



Love Determination Responsibility Respect Kindness Friendship Honesty



COVID19 Risk Assessment and Action Plan

SCHOOL NAME: St Michael's C of E Primary School and New Marston Pre-School

OWNER: Rosalind Owen – Head Teacher

DATE: From 17 May 2021

Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place in school from 17 May 2021 to ensure the school continues to operate in as safe way as is possible. This Risk Assessment is reviewed when new guidelines and advice are issued.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 201
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities

Preparing buildings and facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Caretaker has responsibility for: Opening and closing site Cleaning Regular H & S compliance checks Restocking toilet and cleaning supplies</p>	<p>M</p>	<p>School has remained fully open and operational since start of Spring Term on 4 January 2021.</p> <p>In the event of the caretaker's absence, his duties can be carried out by:</p> <p>RO/CA continue to take responsibility for opening and closing site Marcos cleaners to take over all cleaning RO carry out regular H & S compliance checks, including fire alarm, emergency lighting, water hygiene, playground equipment. RO/CA on call for alarm KD continue to audit and order supplies TAs to replenish toilet supplies RO can carry out school reopening checks</p> <p>Deep clean by Marcos Cleaners during school holidays</p>	<i>ongoing</i>	<i>L</i>
		Kitchen	<p>M</p> <p>All regular weekly, monthly and annual H & S testing continues, including water risk assessment and PAT testing. Necessary repairs to site continue.</p> <p>M</p> <p>Management of kitchen equipment, supplies and environment managed by The School Lunch Company. Hot meals from 2/11/2020. Kitchen has remained open and providing hot meals since start of Spring Term for children on 6 January 2021</p>	<i>L</i>	<i>L</i>	<i>L</i>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Main, Head's and CWC offices allow for social distancing and ventilation.</p>	<p>M</p>	<p>Limit number of people in each office to 3 at one time – relocate larger meetings to Hall, Library, Staff Room, a classroom or conduct remotely by Zoom.</p>	<i>ongoing</i>	<i>L</i>

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				<p>CWC office to be used by only one staff member and any meetings to be held in Pre-School classroom or Library etc as above.</p> <p>Desks arranged to ensure staff at least 2m apart and not facing each other Open windows to ensure ventilation</p> <p>Arrange virtual meetings with majority of parents and outside visitors. Where this is not possible, visitors and staff to wear face coverings</p>		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>2-metre markers present on ground on playground and outside access routes on site. 2- metre markers in internal corridors and staff room.</p> <p>Pre-School, Year 1, Year 5 use car park gates, Year 2 use playground gate; all other classes use field gate on John Garne Way.</p> <p>Each class to enter and exit school building by a separate specified external door (Y1-3 use external classroom doors; Reception use gate into CWC play area or main entrance to CWC when field too wet; Y4 – external door by Y4 classroom; Y5 – side door by SMASH room; Y6 – external door by Y6 classroom.)</p> <p>1 adult only to come onto school site to drop off and pick up a child. Parents asked to wear face masks.</p> <p>8:40 – 8:55 window for children to be dropped off in the morning – straight into class and</p>	<p><i>Social distancing used successfully from 2/06/2020</i></p> <p><i>ongoing</i></p>	L

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				<p>adult leaves site immediately – adults expected to maintain 2m distancing.</p> <p>Staggered pick-up times: 3:10 Year 5, Year 2 and Year 3; 3:15 Year 6, Year 4, Year 1 & Reception.</p> <p>New Marston Pre-School drop off and pick up times after and before school times.</p> <p>Admin Manager or Head on playground during drop off and pick up – wearing visors.</p> <p>Parents not to enter the building.</p> <p>Queuing system outside for people needing to speak to the office – use email for preference</p> <p>Only school staff, children and pre-arranged volunteers and contractors to be allowed in school building</p>		
	Consideration given to premises lettings and approach in place.	After school clubs and Marston Neighbourhood Church are only external bodies that use school premises	M	Letting to Marston Neighbourhood Church currently under review (May 2021). External after school clubs that use outdoors can resume after 7 June 2021 once if risk assessment approved by Head.	<i>From 7/6/2021</i>	L
	Consideration given to the arrangements for any deliveries.		M	All non-kitchen deliveries made to front entrance – delivery drivers leave boxes outside for office staff to bring in – social distancing observed and no signatures required. Kitchen deliveries to external Kitchen door – delivery driver not to enter Kitchen. Scrupulous hand hygiene by staff handling deliveries.	<i>In place since April 2020, ongoing</i>	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	Current evacuation routes would cause multiple groups of	M	Children are in designated classrooms, each with separate external exit, or are outside during school day.		L

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	<p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>people to come into contact. More appropriate alternatives are possible.</p>		<p>Each class will use designated external door (see above) as fire exit (this follows normal practice)</p> <p>Need to exit building quickly and safely and disregard social distancing discussed with staff NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Practise fire drill under new conditions every half term</p> <p>PEEPs in place for individual children</p>	<p><i>In place since April 2020</i></p> <p><i>ongoing</i></p>	
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>			<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of premises by Marcos Cleaners and AN following gvmnt guidance after school every day.</p> <p>Hand towels and soap to be checked and replaced by staff in classrooms throughout the day.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p><i>In place since April 2020,</i></p> <p><i>ongoing</i></p>	

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				<p>Classroom staff to wipe down classroom tables before and after lunch.</p> <p>Antibacterial spray cleaner available in all classrooms for cleaning during the school day as necessary.</p> <p>Gvmt advice will be followed for normal thorough cleaning in spaces that symptomatic person has passes through and spend minimal time in.</p> <p>TA redeployed to undertake enhanced cleaning of touch points during afternoons</p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Marcos Cleaners have increased their daily hours to ensure thorough cleaning can take place after children have left. This also allows caretaker and head to leave school by 6pm.	<i>ongoing</i>	<i>L</i>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>FIRST WASH YOUR HANDS</p> <p>No expectation that visitors will wash hands when entering school.</p> <p>Classrooms do not have tissues.</p> <p>Supplies of soap etc run low</p>	M	<p>All visitors asked to wash hands when they enter school – use sink in First Aid Room or visitor’s toilet – signage in entrance.</p> <p>Contact details of all visitors to school logged by office</p> <p>Hand sanitiser available at Reception</p> <p>Separate bins in classrooms for paper towels & general waste, tissues and recyclables</p>	<p><i>In place since April 2020,</i></p> <p><i>ongoing</i></p>	<i>L</i>

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				<p>'Sniffle Station' clearly labelled in each classroom with paper tissues, hand sanitiser and bin to implement the 'catch it, bin it, kill it' approach</p> <p>KD/AN to undertake regular stock check to ensure supplies of soap, paper towels, tissues, hand sanitiser, PPE and cleaning materials sufficient.</p> <p>All sinks around school supplied with soap and paper towels and kept uncluttered – aim that any sink can be used for handwashing. All sinks have hand washing instruction posters. 2 new hand wash sinks installed by Y5/6 classrooms and all 3 sinks now supplied with hot water.</p> <p>Pump action soap dispensers available at sinks without wall mounted soap. To be reused and refilled – labelled to be taken to office when empty.</p> <p>Children reminded to wash hands thoroughly and regularly throughout the day.</p> <p>Adults and children encouraged not to touch mouth, eyes and nose</p> <p>Where disposable face masks are removed they must either be disposed of in black bag bins. Reusable face masks to be kept in sealed</p>		

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				<p>plastic bag if being reused or taken home for washing.</p> <p>Keep use of shared rooms to a minimum – pre-book SMASH room. Clean all surfaces with antibacterial spray before and after use.</p>		
	Enough time is available for the enhanced cleaning regime to take place.		M	<p>Cleaning contractors employed for additional time every day for enhanced cleaning programme. School not closed until all cleaning completed.</p> <p>All staff expected to vacate classrooms, offices, staffroom while cleaning taking place at the end of the school day.</p>	<i>ongoing</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.			<p>Lidded bin in First Aid room for contaminated waste</p> <p>Waste bags and containers - kept closed and stored separately (in gated area outside boiler room) from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (typically before start of school day)</p>	<p><i>In place since April 2020,</i></p> <p><i>ongoing</i></p>	
Classrooms	The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site.			<p>No more than 30 children and 3 adults in each classroom. The same group of children will stay with the same adults throughout the school day and remain distanced from other groups.</p> <p>All classrooms have capacity for 30 children. Staff who have to work with different class bubbles must remain 2m distanced from</p>	<p><i>Since January 2021</i></p> <p><i>Ongoing</i></p>	

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				<p>children (eg. CCM & SP – Spanish; AC – Italian; RB – Y3 Weds; AF Weds & Fri). Children made very aware to keep distant from adults in room who would not normally be with them all day.</p> <p>Majority of Library and Spanish slots will continue to take place remotely as has been the practice since Jan 2021.</p>		
	<p>Classrooms have been re/arranged to allow as much space between individuals as practical.</p>			<p>No more than 15 tables and 30 chairs for children and staff desk and chairs in each classroom. All soft furnishings removed. Other furniture arranged around walls or removed for storage to maximise space.</p> <p>Each child will have their own designated and labelled table space and chair.</p> <p>In KS2, children’s tables will all face front, children will sit side by side, not facing each other. Furniture arranged to maximise space between children. Children’s movement around classroom minimised.</p> <p>Windows and doors to be opened to allow for as much through flow of air and ventilation as possible</p> <p>No mess and clutter – empty desk policy for all and all surfaces to be kept clutter free – especially sink areas.</p>	<p><i>ongoing</i></p>	
	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>			<p>Each classroom has separate external entrance/exit. Parents instructed to use this external door for specific class. (Y1-3 use external classroom doors; Reception use gate</p>	<p><i>In place since 02/06/2020</i></p>	

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				into CWC play area or CWC entrance dependant of field conditions; Y4 – external door by Y4 classroom; Y5 – side door by SMASH room; Y6 – external door by Y6 classroom.)	<i>ongoing</i>	
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Shared stationery</p> <p>Shared books</p> <p>Soft toys, cushions and beanbags in classrooms not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	<p>L</p> <p>M</p> <p>L</p>	<p>Separate stationery resource trays available for each child in school – to be labelled with their name and only used by them. Children instructed not to bring their own stationery resources into school. Pencil cases available to help reduce clutter</p> <p>All soft furnishings, soft toys, dressing up resources and any items not easily cleanable removed from classrooms.</p> <p>(Fabric restored to Reception Classroom – washed weekly)</p> <p>Resources to be shared between class groups (eg plastic small world/construction) will be washed in bleach solution/wiped with antiseptic wipes before moving to another classroom</p> <p>Staff to manage access of children to resources in class</p> <p>IT equipment wiped down with antiseptic wipes between each use. Children to wash their hands before and after using laptops and i-pads.</p>	<p><i>In place since 02/06/2020</i></p> <p><i>ongoing</i></p>	<p>L</p> <p>L</p> <p>L</p>

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	Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 			KD/RO have carried out individual risk assessments for all vulnerable staff. Majority of staff vaccinated and some starting to receive 2 nd vaccine. Majority of staff conducting twice weekly lateral flow tests Majority of classroom staff are first aiders, including 8 paediatric first aiders (Years 1, 2, 3 and Reception). New Marston Pre-School staff are paediatric first aid trained. First aid kit in each classroom and inhalers for individual children in classrooms All office staff available for work DSL and Deputy DSL available for work Caretaker available for work SENCo available for work		
	Approach to staff absence reporting and recording in place. All staff aware.	Normal practice continues		JD/KD continue with normal practice	<i>ongoing</i>	
	Plans to respond to increased sickness levels are in place. Cover arrangements			AN/RO/CA/JD/KD can all open and close the school building	<i>status 14/05/2021</i>	

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	determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.			<p>CA can deputise for RO</p> <p>JD/KD can manage email communication; in the event of either becoming ill, their emails can be diverted to each other</p> <p>RO/CA can both cover Safeguarding should either become ill</p> <p>RO can cover SEN should EJB become ill</p> <p>In the event of teacher illness, existing part time teachers will be asked to cover. If this is not possible, supply cover will be sought. TAs will be redeployed to areas of greatest need to cover for TA absence.</p>		
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties). Approaches for meetings and staff training in place.			<p>Adults to wear face coverings in all communal areas and in class unless directly teaching.</p> <p>Staff dress code is smart casual – no change required</p> <p>If staff teaching PE, come to school in appropriate sportswear and footwear</p> <p>Staff directed to externally available online training.</p>	<p><i>from Jan 2021</i></p> <p><i>normal practice</i></p> <p><i>In place since July 2020,</i></p> <p><i>ongoing</i></p>	

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				<p>2m social distancing maintained in face to face meetings in school or held on virtual platform where possible.</p> <p>Staff meetings/training in Year 4 classroom/Hall (where social distancing possible) or by Zoom</p> <p>TA meetings/training in Hall with 2m distancing</p> <p>All governor meetings to continue to be conducted using Zoom (school currently paying for an account)</p> <p>Meetings with external providers eg SENSS/Social Services conducted using Skype or Teams.</p> <p>1:1 sessions with Speech and Language Therapist (SLT), KC, Arch Readers and volunteers, music tuition can take place in person – participants to maintain social distancing as much as possible and sit side by side and wear face coverings. Strict 2m distancing required.</p> <p>Perspex screens available to divide staff working 1:1 or in small groups with children from different bubbles. All small group work in school day will take place with groups taken from same bubble.</p>	<p><i>from March 2021</i></p>	

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	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from OCC: Bereavement advice.</p> <p>Head checks in with all staff on at least a daily basis Staff can access services through Occupational Health(OCC offer) and staff absence insurance.</p> <p>Individual risk assessments where appropriate including for clinically vulnerable staff</p> <p>We will continue to follow current practice in the event of staff bereavement ie at least the amount of leave directed in staff absence policy and then sufficient time judged necessary for individual staff members.</p>		
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>			<p>All new staff receive face to face induction, access to copies of relevant documentation and appropriate training.</p>	<p><i>ongoing</i></p>	
	<p>Return to school procedures are clear for all staff.</p>			<p>All staff briefed on reopening plans on 20/07/2020. All staff attend INSET on 1/09/2020 for most up to date briefing. Risk assessment and procedures are discussed at every teacher (weekly) and TA (fortnightly) staff meeting Revised procedures discussed Jan 2021 Arrangements reviewed with all staff w/c 1/03/2021</p>	<p><i>ongoing</i></p> <p><i>Jan 2021</i></p> <p><i>March 2021</i></p>	

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	<p>due to the COVID19 emergency, have been appropriately resolved.</p>					
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>Only pre-booked contractors will be allowed on site.</p> <p>Contact details held by office</p> <p>All contractors entering building asked to abide by school covid-19 protocol as well as following usual practices. To wear PPE as directed by their employer, but masks to be worn in school building</p> <p>KD to liaise with contractors' employers to check with the contractor any requirements their employer has specified before visit.</p> <p>Contractors to visit outside hours that children are in school if possible.</p>	<p><i>In place since 02/06/2020</i></p> <p><i>ongoing</i></p>	
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>			<p>DfE guidance states that external specialists can return to school from 8/03/2021</p> <p>Following external staff expected in:</p> <ul style="list-style-type: none"> • Adam to teach sport on Wednesday and Friday • OWL centre 1:1 and small group speech CH coming into school on Thursday afternoon • Kate Chorley working with groups and 1:1 every afternoon • Alice Cerutti in on Tuesday afternoon • ARCH and volunteer readers 	<p><i>From 8/03/2021</i></p>	

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				<ul style="list-style-type: none"> • Guitar, piano and drum teachers • Jill Lloyd – whole class and 1;1 strings tuition from Music Service • Karate teacher • Forest School helpers <p>Adults teaching whole classes and moving between class bubbles to keep strict 2m distance from children and to work outside if possible.</p> <p>Adults working 1:1 or in small groups to maintain 2m social distancing. Use Library, SMASH room and space outside Y5/Y6 in preference to smaller rooms (Den/First Aid Room) and wear face coverings</p> <p>Share this risk assessment with all visiting staff</p> <p>External workshops allowed from 8/3/2021</p>		
Group Sizes	Class groups have been determined on the basis of consistent groups of pupils, that can remain separate from other people and groups.			<p>Maximum class size is 30 – class bubbles to include teacher and class TAs</p> <p>Children to stay in year group classrooms or pre-timetabled outdoor spaces for majority of day.</p> <p>Play times staggered and children using separate playground areas.</p> <p>Assemblies and collective worship will be virtual.</p> <p>Lunch to be eaten in classrooms.</p>	<p><i>In place since 02/06/2020</i></p> <p><i>ongoing</i></p>	

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				<p>Hall only to be used when pre-timetabled for indoor PE when weather is bad Classes have separate toilets/supervised toileting times Movement around school only for toileting and walking to Hall. Staggered drop off and pick up times <i>NB School has no control over mixing between classes outside school</i></p>		
	<p>Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.</p>			<p>Majority of teachers and TAs will spend the day with their designated class group. Following staff will need to move between classes to deliver the school timetable: RB (Y5 Mon – Tues & Y3 Weds); SP (Y3/Y5) Spanish teaching; CCM Spanish teaching; lunch time supervisors (some of this teaching will continue to be remotely) Staff who cross into different class bubbles must be particularly aware of maintaining social distancing – 2m distant from children. Wear face coverings and sit side by side when working 1:1.</p> <p>Perspex screens available to separate staff from children if they work with children from different bubbles.</p> <p>SMASH and Breakfast Club staff must wear face coverings and maintain 2m distance from children other adults. SMASH to use Hall and outdoor areas only</p>	<p><i>Sept – Dec 2020</i></p> <p><i>From 8/03/2021 ongoing</i></p>	

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				<p>Head and Administration: Judith Davies, Kaye Devine and Rosalind Owen – potential exposure all members of the school community so must maintain 2m social distancing and wear face coverings when not in their offices</p> <p>In the event of teacher absence, DfE advice states that supply teachers can be used. Part time teaching staff will be asked to cover as preference. Where support staff are absent, other members of support staff may need to be redeployed.</p>		
<p align="center">Social Distancing</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<p>“children cannot be expected to remain 2 metres apart from each other and staff” DfE 14 May 2020</p>		<p>Younger children reminded not to touch other children or adults; older children encouraged to keep their distance</p> <p>Parents asked to enter and exit school site using different entrances as detailed above, minimising bottle neck. Drop off between 8:40 and 8:55 – children (apart from Y5 and 6) to be accompanied by 1 adult. At least 2m distance to be maintained from other parents/children while on school site (playground and walkways have 2m distancing markers). Staggered pick up: Staggered pick up times: 3:10 Year 5, Year 2 and Year 3; 3:15 Year 6, Year 4, Year 1 & Reception. Parents asked to wear face masks. Staff at entrance to playground during drop off and pick up to ensure social distancing</p>	<p><i>in place since 02/06/2020</i></p> <p><i>ongoing</i></p>	

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				<p>maintained and to be available for any questions – wear face coverings</p> <p>Children should remain in classrooms or in designated outdoor areas with the exception of toilet breaks. Children can be allowed to use toilet throughout the day to minimise queuing. Children needing to use toilet during break must go to their designated toilet.</p> <p>Timetable separate use of sinks in Y3 cloakroom corridor for Y3 and 4</p> <p>Children to use designated external exits to room and move between classroom and playground.</p> <p>Internal doors to be propped open during the day to minimise need to touch them, not fire doors</p> <p>Toilet breaks to be supervised by an adult. Toilet use to minimise cross contamination of bubbles: Y1/2 toilets made unisex – girls toilet for Year 2 ; boys toilet for Year 1 KS2 toilets – unisex: boys for Y3 & Y6; girls for Y4 & Year 5. Reception have own toilets in classroom. All toilets fitted with lids, children instructed to flush with lids down Y6 girls will be allowed to use staff toilet by Y6 classroom.</p>		

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				All classrooms have first aid kit to minimise need to come to first aid room KS2 classrooms with desks facing forward and children sitting beside each other. Staggered lunch and break times with children allowed in particular zones of playground on certain days All lunches to be eaten in classrooms – packed lunches from home and/or supplied by School Lunch Company		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Majority of families walk, cycle or scoot to school.		Parents will be reminded of risks of transmission of covid-19 if they use public transport		
	Staff			Staff to keep 2 metres from other adults Where possible staff maintain 2m distance from children Staff meetings held in Hall and Y4 classroom Staggered breaks allow for social distancing in staff room Wear face coverings when not directly teaching	<i>Ongoing</i>	
	Supply Staff			Supply teachers should minimise contact with other staff and children and maintain as much distance as possible from other people		
	Approach to avoiding children and young people entering school congregating and			On arrival, students move straight to classroom, wash hands and sit at designated table with relevant activity and wait for rest of class to arrive/class to begin.	<i>In place since 02/06/2020</i>	

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	breaching social distancing is in place.			Children will keep coats and bags on their chair where possible to minimise congregating in cloakrooms After breaks children line up in playground using social distancing markers, enter classroom gradually to allow for handwashing Y5/6 cloakroom only to be used by Year 5	<i>ongoing</i>	
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			Remind children not to touch other people Use of social stories Conversations with parents, if children are finding social distancing instructions hard to follow Plans to be put in place for individual children if necessary	<i>In place since 02/06/2020 ongoing</i>	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			Hall will not be used for assemblies Assemblies will continue to be virtual including class assemblies which will be filmed and shared with parents. Friday sharing assemblies held by Zoom link Staff led assemblies pre-recorded	<i>In place since 02/06/2020 ongoing</i>	
	Social distancing plans communicated with parents, including approach to breaches.			Information circulated to parents – information available on website and reminders/changes sent out via parentmail and weekly missive	<i>ongoing</i>	
	Arrangements in place for the use of the playground, including equipment.			Staggered playtimes Playground area is zoned, with each class timetabled to use zones on different days Year 1 and 2 to have exclusive use of specific areas of playground: Y2 and Y1 to use lower main playground & tunnel area	<i>From 2/09/2020 ongoing</i>	

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				Reception will share CWC play area with Pre-School, taking turns to use specific areas. Fencing in place to define distinct areas. Play area extended from Nov 2020, will allow additional play space. Each class has own play equipment for its exclusive use: balls, skipping ropes, bats etc Children wash hands immediately on return to classroom after break		
Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.			School Lunch Company will provide meals for those requiring them. All school meals will served in classrooms. Hot food since 2/11/2020.	<i>In place since 02/06/2020</i> <i>ongoing</i>	
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			Morning snack time will take place in classrooms with children seated at tables, which will be wiped Hall will not be used for lunches. All lunches will be eaten in classrooms and tables wiped down before and afterwards	<i>In place since 02/06/2020</i> <i>ongoing</i>	
	Arrangements for food deliveries in place			School Lunch Company places orders and, as with other deliveries to school, delivery drivers leave deliver outside school building to be taken in by staff.	<i>ongoing</i>	
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			PPE available in First Aid room for all staff and visitors to take from freely as required. KD to continue to order PPE as necessary Government advice for use of PPE in schools adhered to: In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example. When	<i>ongoing</i>	

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				moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.		
Infection Control Measures in event of possible case of Covid-19	Keeping track of all people in school			Class registers will be taken as normal Staff absences logged by office Office keeps record of all external visitors to school	<i>ongoing</i>	
	Approach when member of school community displays Covid-19 symptoms			We will follow current DfE and local guidance Anyone with COVID-19 symptoms, or who has someone in their household who does, must not attend school. The household will be advised to follow the latest DfE guidance. If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next (ie length of isolation and testing). Staff will be sent home. A child's parents will be called and, when child is picked up, parents will be advised to arrange a test for child. All other family members in school will be sent home. An unwell child awaiting collection, will be isolated in the First Aid Room, or outside, with adult supervision Staff caring for a child awaiting collection to keep a distance of 2 metres. PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. Staff to wash their hands after caring for a child with symptoms. All areas where a person with symptoms has been to be thoroughly cleaned and disinfected after they have left.	<i>ongoing</i>	

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	Approach in event of confirmed Covid-19 cases			<p>We will act quickly to follow current DfE and local advice including calling the DfE helpline (0800 046 8687).</p> <p>Actions will be based on advice received including carrying out a risk assessment, identifying close contacts and providing information to NHS Test and Trace. Close contacts will be informed by school and asked to isolate.</p> <p>Remote learning provision will be provided for any child needing to isolate.</p> <p>Appropriate communication will be made with school community.</p> <p>All areas where a person with a confirmed case has been to be thoroughly cleaned and disinfected after they have left.</p>	<i>ongoing</i>	
	Staff Self Testing			<p>Staff are self-testing using lateral flow devices twice a week.</p> <p>See Separate Risk Assessment</p>	<i>From 25/01/2021</i>	
All pupils in school from March 8 2021	Approach and expectations around school uniform determined and communicated with parents.			<p>Children will need to wear an adapted form of school uniform – children must wear school uniform tops. Clothes worn should be suitable for use for PE, including school tops and shorts, leggings, casual trousers and trainers. Aim to minimise need for children to get changed in school and need to bring in unnecessary equipment. Also means children are ready for outdoor sessions at any time of school day</p> <p>All clothing must be clearly named – if not school staff will name clothing</p>	<p><i>In place since 02/06/2020</i></p> <p><i>ongoing</i></p>	

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				Children should also have suitable outerwear for the weather. External doors and windows will be open to ensure good ventilation, so children should also have enough layers to allow them to keep warm while inside the classroom		
	Changes to the school day/timetables shared with parents.			Shared through parent mail and missive	<i>ongoing</i>	
	All students instructed to bring a named water bottle each day and reminded to take home at the end of each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.			Water fountains turned off Children to bring in clearly named water bottle and take it home at the end of every day Children who do not have a water bottle to be provided with one by school	<i>ongoing</i>	
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.			Baseline assessments in Sept 2020 have identified where whole class and individuals need to catch-up. DfE dedicated funds are being used to pay for resources for specific group and 1:1 interventions to support catch-up.	<i>ongoing</i>	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			Central aim of staff will be to provide stability and reassurance to children with emphasis on following school values. Use of PSHE Association and other materials to support children returning to school Kate Chorley to provide additional support where needed for individuals	<i>From 2/09/2020 ongoing</i>	

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	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			<p>RO/SH have been in contact with MHST; if we identify children who would benefit from their services we will work with parents and progress this approach</p> <p>JD keeping close eye on families we know to be on limited incomes and who may have applied for Universal Credit. RO working with Social Services re vulnerable families and new referrals, attending all meetings virtually</p> <p>Vulnerable children were encouraged to attend school during Jan/Feb lockdown. Particular care will be taken for those vulnerable children who remained at home.</p> <p>Provision of free school meals for children in families who do not qualify, but we know to be suffering financial hardship</p>	<i>ongoing</i>	
<p>Remote Education for children needing to isolate</p>	<p>All students have access to technology and remote learning offer.</p>			<p>All children working from home who needed them have been provided with Chromebooks throughout the Jan/Feb lockdown. PTA fundraising in Autumn Term 2020 paid for 30+ new Chromebooks, 9 Chromebooks supplies by DfE. School bought into Google Classroom in summer 2020 and converted existing 28 children's laptops into Chromebooks.</p> <p>Remote Learning Protocol published on website and sent out to parents describes school's remote learning offer.</p> <p>Teachers have been teaching live throughout the lockdown, teaching the children at home and in school at the same time.</p>	<i>From Jan 2021</i>	

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				In the event of a child having to remain at home because they are clinically extremely vulnerable.		
	Children who cannot attend school because they need to self-isolate			<p>We will provide remote education for all children who need to isolate because they are complying with government guidance or legislation around Covid-19, we will provide them with a Chromebook if this is needed. Currently no children come under the clinically extremely vulnerable (CEV) category so do not need to work from home.</p> <p>Government advice for children who live with someone who is CEV, but are not CEV themselves, is that they should still attend school.</p> <p>Children who are provided with remote education will be expected to engage with this. Class teachers are responsible for ensuring children in their class receive appropriate resources and feedback in line with our remote learning protocol.</p>	<i>ongoing</i>	
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means fewer children in eligible year groups can return		All parents asked whether they considered themselves as critical workers on 4/1/2021. JD in contact with parent body to monitor need for children to be in school during Jan/Feb lockdown. 70 children in school – school definition of critical worker is someone who has to leave home to work in an area that is critical to delivering Covid-19 related support.	<i>Jan 2021 ongoing</i>	

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SEN	Children with EHCP and significant additional need			SENCo and class teacher to keep individual children's needs under careful review and adjust support where necessary, ensuring Pupil Profile is updated Socially distanced face to face parent meetings for high need children if required instead of Zoom meetings	<i>ongoing</i>	
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff safeguarding training including new KCSIE on 1/09/2020	<i>01.09.2020 ongoing for new staff</i>	
	Updated Child Protection Policy in place.			Safeguarding Policy revised in line with OCSB March 2020 guidance and updated in line with KCSIE Sept 2020, approved by governors	<i>Sept 2020</i>	
	Work with other agencies has been undertaken to support vulnerable pupils and families.			RO continues to work with Social Services providing information, attending meetings virtually and offering support to particular families.	<i>ongoing</i>	
	Consideration given to the safe use of physical contact in context of managing behaviour.			Staff directed to avoid direct physical contact with children in behaviour management situations unless not to do so would endanger the child or other bystander	<i>In place since 02/06/2020 ongoing</i>	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Children to be taught full curriculum from start of September 2020. All children were assessed in English and maths in first 2 weeks of the new school year so that staff are clear about what gaps in learning need to be addressed and so plan to plug them as well as provide targeted support for individual children. Progress tracked	<i>From 02/09/2020 ongoing</i>	

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				through formal assessments before Christmas and Easter and intervention provision reviewed and amended accordingly KS2 timetable amended to include 5 lessons a day to accommodate full curriculum. Staff to understand that no learning time must be wasted this year.		
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated			Teachers to assess the risk to reduced social distancing of any activity they plan. Traditional paired and group working may need to be avoided/adapted Use of outdoor space for learning as much as possible – timetabled for fair coverage through the week. Subject coordinators review subject specific advice and relay to staff, including providing relevant risk assessments	<i>ongoing</i>	
	Shared Resources			Children wash hands regularly throughout the day and use hand gel as necessary All shared resources to be cleaned with antiseptic wipes/spray, mild bleach solution before and after use by another class eg laptops/i-pads; science equipment No shared playground resources – each class to have their own playground balls, bats etc.	<i>ongoing</i>	
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done 			All teachers to focus on: Clear routines Calm atmosphere in classrooms English and maths learning – tailored to class after careful assessment Targeted individual support Plan for as much outdoor learning as possible	<i>From 02/09/2020</i> <i>Re-establish 8/3/2021</i>	

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	<ul style="list-style-type: none"> capturing pupil achievements/ outcomes 			Praise Emphasis on restoring children's confidence and building social bonds		
	PE and Sport			Children taught PE in class bubbles External PE coaches maintain strict 2m distancing Sports equipment thoroughly cleaned between each use Intra sport competitions will be between children in same class Avoid contact sports Outdoor sports sessions unless weather makes this impossible Intersports matches resume May 2021 School swimming will resume Sept 2021	<i>From 2/09/2020</i> <i>ongoing</i>	
	Music and Singing			Singing, wind and brass playing will not take place in larger groups eg assemblies. When singing or playing wind instruments eg recorder, children should be <ul style="list-style-type: none"> physically distanced playing outside wherever possible; positioned back-to-back or side-to-side; avoiding sharing of instruments; in well ventilated areas in class bubbles External music teachers maintain strict 2m social distance Peripatetic music teachers remain 2m distanced from children	<i>From 2/09/2020</i> <i>ongoing</i>	

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	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			Children in school will be expected to follow same behaviour code as usual. Staff will reinforce this in the same calm manner as always. Focus on school values will continue. Aim is for children to settle back into clear routine. Slow and socially distanced movement around the school building (toileting only) will be particularly emphasised with children supervised at all times	<i>In place since 02/06/2020</i> <i>ongoing</i>	
Attendance	Approach to supporting attendance			DfE advice is attendance is mandatory from 8/3/2021. Normal attendance rules will be applied. This is the school's expectation. Reasons for any absences sought by 10am every day.	<i>From 8/3/2021</i>	
After School Clubs	Arrangements for after school care and after school clubs			Breakfast Club and SMASH after school club will reopen on 8/3/2021 where provision is necessary to support parents to work, attend education and access medical care. From 17/5/2021 SMASH will be open to all children Other after school clubs will run from w/c 7/6/2021. Indoor clubs will be offered to class bubbles and run by the staff deployed in that bubble. Outdoor clubs can take children from across bubbles, but must be conducted outside. SMASH will use Hall (ventilated) and outside areas to allow for maximum social distancing between children and staff. Staff to wear face	<i>From 8/3/2021</i> <i>From 17/5/2021</i> <i>Review 17/5/2021</i>	

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				coverings at all times and maintain 2m distancing from each other. Staff and children in SMASH to maintain 2m social distancing as much as possible		
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.			Revised full opening discussed with all staff w/c 1/03/2021 Arrangements are reviewed weekly as a standing item in all staff meetings: Weekly teacher staff meetings on Wednesday after school Fortnightly support staff meetings in Hall Information also made available to staff through email or in shared area - all staff have school email address and are expected to use it.	w/c 1/3/2021 Ongoing since June 2020	
	Plans shared with governors.			Revisions to risk assessment shared with FGB and discussed. Covid safety a point of discussion in all FGB meetings and governor committee meetings	ongoing	
	Communications with parents			Plans shared with parents using parentmail, the weekly missive and available on website. Classroom specific communication through Class Dojo. Ad hoc communications through parent mail, email and phone as necessary. Head and Admin Manager on playground at drop off and pick up. Parent Consultation meetings held by Zoom.	ongoing	
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable 			Social story available for younger children and SEN. Regular formal reminders in class and at assemblies during the week.	ongoing	

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	<ul style="list-style-type: none"> • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 			All staff to remind children as necessary throughout the day Covid safe classroom routines practised and managed by staff		
	On-going regular communication plans determined to ensure parents are kept well-informed			Use of Class Dojo, Tapestry (Reception), weekly Missive via Parent Mail, information on website, parent mails for individuals or groups of parents. Staff respond to individual parent queries	<i>ongoing</i>	
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			Governors meetings held on Zoom.	<i>ongoing</i>	
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			Original reopening documentation shared with Governors – meeting on 27/8/2020 to finalise arrangements for September opening. Governors stated whether they felt arrangements were suitable for full opening. Subsequent adjustments shared with governors at FGB Meetings. Risk Assessment for opening on 8/3/2021 will be circulated to all governors and tabled for discussion by Resources Cttee (which has responsibility for H&S) on 2/3/2021. Documents shared using Governor Hub and school email used for communication. All changes to plans shared with FGB. Risk Assessment for 17/05/2021 shared with FGB on Governor Hub.	27/08/2020 <i>ongoing</i> 2/3/2021	

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	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			From Sept 2020 all governor committees resumed meetings using Zoom.	<i>ongoing</i>	
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			<p>Day trips out to resume from 17/5/2021, must be carefully risk assessed in conjunction with the destination's Covid secure arrangements. Possibility of residential trip for Year 6 will be sought. If this can take place this will be carefully risk assessed and follow latest DfE guidance.</p> <p>Children kept in class groups in event of need to use transport, social distancing to be implemented where possible on transport with face coverings for adults and hand sanitiser used on entering and leaving any transport Assurance from transport company that vehicles is cleaned between uses by different organisations</p> <p>PTA live events on hold – virtual fund raising will take place. Monthly PTA meetings held virtually.</p> <p>Parents will not be invited into school or to take part in school events until further notice.</p> <p>Class assemblies can be filmed and provided to parents in an on-line secure environment (photo permission documentation has been updated)</p>	<i>From 17/05/2021</i>	

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				Class Dojo & Tapestry (Reception) will be used from September opening to provide parents with up to date information of happenings in their child's class		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			KD keeping a list of all additional payments incurred because of Covid 19. No claims allowed if these would add to school surplus.	<i>ongoing</i>	
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			KD to make claims as necessary	<i>ongoing</i>	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Loss of income from SMASH factored into 2021/22 Budget. Income from rents and lettings will be reduced. 2021/22 Budget has provision for return of residential payments to parents if the trip cannot go ahead (£9k).		
	Insurance claims, including visits/trips booked previously.	<i>n/a</i>				
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			IT support has continued throughout provided by 123ict Marcos Cleaners have continued to provide cleaning services throughout including deep cleans in holiday periods School Lunch Company continues to provide school lunches	<i>Ongoing</i>	

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	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Cherwell Partnership heads in contact through email, Zoom meetings held and practical advice and documents shared. OCC weekly heads briefings with additional information meetings as necessary	<i>ongoing</i>	
Review and Monitoring	Measures in place to review effectiveness of this risk assessment (RA)			Risk assessment circulated to all staff, who need to sign to confirm they have read and understood its contents Issues rising from RA standing item at all weekly staff teacher and support staff meetings Non-compliance must be reported by staff so that it can be addressed Head & Deputy monitor effectiveness of protection measures, change as necessary and report to governors for review RA reviewed in event of changes to local/national risk level and guidance	<i>ongoing</i>	