

WOOTTON St PETER'S C.E. PRIMARY SCHOOL



Risk Assessment for opening during Covid-19 Pandemic:
Version 7 24/2/21

Reviewed and updated in line with advice/guidance from Government

This risk assessment is carried out following Government guidance as of 24/2/21

- › [Guidance for full opening: schools](#)
- › [Schools Corona Virus Operational Guidance](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that is useful for mainstream schools as well)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Planning guide for early years and childcare settings](#)
- › [Planning guide for primary schools](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)

Government have outlined a system of controls measure that need to be in place. The following must be in place:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Response to any infection You must always:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

This risk assessment will be reviewed regularly by the governing body, headteacher and school staff.

Risk Assessment and Considerations for returning to school in September					
Identify Significant hazard	Who might be harmed? And how?	Risk level	Control measures	Responsibility	New risk level
Hygiene and health					
Contact with someone suffering from coronavirus	Children Staff Parents	High	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be required to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. They will be isolated in the reception area. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p>	SLT Office staff All teaching staff	Medium

			<p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person • If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed. 		
Contact with coronavirus when getting	Children Staff Parents		<ul style="list-style-type: none"> • Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. 		

to and from school			<ul style="list-style-type: none"> • Anyone who needs to take public transport will be referred to government guidance. • Parents/carers who need to drop off and pick up pupils will be told through messages and signage: • Their allocated drop off and collection times, with different groups being given different times • The protocols for minimising adult to adult contact- adults will be asked to wait at an appropriate distance in the half of the playground furthest away from the school building. • Parents are asked to wear a face mask when on the school site • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the building unless they have a pre-arranged appointment • Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. • Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. • Pupils will be made aware that they mustn't touch the front of the covering during use or removal. 		
Spreading infection due to touch, sneezes and coughs	Children Staff Parents		<ul style="list-style-type: none"> • Handwashing facilities will be provided. • Hand sanitiser will be placed at the entry of every classroom. • If there is not a sink available hand sanitiser will be used to clean hands. <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste 	Teaching staff Cleaning staff Office staff	

			<ul style="list-style-type: none"> • Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school. • Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing. • Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. • Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day. • Staff will wear masks in communal areas and when moving around the school and in rooms when they are not able to keep more than 2 metres from another adult. 		
Spreading infection through contact with coronavirus	Children Staff Parents		<p>Office staff, and teaching staff will regularly clean frequently touched surfaces using standard cleaning products. Cleaning staff will do the same at the end of every day (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>• Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p>	Teaching staff Cleaning staff Office staff	

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| | | <ul style="list-style-type: none">• Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.• Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. These are – all classrooms, the hall, additional teaching spaces including area outside Year 6.• Areas of the school not in use will be shut off to make cleaning more manageable.• Any resources shared between groups, such as sports, art and science equipment, will be either:<ul style="list-style-type: none">○ Cleaned frequently and meticulously, and always between groups using them; or○ Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.○ Equipment will be placed in boxes that are labelled with a day of week so it is clear when the equipment was last used.• The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.• Individual and very frequently used equipment, like pens and pencils, will not be shared.• Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:<ul style="list-style-type: none">• Restricted to one user; or• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals• Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.• If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.• Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.• Teachers will wash their hands and surfaces before and after handling pupils' books. | |
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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>			<ul style="list-style-type: none"> • Pupils will be kept to their class groups. Throughout the day as much as possible. • Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers. • Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. • Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies. • For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible. The hall can be used by a maximum of 16 pupils for indoor PE. Distance between pupils will be maximised as much as possible. • Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. • Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. • Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. 		
<p>Spreading infection due to excessive contact and</p>			<ul style="list-style-type: none"> • Pupils will be kept in the same groups at all times each day, and be kept separate from other groups as much as possible. Some cross class phonics teaching or catch up lessons may happen during the school day. 		

mixing between pupils and staff around and outside of the school

- (Note: Government states that this doesn't have to be an 'all-or-nothing' approach – it'll still bring benefits if we implement it partially (for example you might feel some mixing will be necessary, such as for specialist teaching).)
- Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time

Class	Start time	Play time	Lunchtime		End of the day
			Eat	Play	
Little Gems (EYFS)	8:30		11:30 – 12:15		3:00
			11:30	11:50	
Opal (Y1/Y2)	8:40	10:20 – 10:35	12:00 – 12:45		3:10
			12:00	12:15	
Jade (Y3/4)	8:40	10:40 – 11:00	12:20 – 1:10		3:10
			12:20	12:35	
Moonstone (Y5/6)	8:30	10:00 - 10:20	12:00 – 12:50		3:00
			12:35	12:00	

- Movement around the school site will be kept to a minimum.
- Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.
- Rooms will be accessed directly from outside where possible,
- All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.
- Toilet use will be managed to avoid crowding. Classes will be allocated slots to use the toilet-bottleneck times are at the end of playtimes. These should be avoided due to staggered break and lunch times.
- Staff use of staff rooms and offices will be staggered to limit occupancy.
- Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will

			<p>happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <ul style="list-style-type: none"> • Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. • BSC and ASC can continue. Pupils will stick to their class bubbles as much as possible, where this is not possible then pupils we will stick to small consistent groups. Group size will not exceed 16. All efforts will be undertaken to minimise mixing. 		
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school - Playtimes			<ul style="list-style-type: none"> • Children will remain in their 'bubbles' for playtime. There will be no mixing of groups • Children are to use climbing frames, sand pit, table tennis table on a rota basis. • Pupils will need to remain in a designated area of the playground • Children to wash hands before going out to play and on their return from play • Classes will have own playtime equipment to be kept in boxes. Equipment to wiped down after use • Limited play area explained to children • Staff member supervising play must ensure that pupils do not have contact with each other and remain at a distance from their peers • No use of water fountain at any time - children must bring their own water bottles to school <p>Wet play:</p> <ul style="list-style-type: none"> • Children will remain in their classroom • Staff to have a break as detailed above • Wet play games will not be able to be used 		
Lunch time	Kitchen staff Teachers/ support staff		<ul style="list-style-type: none"> • Children will eat lunch in the hall • During Lockdown 3 children will eat in their classrooms • Children to drink from their own, named water bottles brought from home. • Lunch times will be staggered to limit contact with other 'bubbles' • Tables/ chairs will be wiped between groups • Head teacher can support with outside supervision as social distancing is easier to maintain and risk of infection is reduced by being outside 	Class teacher Support staff	Medium

Spreading infection due to the school environment			<ul style="list-style-type: none"> • Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September. • Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. • Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. • Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. • Outdoor space will be used for exercise and breaks, and for education where possible. 		
Covid-19 transmission more likely in small office spaces	Office staff – Covid-19 infections	High	<ul style="list-style-type: none"> • Windows and doors to be kept open where practical • Limit of two people in main school office, two people in head's office and one person in SBM office • Ensure staff don't sit or talk face to face. Talk side by side if required • Internal doors to offices to remain open to eliminate touching where feasible • Office telephones wiped down regularly and always before/after use by any other staff member • Children requiring first aid, tooth envelopes, missing kit etc should not visit the office. Nominated group TA responsible for provision • Children should not be sent to the office to deliver messages – an adult will do this where possible • Children being picked up early or going to appointments to stay in the classroom group until parents arrive 		Medium
Staff breaks could mean staff members cannot social distance	Staff children	high	<ul style="list-style-type: none"> • In order to minimise the amount of contacts, four people at one time will be allowed to use the staff room • Staff are able to collect a drink from the usual staff room (in a sealed flask) and take this with them to the allocated room • Office staff will use the usual staffroom to collect drinks and lunch, but will eat their lunch in the office • There should never be more than 4 members of staff in staff room – Signage will be placed on the doors • Staff will wash hands on entry to the room and on exit • Kettle to be wiped after use • All staff members should keep the kitchen area tidy and wipe down frequently (e.g. fridge door, containers, microwave handle etc) 	All staff	Medium

External Contractors have to visit school	Teachers Support staff pupils		<ul style="list-style-type: none"> External contractors will be kept to a minimum and where possible, will visit the school out of hours (after 3:30pm) If several contractors need to visit school, their visits will be staggered Contractors will wear facemasks 	Office and CP	Medium
Safety					
Clothing/ personal items being brought into school	Pupils Staff parents	medium	<ul style="list-style-type: none"> Book bags to be brought in, but to only contain a reading record and reading books PE bags in school – only to contain PE kits Staff to bring in personal items only, make sure bags are wiped or sprayed when they arrive at school and when they arrive home Staff should wash their hands before and after using their phones Named water bottles stay on the table 	All staff Parents	
Site safety	Pupils and staff		<ul style="list-style-type: none"> As parents will be allowed through the gates, the gates will have to be opened and left open for up to half an hour at the beginning and the end of the day, this could pose a risk to site safety therefore: <ul style="list-style-type: none"> At the start of the day both gate will be opened at 8:30 am and closed after children have arrived at school at 8:50 am At the end of the day, gates will need to be opened just before 3:00 pm and closed again just after 3:20pm External doors will be locked after the gate has been closed 	CP to open gate at 8:30am CP to lock gate just at 8:50 am and to open gate just before 3:00pm CP to lock gates just after 3:20 pm	
First Aid	Pupils Staff	high	<ul style="list-style-type: none"> First aid will be dealt with within the classroom by group staff where possible If there is a medical emergency then other staff members will be alerted and usual first aid and safety rules will apply regardless of staff 'bubbles' mixing Do not send any children to the office No children, or staff may enter the office apart from Head and office staff No facemasks are needed unless child is displaying COVID-19 	All staff	low
Fire safety	Pupils staff	medium	<ul style="list-style-type: none"> Regular fire tests to be conducted during the phased opening to ensure all pupils can exit safely and stand in line with some social distance 	All staff	low
The school cannot be manned adequately	Pupils Staff parents	high	<ul style="list-style-type: none"> Staff to keep CP informed if they are unable to work (usual rules apply of phoning between 7-7:30am or informing us the night before) The school will liaise with the Governors, DFE, Local authority to see if full closure should be put back in place 	CP	low

Behaviour	Pupils Staff parents	high	<ul style="list-style-type: none"> • Although we want all children to feel welcomed, staff will need to avoid physical interventions with children – this includes, coaxing them to come into the classroom/ holding their hand • In the first few days back to school, expected behaviour will be discussed with the children in an age appropriate manner. Wootton Hi 5 promise is expected to be followed. Behaviour policy will be followed. <ul style="list-style-type: none"> ○ Children who keep to the new hygiene and social distancing rules will be praised. This will be harder for Reception children. Staff will need to use common sense when managing behaviour ○ Children who are struggling with the new rules will be supported and reminded what to do ○ Younger children and those with SEND will be shown videos or pictures to help them understand the new expectations • Children who spit intentionally, bite, lick, hit others (and other dangerous behaviours) and purposefully do not follow social distancing instructions will not be permitted to attend the setting the following session • If a child displays challenging behaviour that is putting others at risk, the rest of the class will be removed from the classroom and go outside – social distancing where possible • The child displaying the behaviour is to remain in the classroom if possible. SLT will be alerted and will go to the classroom. One member of staff to attend to minimise exposure • If a child continues to display challenging behaviour, parents will be called to collect the child. They will be not permitted to attend for the following session or more depending on the level of behaviour (exclusion protocol followed) • Although this is not usual for our children to display these behaviours, these are strange times and the children will cope with this in very different ways 	CP	medium
Learning					
Bubble closure due to staff illness/isolation			<ul style="list-style-type: none"> • Remote learning will be provided by Google Classroom. • Google classroom logins will be issued to new children. • Learning will follow school curriculum where possible • Teachers will plan two weeks of learning using Oak national Academy so that it can be uploaded on to the classroom area. • Learning will be shared with teaching team and saved centrally so it can be uploaded easily if staff member is not able to due to illness. 		

Risk Assessment Completed by (Name):	Charles Pitt	Job Title:	Headteacher	Date:	24.2.21
Authorised by Line Manager (Name):	Andrew Morgan	Job Title	Chair of Governors	Date:	24.2.21