <p>Post to be handled with gloves.</p> <p>Staff will wipe down surfaces in staffroom after use with soap and water/anti-viral wipes</p> <p>PPA computer in Cosy Corner so only one person at end of Hub.</p> <p>Staff meetings (with less than 10 people) will be held in large indoor areas which are well ventilated. Staff will adhere to social distancing and wear face masks. Meetings with more than 10 people will be held remotely.</p> <p>Mental health info and signpost to support will be shared with all staff.</p>	<p>5</p>	<p>2</p>	<p>10</p>
---	----------	----------	-----------	--	---	----------	----------	-----------

					<p>Guidance on social distancing and hygiene will be explained to all visitors/contractors. A record will be kept for track and trace purposes. Where possible, visitors will be after school hours.</p> <p>School to organise hygiene arrangements for all persons coming onto the premises to use before entering or on entry.</p> <p>Staff to adhere to Covid rules when out of school to minimise risk to others.</p> <p>If a member of staff tests positive on a lateral flow test, develops symptoms or receives a Track and Trace message telling them to self isolate, they will leave the school premises immediately. The areas where they were working will be thoroughly disinfected.</p>			
--	--	--	--	--	---	--	--	--

Premises and Financial risks								
During closure full or partial areas of the school are more subject to break-in and vandalism	3	3	9		If the school is required to fully close during this time, the office manager and HT will ensure that it is properly secured and CCTV is working. Alarm code to be regularly changed. Premises committee will review security routines and lone working policy at the school site in the event of a break in/trespass is specifically assessed and actions agreed.	1	5	5
Employer liabilities for staff working from home	4	4	16		Insurance cover for employer's liability if a member of staff were injured. The RPA will defend claims and provide an indemnity to the extent that the school/Trust is legally liable to pay compensation or damages to the employee. If Staff are required to work from home they will need to complete a homeworking risk assessment and workstation assessment. (DSE user assessment for all teachers working remotely.) These are on SmartLog. To be reviewed by premises committee.	1	5	5
Employer's liability for staff electing to attend if school has to close during the pandemic	4	3	12		Standard RPA cover would continue to apply in these circumstances. This would include employer's liability if a member of staff were injured. The RPA will defend claims and provide an indemnity to the extent that the Trust is legally liable to pay compensation or damages to the employee. This and other risk assessments MUST be in place and a review of policies and procedures as a result, including a review of risks associated with lone working.	1	5	5

<p>Legal and liability over should a staff member or pupil contract COVID-19 and brings a claim against the school (or governors)?</p>	3	3	9		<p>RPA will defend the claim on the school's (or governor's) behalf and indemnify the school to the extent that the school (or governor) is legally liable to pay compensation or damages to the injured person.</p> <p>BUT only if this and other risk assessments have been reviewed shared and agreed by LGB and a review of policies and procedures has occurred as a result.</p>	1	5	5
--	---	---	---	--	--	---	---	---

No paediatric first aider on site	5	5	25		<p>Mrs Bradshaw is the Appointed Person (AP) in charge of managing First Aid provision daily and managing staff cover.</p> <ul style="list-style-type: none"> ▪ All staff have emergency first aid and there are 3 senior first aiders so on the day that PFA does not work, there is cover in place. PFA can also be contacted by phone at home. ▪ The First Aid Provision Plan is clearly displayed and shared with all staff and visitors. ▪ Urgent changes to the plan are shared with all staff on site whilst maintaining safe distances and covid19 practices. <p>The AP will keep records of all pupils in EYFS setting in school with first aid needs in clearly displayed in staffroom. Administration staff to refer to in an emergency.</p> <p>The HT will undertake all endeavours to locate PFA if the school is short staff, including:</p> <ul style="list-style-type: none"> ▪ liaising with the TRUST to find a suitable person, this could include identifying and looking to appoint temporary/interim cover through either: <ul style="list-style-type: none"> ▪ a person with a PFA certificate and Disclosure and Barring Service (DBS) check from a local provider who has closed ▪ a registered local childminder with a PFA certificate and DBS check who is approved to work on non-domestic premises. ▪ looking to secure full PFA training for additional staff that includes the specific risk factors and techniques required for the care of young children including but not limited to choking, seizures, and issues related to sleeping – annex A of the EYFS statutory framework sets out the criteria for effective PFA training <p>As set out in HSE guidance, any training in relation to paediatric CPR and choking should be in line with the <u>Resuscitation Council’s guidance</u> and <u>NHS England guidance</u>.</p> <p>The AP will organise the following supportive practices to avoid no PFA being available:</p> <ul style="list-style-type: none"> ▪ All staff trained in First Aid at Work to undertake online training in PFA as soon as possible. ▪ All first aiders to undergo revision of paediatric resuscitation methods and techniques. 	1	5	5
-----------------------------------	---	---	----	--	---	---	---	---

				<ul style="list-style-type: none"> Ensure all first aid equipment is readily available and all PFA know where this is kept in the classroom. <p>Ensure all PPE is stored with First aid equipment, plus appropriate disposal for clinical waste</p>			
The PFA becomes ill during the school day	5	3	15	<p>If it is still not possible for someone with a full PFA certificate to be always on site whilst children are present, providers must undertake the following actions to remain open:</p> <ul style="list-style-type: none"> the HT and AP must consider and mitigate the likely occurrence of a serious incident. the HT and AP should consider all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed during any period of intervention related to coronavirus (COVID-19), including: <ul style="list-style-type: none"> the number of children on the premises the staff to child ratio the types of activities undertaken with the children on the premises. the likely need for first aid based on the needs of the children attending the premises. first aider knowledge among staff on the premises the mitigations available to reduce the risk of such an incident. <p>After carrying this out, if the HT is satisfied by the Risk Management then a member of staff trained in First Aid at Work or Emergency Certification PFA may provide cover.</p> <p>If this fails, the bubble will be closed immediately, and pupils sent home.</p>	1	5	5

In adequate first aid equipment	4	3	12		<p>Admin assistant to ensure First aid boxes contain at least the minimum equipment requirement.</p> <p>While there is no mandatory list of items to include in a first aid box.the Trust supports the use of HSE ACoP which provides a list of minimum recommended contents for a first aid container in a low hazard workplace:</p> <ul style="list-style-type: none"> ▪ a leaflet giving general advice on first aid: ▪ 20 individually wrapped sterile adhesive dressings (hypoallergenic plasters can be provided if necessary) ▪ 2 sterile eye pads ▪ 4 individually wrapped triangular bandages (preferably sterile) ▪ 6 safety pins ▪ 6 medium-sized individually wrapped sterile unmedicated wound dressings. ▪ 2 large sterile individually wrapped unmedicated wound dressings <p>1 pair of disposable gloves.</p>	1	5	5
Risk to staff, volunteers and leaders in undertaking their role in facilitating coronavirus 'rapid testing' on the school premises using school staff	3	3	9		<p>The RPA will indemnify the Member in the event a claim is brought by a third party (including pupils) or employees for death / injury or damage to third party property as a result of the school undertaking rapid tests. This will also cover volunteers at the school organising, managing or undertaking rapid tests.</p> <p>It is a requirement that risk assessments are undertaken, recorded and adhered to.</p>	1	5	5