

Covid-19 Risk Assessment Return to Witheridge C of E Academy – URN 144560 – March 2021

Hazard	Control Measures	Date Reviewed
Pupils		
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	<ol style="list-style-type: none"> 2m distance markers to be sprayed to the ground to allow parents to queue up and drop children at the main front entrance Apple Tree gate and Preschool gate to remain shut to reduce flow of children and adults moving through. Football gate to only be used when children are accessing the field, not for drop off and pick up. Markers outside the classrooms for the children - 2 metres apart as more than one person. <i>Parents of children in classes 2,3 and 4 to walk up the path and drop their children, then circle round and back out through the big gate.</i> <i>Children in FSU to line up with parents next to kitchen and drop children at the gate. Parents to circle round through the playground, exit playground, exit school site via the big gate.</i> <i>Children in classes 2,3 and 4 to enter through Main School Reception.</i> <i>Children in preschool and class 1 to be directed around to the FSU and enter main door.</i> Signage for parents and children displayed by the road, path and outside the school and FSU. Staggered drop off and pick up times for different year groups <i>Start of day: Class 3 and 4: 8:45 Class 1,2 and preschool: 9:00</i> <i>End of day: Bus Children 3:45 Classes 1,2 and Preschool: 3:15 Classes 3 and 4: 3:30</i> End of the day – Class 2,3 and 4 – to exit via School Office. <i>FSU children to be collected from FSU at the end of the day. Parents of siblings to collect from main building, then follow round to the FSU to collect.</i> <i>FSU parents and staff to exit via the playground and through the big gate.</i> Staff positioned around school to support social distancing. (JK, CS) Staff to wear masks to speak to parents if 2m distance cannot be maintained. Staff to be provided with visors to wear during teaching time. 	27.05.2020 03.06.20 09.06.20 06.09.2020 16.09.2020 11.11.2020 03.01.21 01.03.21

<p>Lack of social distancing in the classroom resulting in direct transmission of the virus</p>	<ol style="list-style-type: none"> 1. Remove excess furniture to increase space if space to do so 2. Classes 2,3 and 4 – Where possible, children keep to their desks when in the room. 3. FSU and Class 2 – Where possible, social distancing to be promoted, recognising that this is not always possible. 4. FSU and Class 2 – During carpet time, children to sit in allocated ‘spot’. 5. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) Revisit 15.06.20 in ‘new’ Bubbles if necessary. Revisit 07.09.2020 with all classes. Revisit 08.03.21 with all classes. 6. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence (Use of Merit Cards, Class caterpillars, Preschool Caterpillars) and sanctions for non-compliance. 7. Children isolated if cannot adhere to charter and spoken to re the need for social distancing. Class 4 – Isolated outside classroom (desk near pegs). Classes 2,3 and 4 (Isolated with an adult in library – recognising need for social distancing if there are children from different classes) 8. Lessons planned for individual work where possible. Where pairing or group work taking place, children to wash hands before and after and to remain sitting next to each other (not face to face). Class 1 and 2 – Children to have individual W/Bs for phonics carpet sessions, children to stay on allocated ‘spots’ for carpet time. 9. Feedback – using large whiteboard, and interactive whiteboard not close interaction or other appropriate method which does not involve close interaction. Visors can be worn when close interaction cannot be avoided. 10. Homework that involves materials going back and forth between home and school should not be set instead use Google Classroom. Homework that is sent home to be sent in wipe able folders. 11. Children encouraged not to bring items from home. Small items for extremely anxious children can be brought in after consultation with CT, HoS and Parents. 12. – Where possible, teacher, 2m distancing at front of room. Pathways/alleyways set out around room for teacher to circulate and monitor learning. 13. Children to use same desk. Where children change desks due to groupings (EG phonics) desks to be wiped down and children to wash hands/use hand sanitiser. 14. Children stay in the classroom and outside area adjacent to classroom for majority of the day and not mix with other groups. Timetabled use to playground/field to be shared with staff. 15. Bags, coats and lunchboxes kept on pegs outside classrooms in classes 2,3 and 4. Pegs in FSU to be monitored when in use by a member of staff. 16. Children bring in named water bottles to use. Water bottles in FSU and Class 2 to be washed in dishwasher every day. 17. Regular hand washing with soap and water will need to take place throughout a school day in order to get the children into the habit of good hygienic practise. It will be the responsibility of each teaching team to ensure that this is organised and occurs. 18. Windows/sky vents will be opened first thing in the morning to create airy rooms. 	<p>27.05.2020 03.06.2020 09.06.2020</p> <p>06.09.2020 16.09.2020 11.11.2020 03.01.21 01.03.21</p>
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Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	<ol style="list-style-type: none"> 1. Main toilet door to toilets to remain open. Children in FSU, Class 2 and Class 3 to be monitored when using the toilet to ensure good handwashing. <i>Ideally we would like to stick to a regular routine with use of toilets with the teacher providing children with timetable toilet breaks. Class 4 to use disabled toilet. Class 3 to use girls' toilet block. Class 2 to use boys' toilet block (not using urinals). FSU to use own toilets.</i> <ul style="list-style-type: none"> • 20 minutes before break • 20 minutes before lunch • 20 minutes before end of the day. We are aware that there may be times outside of the allocated slots where children may need to go to the toilet. The teachers will need to make sure that the children really do need to go and will need to remind them of the approach we are taking. 2. Preschool children to be accompanied to the toilet by 1 member of staff. Usual PPE provided. 3. Hand gel used after toilet use as well as washing hands in Class 4. 4. Extra Signs in toilet re washing hands – to be checked 07.09.2020. 5. External toilet doors to be hooked open if not fire doors. 6. Extra soap ordered to ensure we do not run out 	27.05.20 03.06.2020 09.06.2020 06.09.2020 16.09.2020 11.11.2020 03.01.21 01.03.21
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area in the first instance 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Allocate a set of play equipment for each class which they keep (Hula hoop, tennis ball, skipping rope) 4. Games discussed which encourage social distancing – football passing, etc 5. Staff supervision throughout – actively encouraging and insisting on social distancing 6. Children practice talking 2 meters apart – modelled by staff 7. Wet play equipment to be allocated to each class group. 8. Staggered lunchtime timetable given to all staff to ensure smooth transitions and safety. 	06.09.2020 16.09.2020 11.11.2020 03.01.21 01.03.21
Lack of social distancing when eating lunch resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. FSU and Class 2 Children to eat in the hall with designated tables spread apart, monitored throughout to ensure social distancing. 2. Class 3 and 4 children to eat in classrooms – surfaces to be wiped down before and after by staff. 3. Packed lunches kept on pegs. 4. Regular hand washing with soap and water will need to take place throughout a school day in order to get the children into the habit of good hygienic practise. It will be the responsibility of each teaching team to ensure that this is organised and occurs. 	27.05.2020 03.06.2020 06.09.2020 16.09.2020 01.03.21

Commented [HN1]: Do you want to add in here about Upper Bubble eating in the classroom? We will obvs do a thorough clean of tables after eating.

	5. Staggered lunchtime timetable given to all staff to ensure smooth transitions and safety.	
Use of peripatetic music teachers in school.	<ol style="list-style-type: none"> 1. Groupings of children to adhere to class bubbles – bubbles will not mix. 2. Teacher to remain and instruct from a 2m distance. Asked to wear a visor when close contact cannot be avoided. 3. If shared instruments used – instruments to be wiped down between each use. If teacher needs to demonstrate, instrument to be wiped down after. 4. Teacher and students to wash hands/use hand sanitiser between each lesson. 5. Students to wash hands upon returning to the classroom. 	16.09.2020 03.01.21 01.03.21
Lack of social distancing at breakfast and after school clubs resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. Hall separated in to class bubbles. Children to stay in class bubbles throughout BC/ASC. 2. Individual trays provided for all children with relevant resources and activities provided. 3. Bubble box provided with games etc that can be shared within the bubble. To be cleaned on a daily basis. 4. Parents to drop off and collect via school entrance – anti-bac provided. 5. Children to wash hands in their bubble toilet blocks – KS1/FSU children to be supported by staff. 6. Children to wash hands before eating, after using the toilet and after coughing or sneezing. 	16.09.2020 03.01.21 01.03.21
Use of peripatetic PE coaches in school.	<ol style="list-style-type: none"> 1. Company RA to be sent. 2. Coach to read and adhere to school RA. 3. Visors to be worn if close contact cannot be avoided. (EG: Tying a child's shoelace) 	16.09.2020 03.01.21 01.03.21

Contact of shared resources resulting in indirect transmission of the virus	<p><u>Class 3 and 4</u></p> <ol style="list-style-type: none"> 1. Children to use pencil pots and their own books which will be kept in trays under desks. 2. Where possible, resources not to be distributed during the lesson. 3. Tubs of resources for individuals if needed – maths cubes etc 4. Resources washed each night and left to dry if not same person using them the next day 5. Tables, door handles and other surfaces cleaned at the end of each day by cleaners. 6. Lessons planned so resources are individual and not shared – or on white board 7. Plastic packets (zippy) bags used for individual resources if needed. 8. Children encouraged to wash hands / use hand gel before lessons and after each lesson 9. Use of designated laptops and headphones where possible. If shared then all equipment wiped with anti-bacterial computer wipes by TA between users. Social distancing to be encouraged when collecting and returning laptops. <p><u>LOWER SCHOOL (AS ABOVE, ADDITIONALLY)</u></p> <ol style="list-style-type: none"> 1. Children to have their own pencil, set of colours, felt tips. 2. Children to have their own set of blocks, numicon, counters etc 3. Preschool children to be monitored when using toys. Only hard toys to be used. Children to use one at a time and toys to be wiped down after use. 4. Preschool children to be encouraged to use the outside space mostly. Tough trays set up with sets of toys each morning. Washed thoroughly throughout the day and at the end of the day. 5. Where possible, KS1 children to work at individual desks. Staff to monitor learning. 	<p>27.05.2020 09.06.2020</p> <p>06.09.2020 16.09.2020 03.01.21 01.03.21</p>
Emotional distress of the children	<ol style="list-style-type: none"> 1. Organise a curriculum for the first two weeks back which enhances mental health and addresses children's concerns about transition and returning to school. Revisit during 1st week of January 2021. 2. Teaching teams to assess the children's mental health and academic needs. 3. Consider reduced time in school for individual children to ensure transition is successful from home to school. Reception children to be offered additional phased start if needed. 4. Parent's Evenings organised to give Parents/Carers opportunity to feedback any concerns they have about children's MH. 	<p>27.05.2020</p> <p>06.09.2020 16.09.2020 03.01.21 01.03.21</p>
Staff		

Emotional distress of the staff – including anxiety	<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it 3. Staff meeting – June 1st – to discuss concerns and shared control measures 4. INSET September 4th to reiterate RA, procedures and share concerns. 5. RA to be shared 04.01.2021. Reiteration of RA, procedures and update regarding visors. 6. RA shared 08.03.21 with all staff. 5. Sharing of support helplines – HCC and others 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. Separate risk assessment for the office area 8. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed. Use of staff room on a rota. Anti-bac provided in staff room to wipe down objects and surfaces. Staff room moved to Hut to allow better social distancing between bubbles. 9. Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings.. Staff to wipe down kettle, cupboards, surfaces etc after use. 10. Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). 11. Staff can wear face coverings if want to during transitions around the school. 	27.05.20 03.06.20 06.09.2020 16.09.2020 11.11.2020 03.01.21 01.03.21
Lateral Flow testing (Primary staff home testing)	<p>Guidance on the coronavirus (COVID-19) LFT testing programme for primary staff home.</p> <p><i>It is also important to remember that the LFT for staff are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</i></p> <p>Key points</p> <ul style="list-style-type: none"> • Recommended twice weekly before coming into school 3-4 days apart • Read guidance and watch video • This process is not for releasing people early from Self Isolation • It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and staff in preparing and operating home testing LFT. • https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54 	

Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	<ol style="list-style-type: none"> 1. A risk assessment could be undertaken for clinically vulnerable staff if needed. 2. LR to check in with potentially vulnerable staff if needed. Check in 04.01.2021. Check in 08.03.21 	06.09.2020 16.09.2020 11.11.2020 03.01.21 01.03.21
Hygiene & First Aid		
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	<ol style="list-style-type: none"> 1. Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way 2. Extra disposable aprons ordered 3. Extra gloves ordered 4. Masks ordered and face shield for symptomatic pupils only (see Symptomatic section below) 5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk Pls note the Government guidance states “Wearing face coverings or face masks is not recommended in Primary Schools.” 6. Visitors to the school (EG Parents for TAC meetings etc) will be asked to wear a mask. 	06.09.2020 16.09.2020 11.11.2020 03.01.21 01.03.21

	<p>7. Where 2m distance cannot be maintained, staff will be encouraged to wear a face covering when transitioning around the school.</p> <p>8. TAC meetings to be held via TEAMS/Zoom</p> <p>9. Visors to be worn by teaching staff when close contact cannot be avoided.</p>	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	<ol style="list-style-type: none"> 1. Hand gel dispenser in all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing 8. Lidded & pedal operated bins for disposal of tissues and paper towels. 9. Paper towels to be used to dry hands in classrooms, <i>hand dryers/paper towels can be used in classrooms.</i> 10. Open windows, where safe to do so (bearing in mind fire safety, security and safeguarding). 11. <i>Staff to share staff toilet and staff room. Surfaces and areas touched to be wiped down after every use.</i> 	<p>27.05.20 03.06.20 09.06.2020</p> <p>06.09.2020 16.09.2020 11.11.2020' '03.01.21 01.03.21</p>
Symptomatic Cases		
Risk of spreading virus due to symptomatic pupil or staff member resulting in indirect transmission of the virus	<ol style="list-style-type: none"> 1. If a child or member of staff becomes symptomatic with either a persistent cough, high temperature or loss of taste / smell immediately remove them to the designated safe space –<i>Sofa room</i>. 2. Ensure the space is well ventilated at all times (<i>windows to be opened every morning</i>) 3. If direct personal care is required a face mask and visor should be worn by the supervising adult if a distance of 2 meters cannot be maintained. 4. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 5. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a full face shield should also be worn. 6. Parents should be informed to collect the child as soon as possible. 7. Staff displaying symptoms should be asked to go home immediately <i>and isolate for PHE recommended time.</i> 8. Anyone displaying symptoms should see a test at the earliest opportunity and inform the school of the results as soon as available so follow up action can be taken. 9. Please inform Trust business Manager of any cases where a test has been undertaken. 	<p>27.05.2020 03.06.20</p> <p>06.09.2020 11.11.2020 03.01.21 01.03.21</p>

	10. Follow guidance from Trust Business Manager located in Sofa Room.	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day by cleaners. 2. Windows and doors will be opening first thing in the morning to create airy rooms. 3. PPE will be worn by all cleaning staff in line with their normal practice. 4. Some resources will be rotated and left to de-contaminate for 48hrs (72 for plastics) after cleaning to reduce the risk of indirect transmission 5. Soft/ cloth toys will be removed from use in classrooms. 6. Chairs to be sprayed with 7 day spray 1x per week by cleaners. 	06.09.2020 11.11.2020 03.01.21 01.03.21
Premises		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ol style="list-style-type: none"> 1. Review Whole school risk assessment RAA22, to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) 2. Consider how changes will impact on arrangements such as safe fire evacuation routes. Discuss with children 02.06.2020. Discuss with children September 2020. Discuss with children 08.03.21 3. Ensure sufficient social distancing space available at assembly point 	27.05.2020 06.09.2020 11.11.2020 03.01.21 01.03.21
Water hygiene – management of legionella	<ol style="list-style-type: none"> 1. Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Premises Manager to action during half term. 	

Transport		
Travel to school and provision of safe school transport:	<div>1. Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consider needs to be given to taxi and escort services</div> <div>2. Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</div>	11.11.2020
Provision of Food		
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and catering staff to operate in a safe environment.	<div>1. Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed</div> <div>2. Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery. Social distancing to be maintained at all times.</div>	<div>27.05.2020</div> <div>11.11.2020</div> <div>03.01.21</div> <div>01.03.21</div>
Name of Assessor		
Date:		