

# RISK ASSESSMENT

**Location: Wodensfield Primary School**

**Environment/Activity/Equipment**

**Opening in March 2021**

## Hazard Identification Reference

(a) Confined Spaces	(b) Falls from Height	(c) Lone working	(d) Trip or Slip	(e) environment	(f) Manual Handling	(g) Electrical	(h) Hazardous Substances	(i) Radiation	(j) Noise & Vibration	(k) Fire	(l) Explosion	(m) Others
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Severity (S)	Likelihood (L)	Risk Factor (R) S x L= R
<b>1 Negligible - all in a day's work</b>	<b>1 Improbable</b>	<b>&lt;4 Risk may need to be controlled LOW</b>
<b>2 Minor - minor injury with short term effect</b>	<b>2 Remote - unlikely</b>	<b>4-6 Risk must be controlled MEDIUM</b>
<b>3 Severe - major injury/disability (reportable)</b>	<b>3 Possible - may or could well occur</b>	<b>7-9 Hazard must be controlled HIGH</b>
<b>4 Extreme - fatal</b>	<b>4 Probable - expected to occur, several times</b>	<b>&gt;9 Hazard must be avoided VERY HIGH</b>

Hazard/Activity	Persons at Risk	Risk	Control measures in use	Initial Risk			Residual Risk		
				S	L	R	S	L	R
Wearing of face coverings	Pupils Staff Parents/ Carers Others- catering, site staff cleaning Staff	Spread of infection due to poor infection control	<ul style="list-style-type: none"> <li>March 21- In primary schools, staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas).</li> <li>cleaning of hands before and after touching – including to remove or put them on</li> <li>safe storage of them in individual, sealable plastic bags between use Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li> <li>When wearing a face covering :                             <ul style="list-style-type: none"> <li>not touch the front of their face covering during use or when removing it</li> <li>dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>place reusable face coverings in a plastic bag they can take home with them</li> <li>wash hands after disposal/removal</li> </ul> </li> </ul>	3	3	9	2	2	4
Arriving to school for the start of the school day. Leaving school at the end of the day	Pupils Staff Parents/ Carers Others- catering, site staff cleaning.	Spread of infection due to close contact with school members.	<ul style="list-style-type: none"> <li>Use of designated entry points and staggered drop off and collection times</li> <li>March 21- Public Health Covid support team on site 10/17/24 March at start and end of the school day to reinforce COVID safety measures</li> <li>Staggered Reception drop off 10 minute window to drop off.</li> <li>Reception: 8.50 and 3.00 Reception gate/playground. Circular path with 2m markings in place.</li> <li>Y1 and Y2: 8.40-3.15 use Woden Avenue Gate 2M markings on path to Y1 and Y2 doors. Parents follow a circular path and leave via the car park. Orange 2m marking in place and</li> </ul>	3	3	9	2	2	4

			<p>signs around school. Plan of school indicating pathways and entrances on website, communicated to parents.</p> <ul style="list-style-type: none"> <li>• Y3 and Y4 to enter and leave (unless meeting younger siblings) the school site via the alley off Vicarage Road.</li> <li>• Y5 and Y6: to enter and leave school site independently, via RBL access road.</li> <li>• <b>March 21- Staggered start to support social distancing</b></li> <li>• <b>Y6 drop off 8.40-8.50</b></li> <li>• <b>Y5 drop off 8.50-9.00</b></li> <li>• <b>Y6 exit 3.05-3.10 and Y5 3.15-3.20</b> Parents to arrange a drop off /meeting point on journey to avoid groups gathering at school gate.</li> <li>• Children in Reception will access and depart through the Reception gate and playground. <b>Staggered start dependent upon siblings. Siblings in school drop off at 8.40. Only child in school drop off at 8.50am.</b> Children are to walk to a designated member of staff, stood strategically to receive children to avoid congestion on the school playground and by any entrance doorway.</li> <li>• At the end of the day, Reception and Year 1 children to be handed to parents/ carers on the Reception, Lower Y1 and Y2 playgrounds with an agreed 2 metre distance between staff and parent/ carer.</li> <li>• 2 metre rule to be enforced while parents are waiting for staff to hand their children over.</li> <li>• Staff members receiving/ handing children over must adhere to the 2 metre distancing requirement.</li> <li>• The school caretaker will ensure that all gates are opened and closed in line with the school security policy.</li> <li>• <b>March 21-The Headteacher and Deputy Headteacher will support the locking of school gates at the start and end of the school day. This will include the main carpark gates upper and lower, Reception gate to Woden Avenue, the side pedestrian gate to Woden Avenue and the gate to the British Legion driveway.</b></li> <li>• <b>National Breakfast scheme- Bagels cooked in school kitchen by catering staff. Following food handling procedures.</b></li> <li>• <b>Each class to have own insulated bag. Bagels wrapped in foil.</b></li> <li>• <b>One member of staff to collect bags from outside the kitchen and delivered to classes.</b></li> </ul>						
<p><b>Distribution of Food Hampers, Laptops</b></p>	<p>Staff, parents</p>	<p>Spread of infection due to close contact.</p>	<ul style="list-style-type: none"> <li>• <del>Jan 21 Hampers produced by the school catering team following food handling guidance.</del></li> <li>• <del>Hampers collected from the After School Club door to reduce contact with school office</del></li> <li>• <del>Specific time slot made available for collection to reduce adults accessing the school site.</del></li> <li>• <del>Distribution of laptops Parents given a specific collection time. Reminded to bring their own pen to sign agreement.</del></li> <li>• <del>Table across entrance to club to restrict access.</del></li> <li>• <b>March 21- Return to meals on site. Where hampers are still required in the event of a bubble closure the procedure above will apply.</b></li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>	<p>2</p>	<p>1</p>	<p>3</p>

Staff receiving child from parent/ carer.	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> <li>Staff receiving children to maintain adequate social distancing.</li> <li>Staff will direct children to wash/ sanitise their hands in the classroom sink/toilet with appropriate supervision.</li> <li>March 21-staff and parents to be encouraged to wear face coverings</li> <li>Takes place outside</li> </ul>	3	3	6	2	1	3
Classroom organisation and set up.	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> <li>The classroom must be set up to ensure a 2-metre rule is in place between each child (unless siblings in the same class and they may sit together).</li> <li>March 21-Ventilation- windows/doors to be opened to ensure good air flow when rooms are fully occupied, When weather restricts this; all windows to be opened for shorter periods during the school day. Eg whilst children outside at playtime/games lessons/lunch etc</li> <li>March 21-Reception and Y1 in table groups. Y2 and KS2 in rows.</li> <li>All classes to arrange tables into rows (Jan 21)</li> <li>Timetables remain unchanged from Autumn Term. Reduced numbers in school limit contact between people in bubbles and across bubbles.</li> <li>The teacher's desk/ work station to be 2 metres away from children's sitting on the carpet or their tables.</li> <li>Children will be asked to bring in their own pens and pencils (in a plastic/metal holder). For those that do not have their own equipment, they will be allocated their own 'school equipment' for use within their own group and allocated classroom.</li> <li>All soft furnishings, toys to be removed from classrooms.</li> <li>Where possible avoid equipment with intricate parts.</li> <li>All equipment to be cleaned after use. (Anti bac spray supplied by LA cleaning contract Safe Zone in all locations across school)</li> <li>Nursery equipment- resources will be separated into morning and afternoon so that there is no cross over of equipment between the two bubbles. All large equipment and toilets to be cleaned at 11.20 by nursery staff. This includes sand/water trays and outdoor equipment. (Jan 21)</li> <li>Extra cleaning of hall, computer room and toilets planned for, after use.</li> <li>Tissues are easily accessible for all children on a central table for pupils to use when coughing or sneezing – throwing the tissue in the bin after one use. New bins purchased to support 'Catch it, Bin it' regime. Bins can be emptied halfway through at the end of the school day.</li> <li>Classroom and group room doors to be wedged open and upon the continuous ringing of the fire bell, door wedges to be removed to allow the doors to close. Fire marshals to check for door closures in their allotted areas.</li> </ul>	3	3	9	3	2	6
Classroom lessons.	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> <li>All staff must keep a safe distance at all times where possible when teaching.</li> <li>Where children may require extra assistance, a 2-metre rule must try to be enforced.</li> <li>Desks placed in rows and forward facing, where possible. In all year groups</li> <li>Restricted opening Jan 21. Lessons in KS2 to incorporate remote learning via Microsoft teams</li> </ul>	3	3	9	3	2	6

			<ul style="list-style-type: none"> <li>External Sports Coaches- have a lateral Flow test before entering site.</li> <li>Cleaning of PE equipment between groups</li> <li>Lessons take place outside.</li> </ul>						
Children's access and requirement to use the toilet during lesson times.	Children Staff	Infection control.	<ul style="list-style-type: none"> <li>Inform the child of the importance of washing their hands after using the toilet. – reminding them of the singing of 'Happy Birthday' or other rhymes.</li> <li>Where possible on their return to the classroom, children to use the hand sanitiser on entering the classroom – refraining from touching classroom doors, which will remain wedged open. Additional signage around school in place.</li> <li>Restricted opening Jan 21 reduces numbers using toilets.</li> <li>Toilets cleaned after morning break and lunchtime by support staff/lunchtime supervisors</li> <li>Measures in place to reduce crowding- One child at a time during lessons, small groups of max 3 at the start of lunch etc.</li> </ul>	3	3	9	3	2	6
Administration Office	Office staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> <li>All staff within the office to observe COVID procedures.</li> <li>Desks placed to reduce contact at maximum distance.</li> <li>Windows and doors open to increase ventilation</li> <li>Signage to limit occupancy to three, which includes office staff (2)</li> <li>Barrier in place so that no staff member enters office space.</li> <li>Masks available for visitors</li> <li>Visor/ mask to be worn if office staff including HT, DHT and Caretaker moving around school</li> <li>Hand sanitiser and approved cleaning materials available to clean telephones, desks, etc</li> <li>Parcels to be left in Reception.</li> <li><del>January 21 Learning packs sent to office every Friday. Stored in Year group boxes for 48 hours. One parent to collect.</del></li> <li><del>Rota in place reducing staff numbers.</del></li> <li>Main reception entrance signage in place to limit occupancy to 1 person.</li> <li>Hand sanitiser station in main entrance for all visitors.</li> <li>Frequently touched surfaces to be cleaned during the day</li> <li></li> </ul>	3	3	9	3	2	6
Breakfast and Afterschool Club	Adults-staff and parents children	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Numbers limited to 15</li> <li>All places booked in advance via the school's cashless system</li> <li>Equipment rotated to avoid multiple contacts</li> <li>Equipment cleaned at the end of each session</li> <li>After school club toilet to be used during session times and cleaned at the end breakfast club and 5.15pm</li> <li>Staffing two adults exclusive to club- reducing contact between class bubbles.</li> </ul>						
Break times. Lunch times. Breakfast/ASC	Children	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Children informed again of the importance of social distancing whilst outside.</li> <li>Together in children's distinct groups (<b>Year group bubbles</b>), children to play together, respecting the social distancing rules at all times.</li> </ul>	3	3	9	3	2	6

			<ul style="list-style-type: none"> <li>Supervising staff must keep a 2-metre distance from each other and children at all times.</li> <li>There will be a separate member of staff tasked with First Aid during school day (not assigned to a bubble)</li> <li>Playground zones allocated (Zones 1-7)</li> <li>Lunch rota (Lunch staff and Support staff to remain with bubbles)</li> <li>Music- 2m distance in place for SB use junior hall</li> <li>Main office – limit additional adults on site- contractors before/after school where possible</li> <li>No lunchtime or afterschool clubs <del>for Autumn 1</del></li> <li>Breakfast and After School club- booked places only max 15 children.</li> </ul>						
<b>Break times – Staffroom.</b>	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> <li>Staff must sit at least 2 metres apart from each other if choosing to sit within the staffroom or classroom if working in partnership with another.</li> <li>Posters in place to inform capacity information. No more than 4 adults in staffroom and office.</li> <li>Staff to remain vigilant at all times in the staffroom, moving away from the work surfaces and drink making facilities to enable other staff members to access the area.</li> <li>Staff to prepare their own drinks/ food and wash and dry their own cups and other crockery and utensils – keeping them distinct from the communal crockery, e.t.c. or by placing them directly in the dishwasher enabling them to be washed appropriately.</li> <li>All work surfaces to be clear of all items other than the tea, coffee, sugar caddies, toasters and microwave.</li> <li>Additional drink making facilities can be accessed in the ASC area.</li> <li><del>Jan 21 Staffing reduced 1 teacher and TA on site, 1 teacher and TA supporting remote learning off site.</del></li> <li><del>Admin staff rota in place</del></li> </ul>	3	3	9	3	2	6
<b>Break times - Classrooms.</b>	Staff Children	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>At the end of play times, extra WC facility cleaning planned for (largely carried out by support staff).</li> <li>Wear gloves whilst carrying out this task and wash hands after cleaning.</li> <li>Rotas for duty and cleaning in place within year groups.</li> </ul>	2	3	6	1	3	3
<b>Lunchtime breaks.</b> Rec:11.45-1.00 Y1: 12.00-1.15 Y6: 12.15- 1.15	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Packed lunch option available for UIFSM and FSM</li> <li>Phased hot dinner menu. One-year group per day, seated in the hall, with social distanced arrangements on the tables.</li> <li>YR-Y6 to remain in classrooms for lunch</li> <li>Lunchtime supervisors: one allocated to remain with their group/class</li> <li><del>Jan 21 Rota to remain in place – reduced numbers of children limits contact</del></li> <li><del>Lunchtime supervisor rota reduces adults on site</del></li> <li>Catering staff to wear a visor while serving large volumes of children.</li> </ul>	2	3	6	1	3	3

<b>Fire Safety and Drills</b>	Staff, children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Fire Drill evacuation principles to be followed.</li> <li>• Staff to make informed decisions regarding best routes to evacuate the building-selecting the safest and most efficient route.</li> <li>• Assembly points to remain unchanged- 2m spacing between bubbles.</li> </ul>	4	3	12	2	2	4
<b>First aid – minor treatment.</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure they wear gloves, apron and a face covering when dealing with injuries.</li> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</li> <li>• Dispose of PPE in assigned waste bags. Double bag</li> </ul>	2	3	6	1	3	3
<b>First Aid – life threatening.</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• In the event of a serious injury or incident, call 999 immediately.</li> <li>• Wear face covering, apron and gloves when in close contact or dealing with bodily fluids</li> <li>• In the event of CPR being required, it is advised only chest compressions are given.</li> <li>• List of First Aid staff in medical room, staff room and each classroom.</li> <li>• Always wash hands after contact</li> </ul>	4	2	8	2	2	4
<b>First aid and medication.</b>	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> </ul>	2	3	6	2	2	4
<b>Intimate care.</b>	Staff	Lack of infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> <li>○ Wear Gloves</li> <li>○ Wear an apron</li> <li>○ Wear a mask</li> <li>○ Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>○ Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>○ Staff must wash their hands once gloves and masks are removed</li> <li>○ A poster to be displayed of instructions, which must be followed.</li> <li>○ Record all intimate care carried out.</li> </ul> </li> </ul>	2	4	8	2	3	6
<b>Children who display signs of emotion and upset.</b>	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. At school drop off, children that are upset will not be 'taken' from their parents. Instead, parents should take the children away, to calm, before attempting to return. If needed, the family can return at the end of day to familiarise themselves with classrooms and routines.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider wearing a face covering.</li> </ul>	2	3	6	1	3	3

			<ul style="list-style-type: none"> <li>Wash hands after contact</li> </ul>						
Children presenting challenge with their behaviour.	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where possible allow the child to vent their frustrations</li> <li>Where possible allow child to be in a room on their own or outside</li> <li>If more than 1 adult is needed to support a pupil, it is advised face coverings and gloves are worn.</li> </ul>	2	4	8	2	3	6
Handover of children to parent/ carer at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>One-way system in place with a staff member supervising outside to inform Parents to abide by the 2-metre social distancing rule.</li> <li><b>Four access points to school, for different phases are utilised. Reception will have their own access; Nursery will open and close earlier than the rest of school; Y1&amp;2 Car park alley; Y3&amp;4 Vicarage Road access and Y5&amp;6 RBL access road gates.</b></li> <li>Orange 2m markings on playgrounds to inform parents/carers.</li> <li>Rec, Y1 and Y2 Children released when Parent is next in queue and child will be collected from classroom.</li> <li><b>Year 3 &amp; 4 children to be dismissed from the KS2 playground/quiet area. Parents remain in handover area, observing social distancing.</b></li> <li><b>Y5&amp;6 released via back gates, at the RBL access.</b></li> <li><b>March 21- Year 6 dismissed at 3.05-3.10pm Year 5 dismissed 3.15-3.20pm</b></li> <li><b>Any child not collected by 3.25pm will be taken to the infant hall and supervised by a member of SLT whilst parent is contacted and arrives.</b></li> </ul>	2	3	6	1	3	3
Parent/ Carer wishing to talk to a member of staff.	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Parents will be informed either that conversations with staff will be over the phone or if this is not possible a meeting will be arranged and social distancing rules observed.</li> <li><b>School year group emails set up and shared with parents</b></li> <li>Parents will be actively discouraged from congregating around the school site.</li> <li>SLT to be on playground and RBL access before the start and end of the day to remind parents to follow social distancing expectations and ensure safe transfer of care.</li> <li>Caretaker to open all necessary gates at 8.30 and close at 9.00. Open at 2.50</li> <li><del>Jan 21 Weekly telephone calls made to all children/parents not attending school-</del></li> <li><b>March 21- 8<sup>th</sup>-19<sup>th</sup> March staff will call parents for updates. (1 call per child)</b></li> </ul>	2	3	6	1	3	3
Awareness of school policies/ procedures/ guidance following a period of absence.	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff, returning to work must ensure they are aware of the current guidelines concerning safe distancing and washing hands on a regular basis.</li> <li>All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> </ul>	2	3	6	1	3	3

			<ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters and the school website– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>• <b>Signage on all school gates recommending the wearing of masks whilst on site</b></li> <li>• <b>Jan 21- Introduction of Lateral Flow test- operational information shared with all staff</b></li> <li>• <b>Systems in place for the distribution and recording of results</b></li> </ul>						
<b>Poor hygiene practice.</b>	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Staff may supervise pupils when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The HT or SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>	3	3	9	1	3	3
<b>Staff or pupil ill health.</b>	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• A relevant member of staff informs the parents of unwell pupils as soon as possible of the situation.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> </ul>	2	3	9	1	3	3



			<ul style="list-style-type: none"> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Infant Medical room to be cleared and used as an isolation space. PPE stored in both Infant and junior medical rooms</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.- ASC toilet in KS1</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>• All staff and their families are able to access a COVID-19 test. <b>Lateral Flow tests distributed Jan 21</b></li> <li>• <a href="mailto:Headteacher@wodensfield.org">Headteacher@wodensfield.org</a> email to inform HT of a positive case</li> <li>• If positive staff to follow Government advice regarding isolation.</li> <li>• Any confirmed COVID-19 cases in school to be reported and action taken as per guidance.</li> </ul>						
<b>Spread of infection.</b>	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance.</li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil’s parents where necessary.</li> </ul>	2	4	8	2	3	6
<b>Poor management of the coronavirus infection.</b>	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible. .</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>	2	4	8	1	3	3

			<ul style="list-style-type: none"> <li>The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>Staff inform the Headteacher when they plan to return to work after having coronavirus.</li> <li>A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required concerning managing the spread of coronavirus.</li> </ul>						
<b>Lack of communication or concerns about the virus.</b>	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> <li>The school staff report immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The Headteacher contacts the Local Authority, follows the advice given from, and discusses if any further action needs to be taken.</li> <li>School put into place any actions or precautions advised by their local Primary Trust.</li> <li>School keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	2	4	8	1	3	3
<b>Cleaning while the school is open.</b>	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>All hard surfaces to be cleaned <b>daily</b>, this will include <ul style="list-style-type: none"> <li>All door handles</li> <li>All tables and chairs used by staff and pupils</li> <li>Toilet flushes and cleaning of toilets. <b>3x per day (morning break, after lunch and end of school day)</b></li> </ul> </li> <li>All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>All used cloths thrown away to be double bagged and then placed in a secure area- School bins by caretaker.</li> </ul>	2	3	6	1	3	3
<b>Scheduled statutory testing and inspections.</b>	Staff Pupils Others	Maintenance issues	<ul style="list-style-type: none"> <li>Statutory inspections to continue but with social distancing in place at all times. These to be carried out before or after pupils and staff are on site.</li> <li>In-house inspections should continue to ensure the school remains as safe as possible.</li> <li>Caretaker to conduct daily H&amp;S checks at 8am. Report to HT/DHT daily</li> <li>March 21-Relief caretaker to conduct daily H&amp;S checks at 8am. Report to SBM daily.</li> </ul>	2	3	6	1	3	3
<b>External professionals and Contractors visiting school.</b>	Staff Pupils Others	Health & Safety Inadequate control measures	<ul style="list-style-type: none"> <li>All visitors must have up to date Risk Assessments and Method Statements.</li> <li>Caretaker to wear a mask when working with contractors/visitors.</li> <li>March 21-All external professionals/ contractors must wear a mask whilst inside the building, or when working with caretaker/children. Unless they can prove exemption</li> <li>Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>School to ensure only identified pupils/ staff are in the area where external professionals/contractors are working.</li> <li>External Professionals/Contractors will be designated a toilet they can use whilst on site. <b>ASC or KS2 boiler room toilet</b></li> <li>External professionals/Contractors will be responsible for disposing of all PPE and cleaning their area of work prior to leaving. (safezone and cleaning materials provided by the school)</li> </ul>	3	3	9	2	3	6

			<ul style="list-style-type: none"> <li>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>• If they become aware of an <a href="#">external professional/ contractor</a> coming down with symptoms within 14 days of being at the school they must inform the school immediately.</li> </ul>						
<b>Emergencies.</b>	Staff Pupils Others	Inadequate Control Measures	<ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	2	3	6	1	3	3
<b>Clinically Vulnerable Staff</b>	Staff pupils	Health	<ul style="list-style-type: none"> <li>• Extremely Vulnerable staff/pupils should continue to shield at home, even if they have received the vaccine</li> <li>• Clinically vulnerable staff can come into school if they can't work from home. If in school, they <b>must</b> follow the protective measures in place</li> <li>• Others at increased risk (such as BAME staff) can come into school if they can't work from home.</li> <li>• Individual risk assessments completed</li> <li>• SEND individual pupil risk assessments in place and updated as required.</li> <li>• School will follow the latest government guidance for pregnant employees.</li> </ul>	3	3	9	1	2	2

<b>Completed by:</b>	S Walker	<b>Signature:</b>	<i>S Walker</i>	<b>Date:</b>	July 2020
<b>To be reviewed by:</b>	S Walker L Gould	<b>Signature:</b>	<i>S Walker</i>	<b>Review date:</b>	16 <sup>th</sup> September 2020
<b>To be reviewed by:</b>	S Walker L Gould	<b>Signature:</b>	<i>S Walker</i>	<b>Review date:</b>	2 <sup>nd</sup> November 2020
<b>To be reviewed by:</b>	S Walker Governors LA	<b>Signature:</b>	<i>S Walker</i>	<b>Review date:</b>	18 <sup>th</sup> January 2021
<b>To be reviewed by:</b>	S Walker L Gould Governors	<b>Signature:</b>	<i>S Walker</i>	<b>Review date:</b>	6 <sup>th</sup> March 2021

## *Planning and organising*

Consider the following steps:

- refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening
- organise small class groups, as described in the 'class or group sizes' section above
- organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible
- refresh the timetable:
  - decide which lessons or activities will be delivered
  - consider which lessons or classroom activities could take place outdoors
  - use the timetable and selection of classroom or other learning environment to reduce movement around the school or building
  - stagger assembly groups
  - stagger break times (including lunch), so that all children are not moving around the school at the same time
  - stagger drop-off and collection times
  - for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students
  - plan parents' drop-off and pick-up protocols that minimise adult to adult contact
- in addition, childcare settings or early years groups in school should:
  - consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing
  - consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
- remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere
- remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
- consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- institutions offering residential provision will also need to consider the maximum number of children or young people they can safely accommodate in residences.