

RISK ASSESSMENT FOR the opening of school to all pupils of Curzon Cof E School September 2021 Assessment written by: Headteacher Checked by a Chair of Governors and Premises Committee Distributed to all staff and posted on school website		Date: 1.9.21
Benefit from this activity	The school is being asked to provide a safe learning environment for all children prioritising education and reducing disruption to education	
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 and close contacts Staff could catch the coronavirus Staff could spread the coronavirus to members of their household and close contacts	
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 and take PCR ASAP. Staff may choose to take lateral flow tests 2x week. Ensure good hygiene for everyone. Maintain appropriate cleaning regimes. Keep occupied spaces well ventilated. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	
Response to any infection	<ul style="list-style-type: none"> ▪ Engage with NHS Track and Trace process ▪ Contain any outbreak by following local health protection team <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Self-isolation lasts from either onset of symptoms/test results for next 10 full days.</p>	

Plan for whole school	<p>Although bubbles are no longer a requirement, timetable has been devised to minimise staff contact across bubbles. If bubbles became a requirement again, the school could quickly adapt (e.g. staggering playtimes and assemblies). Contingency plans are in place (see Sept 2021 Covid Contingency)</p> <p>Before school Drop and Go- no parents on playground. Children stand on 1m apart spots in class line. Staggered start Ks1, 2</p> <p>Lunchtimes Y3,4 eat first then play, Y5, 6 play first then eat. KS1 play at back of school. All to eat in own classrooms.</p> <p>Extra-curricular Breakfast club not in bubbles. After school clubs not in bubbles</p> <p>Covid 19 home school agreement will be sent home to remind parents and children to follow the measures on our RA.</p> <p>Staff meetings, briefings etc to be in face to face in a well ventilated space with staff 1m part where possible.</p>
Monitoring	<p>This plan will be informally reviewed and amended if necessary at weekly staff briefing meetings.</p> <p>Premises, health and safety governors will review it formally at each meeting.</p>

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	Progress update-Nov 2021
Lack of effective infection protection and control-	5	5	25	When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)	<p>Pupils and staff should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>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. Parents of children who are self-isolating at home to communicate with the school electronically/phone.</p> <p>If a parent or carer insists on a pupil attending school, the school can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. This decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	5	2	10	

	5	5	25		<p>Parents to</p> <ul style="list-style-type: none"> book a PCR test ASAP 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. The pupil will only return to school once the test is negative. <p>Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate and get a PCR if they develop them in school. All children can be tested if they have symptoms, including children under 5. School to communicate regularly with any vulnerable children who are self-isolating.</p>	5	2	10	
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<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	4	20	<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 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 ○ Return from break (hand sanitizer) ○ Before eating lunch ○ After eating lunch (hand sanitizer) ○ After using toilet ○ After return from playground at lunch time <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>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> <p>Bursar and TAs ensure that enough soap in school.</p>	5	1	5	
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<p>Lack of PPE</p> <p>Significant risk of virus transmission in non-ventilated areas</p>	5	4	20	<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>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. All adults can carry out other basic first aid, ideally outside.</p> <p>All rooms will continue to need to be well ventilated (see DfE guidance). Windows and doors will be kept open.</p> <p>Parent and professional meetings will be held remotely/outside where possible.</p>	5	2	10	
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Lack of face coverings	5	2	10	<p>face coverings</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>Face coverings no longer recommended in schools unless there is an increase in positive cases. If there is an outbreak, a director of public health might advise that face coverings should temporarily be worn in communal areas by staff and visitors (unless exempt).</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>A supply of face coverings (disposable) for use with unprepared visitors. Replenished by office manager.</p> <p>Staff working together in offices/meetings will be covered by the school's decision on the use of face coverings and may be required to wear a face mask/face visor at all times unless they are 2m apart or working behind a protective screen.</p> <p>All rooms will continue to need to be well ventilated (see DfE guidance).</p>	5	1	5	
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<p>Risk of illness at school. What happens if someone becomes unwell at an educational or childcare setting?</p>	5	5	25	<p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p> <p>If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and should follow public health advice. Pupils awaiting collection will wait in the foyer with the door open for ventilation. Appropriate PPE should also be used if close contact is necessary with the individual. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. The foyer and any rooms they have used will be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. The person with symptoms should take a PCR and notify close contacts (from past 48 hours) if this is positive. The close contacts will not need to self-isolate unless told to do so by NHS Track and Trace. Others in the household who are fully vaccinated/under 18 do not need to self-isolate but are advised to take a PCR. The school does not need to notify LA.</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): Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a suitable and secure place and marked for storage until the individual's test results are known 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. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is</p>	5	2	10	
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				<p>confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</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"> • 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>Where the child, young person or staff member tests negative and they have NO symptoms, they can return to school.</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>The school will notify Ofsted of any confirmed cases in Reception (under 4 year olds only) within 14 days.</p>				
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Risk of an increase in positive cases	5	3	15	Contingency framework: education and childcare settings (publishing.service.gov.uk)	<p>The school will review current arrangements and may seek public health advice (0800 046 8687 option 1) if one of these thresholds is reached:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • If a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. <p>The school's Contingency Framework will be implemented.</p>				
Risk of specific symptoms in children.	5	4	20	<p>ODBST May 21 RA</p>	<p>Children with a bout of diarrhoea to stay at home for 48 hours as a preventative measure. Ensure monitoring of children to ensure they wash their hands after using the toilets. Ensure plenty of soap is readily available.</p> <p>Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Find out more from vaccination tips for parents. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111. If COVID-19 is suspected, the child should start isolating and get tested.</p>	5	2	10	

Risk of other injuries	5	3	15		<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>All staff will carry out other basic first aid. Older children are able to clean minor wounds and put on a plaster themselves with an adult supervising from a distance.</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>	5	1	5	
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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	
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Risk of pupils not attending school	5	3	15		<p>Attendance is mandatory for all pupils unless they are self-isolating/quarantining</p> <ul style="list-style-type: none"> School will work closely with anxious families. School to start regular attendance procedures immediately Bucks and government guidelines on fines to follow Social workers will be notified where appropriate. Pupils and staff who are self-isolating to get a PCR test ASAP Fully vaccinated adults and children under 18 do not need to self-isolate if a member of the household has Covid. 	5	1	5	
Risk of pupils travelling/returning to the UK	5	3	15		<p>All pupils travelling to England to adhere to government travel advice. Those arriving from a 'red list' country or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.</p> <p>Parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <p>Home learning will be provided.</p>	1	5	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>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>	<p>All staff should attend school.</p> <p>A risk assessment will be completed by HT with members of staff who are CEV/CV.</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 following recommendations apply for women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19)</p> <p>Your employer should ensure you are able to adhere to any active national guidance on social distancing.</p> <p>You should be supported by your employer with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach. This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>Your employer should ensure you are able to adhere to any active national guidance on social distancing. For many workers, this may require working flexibly from home in a different capacity. All employers should consider both how</p>	5	1	5	
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					<p>to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</p>				
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<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</p> <p>Governed by pupil numbers adult: pupil ratios need to be identified and arrangements organised to support this.</p> <p>School to monitor staff ratios daily, making adjustments where necessary.</p> <p>Maintain good communication lines with staff and ensure issues around attendance can be anticipated - as far as possible.</p> <p>Welfare arrangements need to be communicated frequently.</p> <p>School to consider parent communications if the school needs to close</p> <p>School to take advice from ODBST around any staff who are pregnant</p> <p>If a member of staff tests positive (lateral flow test) or exhibits symptoms, they will need to leave the building immediately</p> <ul style="list-style-type: none"> 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>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	
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<p>Risk of infection during school day</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</p> <p>Pupils avoid contact with anyone with symptoms</p> <p>Pupils and staff frequently wash hands and follow good respiratory hygiene practices</p> <p>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>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.</p> <p>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>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>	5	2	10	
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					<p>EHCP support will be provided in as safe way as possible. Staff wash hands before and after working with a pupil 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 as much as practicable, side by side, not facing each other (except in Barn Owls)</p> <p>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 serving lunches	5	5	25		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.	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. Cleaners to ensure there are enough cleaning products.</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 stacked at end of days. Staff doing touch point cleaning to have COSHH training. Anyone with contact dermatitis to have this reported via RIDDOR. Occupational diseases - RIDDOR – HSE</p>	5	1	5	
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Curriculum				<p>Schools should consult the health and safety guidance on educational visits when considering visits.</p>	<p>Whole school assemblies will resume. The space will be well ventilated. Singing will resume.</p> <p>Full curriculum with all subjects covered -filling in gaps Well-being focus. Half termly worry box exercises. Basic skills emphasis. 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</p> <p>Day trips will take place. ODBST follow national guidance on educational and residential visits. The Trust uses EVOLVE and the BCC Educational Journey Coordinator to authorise residential journeys with officer monitoring.</p> <p>Contingency plan will be in place for home learning should the school need to close/partially close again (see 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> <p>Open days will resume. Visitors and Yr 6 tour guides will be asked to use hand sanitiser on arrival. Groups will be spaced out with minimal times spent in classrooms. Outdoor tours.</p>				
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Risk of virus during educational visits	5	5	25		<p>Staff and children to be reminded of hygiene protocols. A fully comprehensive risk assessment drawn up with attention to the integrity of the bubbles. Contingency plans in place to enable a rapid response to symptoms developing in the group or someone needing to self-isolate. Travelling on transport: fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents.</p> <p>Trips will be held outside where possible.</p> <p>Parents, carers or volunteers will be outside at all times, 2m apart from the children. They will travel by own transport and not share the coach with the children.</p> <p>School to ensure travel/trip appropriate insurance and adequate financial protection is in place.</p> <p>There will be no residential trips this term. ODBST follow national guidance on educational and residential visits. The Trust uses EVOLVE and the BCC Educational Journey Coordinator to authorise residential journeys with officer monitoring.</p>	5	2	10	

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. S'G policy updated, shared with staff and govs and on website All children to change for PE again to allow staff to see any bruising.</p> <p>Absences to be followed up.</p>	5	2	10	
Implementin g 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.</p> <p>Water fountains will be blocked/turned off.</p> <p>Fire drill, lockdown, scatter to be done as usual.</p>	5	1	5	

<p>Risk for adults working in the building</p>	5	5	25	<p>Information about the <u>extra mental health support for pupils and teachers</u> is available.</p> <p>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>Handwashing on arrival and before leaving the building and at frequent times in the day.</p> <p>Wash hands after touching any doors/resources.</p> <p>Anti-viral wipes for staff to use after using photocopier.</p> <p>Separate phones to be used by different admin staff.</p> <p>Keyboards and phones to be wiped down at end of day.</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 less congestion in hub.</p> <p>Staff meetings will be held in large indoor areas which are well ventilated.</p> <p>Mental health info and signpost to support will be shared with all staff.</p> <p>Guidance on social distancing and hygiene will be explained to all visitors/contractors. Where possible, visitors will be after school hours.</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>	5	2	10	
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Risk of visitors on site	5	4	21		<p>Volunteers will adhere to systems of control and follow this RA. No parent helpers until half term.</p> <p>Meetings with parents will be held remotely, outside or in a well ventilated area.</p>	5	2	10	
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<p>TESTING</p> <p>Failure to train staff</p> <p>the lack of training and ability to staff the 'lateral flow' testing of pupils and staff on the site, regularly and repeatedly will mitigate against the continued safe opening of the site</p>	3	4	12	<p>https://drive.google.com/drive/folders/1jYv0MjFyIibzgPn1S10OuRgfrj_b5_P</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p>	<p>Staff testing</p> <p>All staff to undertake the following training. Training records to be established and maintained:</p> <ul style="list-style-type: none"> • Tell staff what rapid testing is. Use the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'. • Ensure all staff understand the different COVID testing roles in the school and who holds these roles. • Explain the process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name. • Explain the process of taking a test at home. All staff to watch instructional video provided on You Tube – 'Step by Step Guide to COVID-19 Self Testing'. • All staff to read the Instructions for Use document 'Your Step-by-Step Guide for COVID-19 Self-Testing' v 1.3.2 (ensuring you are using the correct version only – show slide from webinar). <p>Make sure that all staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school. Share test result online slide from the webinar and explain the school reporting process.</p> <p>Use the Participation and Data Protection slide (from the webinar) and links to discuss any staff concerns.</p> <p>Make sure staff know who to contact if they have an incident while testing at home. Use the webinar slide on incident reporting.</p> <p>All staff to read the Privacy Notice before taking the tests.</p> <p>All staff must be aware that testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school/nursery in person, although participation in testing is strongly encouraged. Staff who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p>	5	1	5
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				<p>The COVID Coordinator to review DfE Primary Testing FAQs on a regular basis.</p> <p>The COVID Coordinator to check the latest government guidance on rapid testing of primary/nursery workforce on a regular basis.</p> <p>All questions from members of staff to be checked against the Primary Testing FAQs on the document sharing platform by the COVID Coordinator and the answer communicated to all staff members. Should the answer not be found in the FAQs, the COVID Coordinator will contact the DfE coronavirus helpline on 0800 046 8687.</p> <p>Test Kits</p> <p>The delivery schedule and further advice from NHS Test and Trace can be found on the DfE document sharing platform.</p> <p>The COVID Coordinator to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items.</p> <p>The COVID Coordinator to create and manage a Test Kit Log, to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to 'sign out' test kits.</p> <p>Home testing kits to be handed out to staff by Office Manager with staff socially distanced and collecting kits separately.</p> <p>Staff to test 2x weekly at home (Friday evening and one other evening to ensure time for school to arrange any necessary cover)</p>			
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					Kits are stored securely and inside t temp 2-30 degrees out of direct sunlight and heat.				
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Failure to understand key roles	5	5	25		<p>Roles</p> <p>HT to be main point of contact with NHS Track and Trace and responsible for</p> <ul style="list-style-type: none"> • Communicating with stakeholders. • Training staff • Providing training and information for all staff workforce. • Responding to staff questions. • Carrying out risk management. • Reporting required data. • Reviewing updates to guidance daily and implementing required changes. • Ensuring the school testing process is aligned with the Buckinghamshire Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment. • Ensuring that the storage and collection point meets environmental and security requirements. • Managing and continually assess the process against this risk assessment. • Contingency plan developed for absence by the key role holders identified in this risk assessment • Reviewing DfE Primary Testing FAQs on a regular basis. • Checking the latest government guidance on rapid testing of primary/nursery workforce on a regular basis. <p>Office Manager (Covid Coordinator) to be responsible for</p> <ul style="list-style-type: none"> • reordering tests when stocks run low • ensuring staff are using the right instructions and they sign for the tests using the Test Kit Log • Creation and management of a Register for logging test results. • Creation of an Incident Log, reporting incidents and carrying out risk management. • Distributing the correct number of test kits to staff and managing the schedule for the distribution of 				
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					<p>the next sets of kits (face mask must be worn, and social distancing maintained).</p> <p>Mrs Hynes Registration Assistant is responsible for:</p> <ul style="list-style-type: none"> • Distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits (face mask must be worn, and social distancing maintained). • Inputting test results from staff into your school's 'Register'. Ensuring that the register is saved securely. • Sending reminders to participants to communicate their results online and to the school. • Responding to staff questions. • Working with the COVID Coordinator to support the management of the stock of kits. <p>Contingency plan developed for absence by the key role holders identified above.</p>				
School unaware of staff opting out	3	3	9		<p>The HT to ensure that the school has confirmation from all staff (inc. supply, peripatetic and visitors) as to whether they are opting in or opting out of testing and plan/communicate accordingly.</p> <p>The school to plan in case of poor uptake by staff and plan accordingly.</p>				

Testing kits are not managed correctly	4	3	12		<p>The COVID Coordinator to review information from NHS Test and Trace to understand when the school will receive their deliveries of testing kits. The delivery schedule and further advice from NHS Test and Trace can be found on the DfE document sharing platform.</p> <p>The Registration Assistant to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items.</p> <p>The Registration Assistant to create and manage a Test Kit Log, to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to 'sign out' test kits.</p>				
Insufficient stock of tests in school	4	4	16		<p>The Registration Assistant to monitor stocks of testing kits carefully by establishing weekly demand versus stock levels and determining minimum re-order levels. To contact DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687).</p>				

Testing kit collection points poses risk of transmission	4	3	12		<p>The Registration Assistant is responsible for:</p> <ul style="list-style-type: none"> • Determining a process for the safe collection of tests by staff members. • Ensuring all staff members understand how and when to collect test safely. • Staff collect kits from office, one person at a time, <p>The Registration Assistant is responsible for:</p> <ul style="list-style-type: none"> • Ensuring they wear an appropriate face covering at all times during the handing out of the test kits, and that they maintain 2m from staff coming to collect their kits. • Ensuring that the collection of kits follows the process established (above). • Communicating any issues regarding the collection process to the COVID Coordinator. <p>The COVID Coordinator is responsible for ensuring that the storage and collection point is:</p> <ul style="list-style-type: none"> • Able to be secured to prevent unauthorised access to the test kits (locked in cupboard in office) • Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat. 				
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<p>Test kit log is inaccurate</p>					<p>The Registration Assistant must record who takes the test kits on a Test Kit Log and ensure that this information is stored securely. This log must include the following and be kept until further guidance is given</p> <ul style="list-style-type: none"> • Name of school. • Name of person issuing the test. • Date of issue. • Lot number of test kit (on the back of the test kit). • Name of person using the test. <p>The Registration Assistant must ensure that all staff members receive, and sign for, a copy of the right Instructions for Use (v.1.3.2 dated 15 January 2021, plain blue cover). Refer to DfE webinar/slides. Old instructions to be destroyed</p>				
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Staff misunderstand responsibilities following result	5	3	15		<p>The COVID Coordinator must ensure that all staff understand that they must report their result to both NHS Test and Trace through self-report.gov.uk or ringing 119 and to the school (via WhatsApp to HT), even if the result is negative or void:</p> <ul style="list-style-type: none"> • Staff with a negative LFD test result – staff can continue to attend school, follow guidance and use protective measures. • Staff with a positive LFD test result – Individuals with a positive LFD result will need to self-isolate immediately in line with the stay-at-home guidance. They must report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and self-report.gov.uk page. This will enable NHS Test and Trace to monitor the spread of the virus. They must also inform the school/nursery of their result so the school can identify close contacts and they can make appropriate cover arrangements. They should book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started) if the PCR test result is positive. The staff member must also inform the school of a positive PCR result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the person can return to school, as long as they do not have COVID-19 symptoms. • Staff with a void LFD test result - if staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the self report.gov.uk page. They should use a new test kit but not reuse anything from the first kit. In the very unlikely event staff get two void test results, they should book a PCR test. Staff should self-isolate pending the result of the PCR test. Staff should inform the school/nursery as it may indicate a faulty batch of test kits. 				
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					<ul style="list-style-type: none">• All staff - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a PCR test to check if they have the virus.				
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Inaccurate reporting of test results	4	4	16		<p>The COVID Coordinator to ensure that all staff:</p> <ul style="list-style-type: none"> Are trained in and understand how to report their test result to NHS Test and Trace as <i>soon as the test is completed</i> and <i>every time they take a test</i>, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit). Are aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else. <p>The COVID Coordinator will develop their own, locally managed Register and a process for all staff to log test results with the school, before staff arrive on site in the morning. This must be a separate document to the Test Kit Log for data protection reasons. This system to be communicated clearly to the whole staff team. This should include:</p> <ul style="list-style-type: none"> The process and timelines for test to be taken and results to be communicated by staff (and onward communication to the headteacher if/when required). A process for dealing with non-reporting by staff. The process for logging results, who will deputise and how will this be communicated. How the results will be saved securely. Encouraging staff to follow requirements when reporting results online (e.g. sending reminders on test days). Identifying and reporting incidents. The register should be kept until further guidance is given. 	5	1	5	
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Incidents with tests	5	3	15		<p>Schools - Issues experienced by an individual at home:</p> <ul style="list-style-type: none"> • The COVID Coordinator to develop an Incident Log and process for logging issues. Ensure the Incident Log is saved securely. • All staff members to be trained in what issues should be reported, to whom and by when. • The Incident Log to be reviewed daily by the COVID Coordinator. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff. • If there are repeated or similar issues these should be reported to the DfE Helpline. • The COVID Coordinator to share learning with the DfE should contact be made. <p>Individuals</p> <ul style="list-style-type: none"> • If any immediate medical care is needed by staff members, this should be sought from the usual routes for seeking medical care through 111 or 999. • If there is a clinical incident which led or has the potential for harm, staff to be advised to report this on <u>Coronavirus Yellow Card reporting site</u> • For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to 119 and inform the school (as above) <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687</p>	5	1	5	
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Risk of data protection breach in managing personal data	4	4	16		<p>Access to the data to be restricted to the COVID Co-ordinator (and Registration Assistant) and the Headteacher.</p> <p>Data/records to be stored securely on school computers only, not to be removed from school.</p> <p>Ensure that the collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school will need to satisfy themselves that they have a lawful basis for processing personal data. The school/nursery will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>	5	1	5	
Premises and Financial risks									
During closure full or partial areas of the school are more subject to break-in and vandalism	3	3	9		<p>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.</p> <p>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.</p>	1	5	5	

Employer liabilities for staff working from home	4	4	16		<p>Insurance cover for employer's liability if a member of staff were injured.</p> <p>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.</p> <p>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.</p>	1	5	5	
Employer's liability for staff electing to attend if school has to close during the pandemic	4	3	12		<p>Standard RPA cover would continue to apply in these circumstances.</p> <p>This would include employer's liability if a member of staff were injured.</p> <p>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.</p> <p>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.</p>	1	5	5	
Legal and liability over should a staff member or pupil contract COVID-19 and brings a claim against the school (or governors)?	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>	1	5	5	
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				<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. ■ 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 EYFS 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	

