

School Covid 19 Risk Assessment – March 2021

Name of School	Downton Primary School
Name of Headteacher	Paula Carlton
Assessment completed/reviewed by	Paula Carlton/Gemma Allin
Assessment date	2nd March 2021
Review date	Ongoing

This risk assessment sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and pupils who may be unfamiliar with the site.

This risk assessment must be kept under review and updated accordingly.

This risk assessment has been written in anticipation of full school reopening on Monday 8th March 2021.

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste 	
1. Maintaining distancing and reducing contact – entrance and exit routes		
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<ul style="list-style-type: none"> • Any families using public transport to school actively encouraged to seek alternative arrangements • Most Downton children do not use transport to get to school • Start of day staggered (10 min window) to ensure we maintain our 'bubbles' • Holding areas on the playground for going in and coming out of school. • Staff on duty with walkie talkies to supervise all groups. Signage and social distancing lines in place • Three entrances used to reduce contact • Signage in place throughout the site • Communication to parents requests that parents do not cluster outside the school
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard 	<ul style="list-style-type: none"> • Parents advised: one parent per family to drop off and all to wear face coverings • Different entrances and exits • Year R 8:50am to 3:05pm drop off and pick up white gates • Years 1/2 8:40am to 3:10pm, drop off front door by reception and pick up Memorial Gardens

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	<ul style="list-style-type: none"> • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • Years 3/4 8:40am to 3:15pm drop off and pick up White gates • Years 5/6 8:30am to 3:15pm drop off and pick up Memorial Gardens (separate • Markers on playground for children, painted lines to support social distancing • Markers implemented inside the white gates and to the drop off/ pick up points on the playground • Markers on internal and external footpaths for parents • Parents must not cluster on the playground but leave immediately. see FAQs sent to parents • SLT on duty to supervise • Signage reminders evident • One-way system through the school and in Gravel close • Painted lines within school grounds and on public footpath outside of school • Maps for each entrance and exit sent home • PC on gates to support staff • Parents encouraged to remain in bubbles as much as possible if using the park at the Memorial Gardens
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<ul style="list-style-type: none"> • No vehicles permitted on site apart from in staff car park • Staff car park closed from 8:30am • Drop off and pick ups under constant review to problem solve unperceived social distancing issues • Enter and leave classrooms via designated entry and exit points to encourage one-way system where possible and to avoid bottle necks around the school. Also to avoid children working in break out areas within certain corridors • Parents encouraged to walk/cycle to school • Entrance to Gravel close via car actively discouraged apart from Taxi • Drop off/pick up times staggered • Traffic risk assessment reviewed for timing changes

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		<ul style="list-style-type: none"> • Staff encouraged to walk/cycle • Staff on duty on all exits to supervise • External pathways around the school to the shortest possible distance • Lunches in classrooms • Breakfast club will reduce numbers
2. Maintaining distancing and reducing contact – internal areas and play areas		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in up to year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. • Children to use the same desk each day. 	<ul style="list-style-type: none"> • Maintain class bubbles at all times • All staff to wear masks in communal areas or when not within their own bubble. Also to wear a face shield where any close contact work is needed with children • Assessment of all 'close contact' made and recorded for track and trace purposes • Excess furniture removed from all classrooms, soft toys and excess toys removed • Desks in rows facing the front with as much space as possible apart with additional circulation around. Children to maintain as much distance as possible from each other even within their own bubbles. Sharing of 4 classrooms for EYFS. KS1 children able to use outside space of adventure garden if necessary • Children to remain at their desks when in classroom • Children to use same desk each day • Desks named and drawers labelled with all resources in tray pencil pot on desk which will stay with child all day • Carpet space where available is supported by markings for individuals – all children to face front • 2m exclusion zones around teaching positions are marked • Lesson plans to accommodate movement restrictions with children at desks as much as possible • Parents to explain social distancing to children before coming back to school

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	<ul style="list-style-type: none"> • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • Staff to supervise and enforce measures. • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. • Ventilation improved where practicable by having windows open. 	<ul style="list-style-type: none"> • Protocols for small group work – spaces, use of furniture ensuring close contact is not experienced • Protocols for how spaces and equipment to be left, cleaned resources wiped for next usage • Classroom windows and doors open as much as possible – ventilate during start/end of day and during lunch and break times when external temperatures make natural ventilation more difficult • No wrap around care provision in place at the moment due to the need to maintain strict ‘bubbles’ of key worker children • During the day children will be in class bubbles and registers will record who is in each bubble • Each bubble will have its own area of the playground and allocated times for travelling to and from the playground • Staff working between bubbles will only work within one key stage and will socially distance from children at all times • Staff working across bubbles will ensure all contact with children is socially distanced and that they wear a visor • All fire exits will be accessible • EYFS movement between stations will include washing down equipment used • Social distancing discussions will be regular and open • Signage and posters are in each classroom and throughout the school • Outdoor learning integral - Outside areas have been identified for learning – Stags pond garden, Dormice front adventure garden, foxes back adventure garden, Hedgehogs front garden, Year 5 outdoor theatre area, Years 2, 3 and 4 Memorial Gardens, Year R outdoor learning area • PE timetabling to be linked to low equipment activities to avoid contamination, children to come in to school on allocated days in PE kit • All cleaning staff to wear PPE

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<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and distancing markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. • Signage. • School assemblies to be completed electronically • Acts of worship and other typically communal events to take place in groups (not whole school) 	<ul style="list-style-type: none"> • A whole school timetable for play, and lunch in force with walkie talkies used to ensure groups do not meet in corridors • A walk to the left policy is in place within all corridors but movement around the school to be kept to a minimum • Lunches to be eaten in the classroom at the moment apart from year R and 1 • Pathways are marked around the perimeter of the playgrounds to assist with circulation • Lane markings on the floors and distance marking where pupils need to queue are in force • Children to enter and leave via fixed routes – corridors avoided if possible • External pathways used with shortest distance used at all times • Structured queueing for handwashing and breaktime • Lines marked for fire assembly and lining • Non-used rooms to be marked as out of use • Bags not permitted in school, no pe kit, bookbags only to be kept under chair • Whole school worship and celebration assembly to all be held virtually
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	<ul style="list-style-type: none"> • Toilets demarked with classroom signage – so that each group has their own toilets – one in one out policy in force • Breaktime supervised by bubble adults • Yellow tape and signage to support social distancing awareness
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. 	<ul style="list-style-type: none"> • All lunches to be eaten in the classroom until further notice apart from Year R and 1 in the hall • Same staff supervising lunch as break time • Staggered breaktime for bubbles with

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	<ul style="list-style-type: none"> • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Any crockery/cutlery used must be cleaned thoroughly. • Catering contractors and other food provision has been subject to specific risk assessment. 	<p>EYFS 10:00 – 10:15 Year 1 & year 2 – 10:15 – 10:30 Year 3 & year 4 – 10:30 – 10:45 Year 5 & 6 – 10:45 – 11:00</p> <ul style="list-style-type: none"> • Staggered lunchtimes as per sept timetable From 12:00 – 1:30pm
<p>Number of staff and size of staff rest/communal spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> • Staff room simplified with less furniture and surfaces cleared • Small amount of social distancing seating, only one member of staff per sofa • Staff in bubbles to take turns to have break and lunch • Use of all three toilets • Creation of first aid stations in bubbles with first aid kit and recording in all classes • All messages from teachers via walkie talkie • No access to the front office between 9 & 3.30pm, all photocopying to be done before and after school • Equipment used in communal areas to be wiped down after use including photocopiers, kettles, hot water tap etc etc • Front of school should be child free • Staff meetings to be done onsite but in separate key stage rooms – staff to sit in bubbles where possible and keep 2m apart
<p>Other</p>	<ul style="list-style-type: none"> • All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. • Mixing of volunteers across groups should be kept to a minimum, and they should 	

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	<p>remain two metres from pupils and staff where possible.</p> <ul style="list-style-type: none"> • Schools should work closely with any external wraparound providers which pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same group they are in during the school day. • Schools should not host any performances with an audience and follow latest guidance for music, dance and drama (within the main guidance for schools Feb 2021) 	
3. Hygiene and Cleaning	Guidance on cleaning non-healthcare settings	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before wider opening. • Use of contractors or other school staff for additional cleaning. • Agree the new cleaning requirements and additional hours for this. • PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> • Cleaning staff to liaise closely with Housekeeping • Sufficient supplies ordered in advance at all times • Staff to wipe communal surfaces including any tables used in breakout rooms • Cleaners checklist to be in force so that staff can have confidence that areas have been cleaned each day
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. 	<ul style="list-style-type: none"> • Handwashing facilities available in each classroom to alleviate congestion - paper towels and soap available at all times • Routines in force for efficient handwashing whilst maintaining social distancing • Sanitiser dispensers in use outside all classrooms and communal areas to supplement regular handwashing with water and soap rather than replace it • Signage for handwashing • Children to attend school in uniform and attend school on pe days in kit all day to avoid changing

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	<ul style="list-style-type: none"> • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<ul style="list-style-type: none"> • Handwashing regularity: At the start and end of the day, before and after play and lunch. Approx. hourly • Tissues in all classrooms • Staff to wash hands on arrival (as well as pupils, visitors etc.) and also to use hand sanitiser • Staff reminded of expectations of wiping down surfaces and communal equipment i.e. photocopier • Cleaning regime is in place for shared resources , i.e. Ipads, notebooks etc – use of IT appropriate antibacterial wipes • Person becomes unwell with Covid-19 symptoms in school – Eye protection as a form of PPE should be available as per the latest gov.uk guidance & the risk assessment process • Catch it kill it bin it signage around school • Resources left for 72 hours if used by other bubbles
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> • Cleaners, housekeeping and Caretaker to administer COSHH assessment for all new products • COSHH risk assessments updated to cleaning staff
4. Site and Buildings	<u>DfE Guidance on school premises management</u>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days <u>specific guidance</u> • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. 	<ul style="list-style-type: none"> • Ideally no outside visitors permitted in to school at the moment unless absolutely necessary i.e. contractors but outside of school hours therefore after 3.30pm and at the weekend • All essential visitors asked to wear a mask in to school • Parents with messages asked to telephone or email rather than visit the office • Hand sanitiser available and adults encouraged to use • Deliveries left in reception which can be opened remotely

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	<ul style="list-style-type: none"> • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to wear face covering unless exempt 	<ul style="list-style-type: none"> • Online booking in system supports track and trace
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> • Review of fire assembly points to accommodate reduced contact and distancing where practicable. • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> • Evacuation procedures remain the same with a practice in lockdown • All children to walk around socially distanced • Markings in place to support social distancing • Children to evacuate in lines remaining socially distanced during roll call • Fire evacuation still carried out each term • Walkie talkies in use to support lockdown procedure or a major disruption
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<ul style="list-style-type: none"> • Ventilation in most areas is possible with windows that do not allow access • External doors will not be open to avoid security risk • One-way system wherever possible in school • External gates locked promptly
Building checks not taken place	<ul style="list-style-type: none"> • All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<ul style="list-style-type: none"> • Normal H&S procedures followed as per schedule
Inadequate ventilation increases the risk of transmission of Covid-19	<ul style="list-style-type: none"> • Make use of existing mechanical ventilation systems preferably drawing on fresh air. 	<ul style="list-style-type: none"> • Classroom windows and doors open as much as possible – ventilate during start/end of day and during lunch and

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	<ul style="list-style-type: none"> • Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air (but not Fire Doors) • Opening external doors may also be used provided security is not unduly compromised • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<p>break times when external temperatures make natural ventilation more difficult</p>
5. Equipment and furniture		
<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> • Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. • Outdoor equipment should be cleaned more frequently than normal. • Resources are rotated or left to decontaminate for 48 hours (or 72 hours if plastic) if being used by different groups. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<ul style="list-style-type: none"> • Soft toys and soft furnishing to be removed from classrooms • PE and Play equipment to remain with each class to avoid cross contamination where possible • Commonly used equipment to be meticulously cleaned between uses unless quarantined for 72 hours
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Handwashing before and after each lesson. • Remove unnecessary items from the classrooms and store elsewhere. 	<ul style="list-style-type: none"> • Handwashing before and after each session • Remove unnecessary items from the classrooms and store offsite

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	<ul style="list-style-type: none"> • Cleaning regime for door handles, press to exit buttons, communal surfaces. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised. • Any crockery/cutlery used must be cleaned thoroughly 	<ul style="list-style-type: none"> • Wipes available for internal door handles and communal surfaces to be wiped at lunchtime • Planning to accommodate limited sharing of resources • All children to use same desk each day and their own named resources to limit sharing of such resources • Procedures for reading books with changes twice weekly allowing for quarantine period before use by another child • Chrome books to be wiped with specific IT equipment wipes after each use
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> • Staff must not attempt to move large or heavy items unless they are fit to do so. 	<ul style="list-style-type: none"> • Safe moving and handling protocols reviewed July 20th, 2020 • Staff must not attempt to move large or heavy items unless fit to do so • Staff must use moving trolleys for larger items
6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers, consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<ul style="list-style-type: none"> • Clinically extremely vulnerable or those shielding to discuss with HT • Staffing implemented so that two staff are with each class group • Staff from other schools not used • Supply only regular supply or part time staff used • Engage fully with NHS Track & Trace
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. 	<ul style="list-style-type: none"> • Staff now self-testing twice a week (Tues & Fri) and asked to report in to both school before 8am and also government website with result. Staff fully aware of the new measures in place

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	<ul style="list-style-type: none"> • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<ul style="list-style-type: none"> • Individual risk assessments carried out for all staff to assess their own personal risk and shared with workforce • Current HT office designated as isolation room if a member of staff or pupil is ill • PPE purchased – masks, gloves, aprons, visors • Ease and speed of contact emphasised with parents • Pupils temperature checked every morning – non contact thermometers purchased
<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE “local outbreak management plan” • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place • Engage fully with NHS test and trace 	<ul style="list-style-type: none"> • HT to follow the PHE ‘Local outbreak management plan’ • Local school management plan is in place and relevant staff have been made aware • Protocols have been shared with staff • Remote education in place
<p>Staff wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups. • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas 	<ul style="list-style-type: none"> • Furniture in staff room distanced to create space for eating and rest at three locations within school • Children are not permitted in staff rest areas or reception to allow full social distancing for vulnerable staff • Staff to organise breaks between their 2 person bubbles • Well-being newsletter and support available • Well-being discussions at weekly staff meeting
<p>Volunteer wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> • Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. • Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<ul style="list-style-type: none"> • No volunteers or other adults not essential to the running of the school to be in the building until further notice
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health. School Effectiveness guidance on Right Choice</p>	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. 	<ul style="list-style-type: none"> • Provision of ELSA online – additional ELSA and Mental Health first aid training to be completed by two additional members of staff

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	<ul style="list-style-type: none"> • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children's well-being. • Provide opportunities to talk about their experiences/concerns. • Pastoral activities. 	<ul style="list-style-type: none"> • Daily well-being session focussed on re-establishing relationships and celebrating success and sharing worries • Whole school thrive training • Use of fitter future inner peace materials
First aid provision	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. • Paediatric First Aid provision is available for under 5's 	<ul style="list-style-type: none"> • Normal first aiders on site – full staff first aid training day carried out Monday 2nd Nov 20 • Support staff all fully trained in person with Virgincare for epipen Sept 20, all staff trained online • PPE purchased – gloves masks aprons • PPE to be working for first aid administration or intimate care (soiled nappies)
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<ul style="list-style-type: none"> • The required competent staff will be on site at all times • Staff training is up to date – first aid and fire marshal • Medication protocols followed – parents able to gain access on school website now to all forms that were available in the school office
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact. 	<ul style="list-style-type: none"> • Revised additional behaviour procedures to be manage children who find the additional structure challenging to maintain • Pre-empt difficulties, planning accordingly • Use of ABC charts to deescalate further issues • Clearly explain expectations with parents to avoid children's behaviour putting others at risk • 1:1 teaching to be done at 2m distance

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<p>7. Risk assessments and Policies</p> <p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols. • Off-site learning outside of the classroom activities and events are suspended 	<ul style="list-style-type: none"> • SLT H&S Premises walk at the start of each term and periodically in between • Staff to be vigilant and report safety concerns as they happen • Remain vigilant to new scenarios developing that need to be assessed for potential infection transmission • Review of risk assessment weekly in staff meetings and overseen by premises and Full governing body meetings • No school trips and events at this time • DPSA, Church and Whole school events suspended unless via virtual • All work area risk assessments have been re-reviewed to ensure that we are compliant with H&S assessments in line with requirements • Additional control measures have been implemented with regard to fire drills • Use of classrooms and the office • First aid risk assessments have been updated to include covid specific advice for staff and they have been trained • All DPSA events will be risk assessed individually • Breakfast club and After school club have separate risk assessments when in action • Hall lettings suspended • Additional after school clubs will have additional risk assessments when in place (negotiations underway) with Covid-19 actions in place • After school sports clubs outside only – cancelled if weather in inclement • Children to have own trays and resources • Transmission of Covid-19 via food is not an established vector as Covid-19 is a respiratory illness

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		<ul style="list-style-type: none"> • Therefore, usual food hygiene practices will be sufficient with extra attention given to handwashing, glove changing procedures between food preparations, face touching, coughing and sneezing. Disposable aprons to be used. Food hygiene training updated for relevant staff • Behaviour policy has been amended to reflect Covid protocols with no pupil areas identified
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> • Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring • LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> • HT, SLT and Housekeeping Manager to monitor the application and effectiveness of these measures weekly. Regular review will ensure that improvements are continually made. • Non-compliance will be addressed immediately • Staff will be updated regularly on the outcomes of monitoring • LA and H&S advisors will be able to visit and assess compliance • Annual Health and Safety audit completed and submitted Feb 2020, to be followed up with H&S Audit visit from Nick Scott, Wiltshire Council
9. Other risks – specific to your school		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>Also add activities such as swimming and indoor gyms as and when restrictions are lifted.</p>	<ul style="list-style-type: none"> • Staff at harm from Covid-19 testing protocols 	<ul style="list-style-type: none"> • Safe storage and handling of test kits both in school storage and kits given out to staff at home • Staff fully aware of kit disposal measures and emergency response if problem arises • Use of the school hall will be minimal • Outdoor sports will be prioritised where possible, and the hall used where it is not, maximising distancing

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p>between pupils and paying scrupulous attention to cleaning and hygiene</p> <ul style="list-style-type: none"> • Gymnastics: children work on own mats an appropriate distance apart so as to comply with social distancing guidelines and provide for a one-way circulation around the room. • Clearly visible tape will be put around gym equipment to denote social distance. • All assemblies will be virtual • Dance classes will be permitted but the sound will be low to avoid the need for raised voices – windows will be open during sessions temporary floor marking defining required spacing per individual should be provided • Trim trail currently out of use • Swimming is not on the timetable at the moment. We will work with the provider a private school to ensure that pupils are allocated toilets, segregated changing rooms and travel to and from the site on school minibuses when in place we intend to ensure that numbers are restricted to allow for 3sqm per bather • Outdoor sports will be promoted with running a priority • All water fountains will be marked out of use

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Paula Carlton	
Signature of Headteacher	<i>Paula Carlton</i>	Date: 03/03/21
Name of Chair of Governors / Trustees		
Signature of Chair of Governors / Trustees	David Drennan	Date: 04/03/21
Date of review	Ongoing	