

Warden Hill Primary School COVID-19 RISK ASSESSMENT

in line with the Full reopening guidance from the DFE

School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

The risk assessment will be reviewed on a weekly basis or if the risk level changes and will be updated following any further government guidance. The risk assessment will be shared with all staff and published on the school website.



Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section 1a: Policies and Procedures		
Policies and procedures do not reflect current COVID-19 legislation and guidance	<ul style="list-style-type: none"> Relevant policies updated to reflect changes brought about by COVID-19, including: Safeguarding/child protection; Attendance; Behaviour; Curriculum; Induction / Staff Handbook; Special educational needs; Visitors to school Ensure school website is compliant as per latest government guidance Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection system of control measures that the school has in place: Prevention <ol style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Where recommended, use of face coverings in schools. Clean hands thoroughly more often than usual. 	<p>Policies to be shared with all stakeholders via school website</p> <p>Policies and procedures updated as and when national/local guidance changes</p>

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	<p>4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>(Numbers 1 to 5 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.)</p> <p>Response to any infection</p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>10) Contain any outbreak by following local health protection team advice.</p> <p>(Numbers 8 to 10 must be followed in every case where they are relevant.)</p>	
Section.1b: Preparation of the school site		
<p>Health and safety non-compliance which increases risk of the spread of infection</p>	<ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) • Ensuring emergency response is up-to-date should the school be forced to close • Increase the supply of fresh air by opening windows and doors (where safe to do so). • Use ceiling fans or desk fans for good air circulation. • Air conditioning systems that normally run with a recirculation mode set up to run on full outside air. • Ventilations system that removes and recirculates air to different rooms is turned off. 	<p>Overarching rule – Minimising contact and mixing between people reduces transmissions of Covid-19</p> <p>Water temps taken across the school – all water is between 41 – 44 degrees C.</p> <p>Water hygiene tests taken – Legionella’s testing took place on Tuesday 19th January by Primary water Solutions.</p> <p>New external handwashing facilities in Junior courtyard – checked.</p> <p>Staff updated with the entry points and video made for parents showing the new one way system into school for drop off and collection. This is on the</p>

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	<ul style="list-style-type: none"> Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Doors to be closed when premises unoccupied. Identify rooms that can be accessed directly from outside (to avoid shared use of corridors) Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances as well as back to school video Limit visitors by exception (e.g. for priority contractors, emergencies etc.) School start times staggered so bubbles arrive at different times Signage outside school to indicate designated entrance and exit points (if queuing is likely during peak times) Sufficient supplies of PPE are provided Sufficient tissues are provided for all rooms Sufficient handwashing facilities are available for all school users Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas Sufficient and suitable bins are provided to support pupils and staff to follow 'catch it, bin it, kill it' approach Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers) Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with GCC cleaning and relevant contractors) Arrangements made with site staff for additional cleaning of toilets during the school day – at lunchtimes Remove rubbish daily and dispose of it safely 	<p>website. Parents have been asked to re-read the Full return to school letter which is dated which was issued in July – this is on the website.</p>  <p>Xpression sent out to inform parents of all new information on website – Friday 26th February.</p> <ul style="list-style-type: none"> Drop off– 8:40- 8:55am – please note, register is taken at 8:55 and children will be marked late after this time. Punctuality is key so that the children can start the day right. Pick up times- 3pm for Reception, Year 3 and 4 and 3:15 pm for Year 1 and 2 and Year 5 and 6. <p>Hall doors and communal walk-throughs (library) in classrooms external doors to playgrounds and outside areas will also be able to be open (as is usual when it is warm) to aid ventilation. All blue perimeter gates are locked – therefore site safe from external personnel.</p> <p>All deliveries are through the main gates and into the main repletion area Food deliveries are straight to the kitchen through their own external door.</p> <p>Additional large bins bought for toilets to accommodate increase in paper towels (emptied through the day) Classrooms have their own 'bucket' of disposable cloths and anti bac spray.</p> <p>Main entrance Sticker:</p>  <p>Stickers used through corridors and on the walls to help remind children of social distancing.</p>

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<p>Alteration of fire safety and evacuation leads to uncertainty of which procedures to follow for evacuation</p>	<ul style="list-style-type: none"> Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly points etc...) Fire registers to be completed each day showing how many children are in Upon sounding of fire bell, all children and adults follow usual evacuation procedures with: Doors being closed in each class bubble and meeting outside exiting via the nearest exit point with other classes from their year group bubble Children remaining with their member of staff while moving out of their doors to evacuation point Children to line up at distance with member of staff at front and call names from register Administrators to check staff presence from sign-in sheet Report back to admin staff/leader /SLT that all are present 	<p>Update fire evacuation procedures in light of new bubble arrangements</p> <p>Establish regular fire evacuation drills to test out new procedures, making necessary alterations to the evacuation plans in light of the outcomes of the drills</p>
<p>Increased risk as a result of lack of social distancing and mixing of groups</p>	<p>Face Coverings / Shields (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> Face coverings / shields to be worn by staff or visitors (unless exempt), where social distancing cannot be maintained moving around the premises or where they are vulnerable (e.g. in corridors). Staff or visitors will be asked to wear face coverings/shields in areas outside of classrooms where social distancing is not possible (e.g. staffrooms or offices) Staff are able to wear a face covering or shield at the end of the school day when they are likely to come into contact with parents / carers All parents/carers to be asked to wear face coverings / shields when dropping off and when collecting children from the school site Visitors will be expected to provide their own face covering A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe Cleaning of hands before and after removing or putting on face covering Face coverings placed in sealable plastic bags between use or face shields cleaned when they have been removed by staff 	<p>Expectations with regards to face coverings / shields shared with all stakeholders</p> <p>Conversations with individual members of staff who are deemed vulnerable</p> <p>Updated Guidance May 17th</p> <ul style="list-style-type: none"> Face coverings will no longer be recommended for pupils in classrooms or communal areas. They are also no longer recommended for staff in classrooms. They continue to be recommended for staff and visitors in communal areas where social distancing is not possible.

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	<ul style="list-style-type: none"> • Staff are able to wear shield and mask in areas of school where social distancing is not possible (pinch points and admin office). Face shields to be worn when teaching. • No child is allowed to wear a mask or shield linked to DFE guidance 	
<p>Poor cleaning regimes leads to spread of infection</p>	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Hand sanitiser provided for all staff and visitors, including the operation of the school lift • Thorough cleaning of rooms at the end of the day • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.) • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles • Outdoor equipment appropriately and frequently cleaned • Toilets to be inspected and cleaned regularly throughout the school day <p>Daily cleaning Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Toys • Telephones 	<p>Shared with cleaning team Whole school Cleaning</p> <p>Cleaning regimes shared with cleaning team.</p> <p>2 cleaners to clean all toilets midway through the day.</p> <p>Full cleaning team back in operation at the end of the day.</p> <p>Deep clean happens once a week using the fogging machine.</p> <p>Each classroom is set with a cleaning bucket with the following: disposable cloths/anti-bac spray/washing up liquid/disinfectant/ aprons/gloves/</p>

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<p>Contact and mixing of pupils and adults not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> We will be operating a flexible bubble system. This means that the children will be in class bubbles for the majority of time but also part of a larger (R/Y1/Y2, Y3/Y4, Y5/Y6) this will allow more flexibility with managing the logistics of the school day. All children will be required to remain in their 'phase bubble' throughout the day and will be unable to interact with other 'phase bubbles' at any time; including break times and lunchtimes. A record will be kept of all pupils and staff in each class, year group bubble or close contact group within the year group bubble (legal obligation to complete registers as per government guidance) The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles Pink arrows floor markings along corridors/stairs to keep groups apart. In areas where queues may form, floor markings used to indicate distancing Separate doors be used for movement both in and out of the building (to avoid crossing paths) – where external doors should be used Whole school Assemblies not held – they will be held using 'Teams'. Year group assemblies can take place as this is part of the bubble system. 	<p>New systems shared with all stakeholders</p> <p>Plan of the building shared with all staff</p> <p>Kitchen aware of expectations New systems shared with all stakeholders</p> <p>Separate break times and lunchtimes shared with all staff.</p> <p>Entry points for children are separate and are linked to the bubble system in the am.</p> <p>Staggered pick up time allows for no mixing of bubbles.</p> <p>Staggered pick up time also allows for less parents on site at the same time.</p>
<p>Contact and mixing of pupils and adults at play and lunchtimes not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> Staggered break and lunchtimes to avoid mixing and contact of different bubble groups Break time snacks/milk to be provided in 'Bubble Classes' for year groups 1 to 6) Where possible, year group bubbles to eat school lunch in one of the school halls closest to their bubble. Lunch to be provided as part of a staggered system to prevent bubbles from mixing Tables and benches to be thoroughly cleaned before a new year group bubble enters either hall Multiple groups do not use outdoor equipment simultaneously Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over Separate spaces for each bubble group clearly indicated at break time Staff to report any non-compliance 	<p>All MDSAs briefed on this</p>

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<p>Classrooms poorly organised leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> Regular inspection of classrooms to ensure that where possible pupils are seated side by side and facing forwards Where pupils are not arranged facing forwards, such as YR and Y1, regular inspection of measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of continuous provision Unwanted items and furniture removed from classrooms Bins for tissues provided and are emptied throughout the day Sufficient handwashing facilities are available Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied Sanitising spray and paper towels to be provided in classrooms for use by members of staff Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	<p>Seating plans devised by the staff.</p> <p>Additional handwashing stations fitted in the 'courtyard area' in KS2.</p> <p>TAs/Teachers/ MDSAs to clean tables down before break and before lunch and after lunch.</p> <p>January 2021 -Automatic Handryers have been installed in all toilet facilities - this is to reduce the need for paper towels.</p>
<p>Poor toileting regime increases risk of spread of infection</p>	<ul style="list-style-type: none"> Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times Toilets to be cleaned frequently across the course of the day 	<p>Staff to monitor the use the toilets.</p> <p>Handwashing signage clearly displayed in all toilets (KS1 and KS2)</p> <p>Toilets cleaned at midday by cleaning team / MDSAs</p>
<p>Office staff coming into direct contact with large numbers of people through</p>	<ul style="list-style-type: none"> 'Office Bubble' formed to protect office staff Provision of PPE to office staff if applicable, including face shields Screens installed to protect employees in reception Hand sanitiser provided at all entrances Visitors do not sign in with the same pen or touch screen devices in reception 	<p>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary</p> <p>School to provide PPE in the form of gloves, aprons, sanitiser, face masks and face shields where necessary</p> <p>Each admin member has their own sanitiser station.</p> <p>Bin at main reception area for disposal of temporary face coverings.</p>

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entrance or foyer	<ul style="list-style-type: none"> If applicable pupils to remove all face coverings at school and sanitise hands immediately on arrival – covered bin to be provided in school entrance to dispose of temporary face coverings 	
Visitors to school / meetings in school increase risk of spread of infection if procedures are not followed	<ul style="list-style-type: none"> Communication with all contractors and suppliers that they will need to support the school's plans in full e.g. catering, cleaning, food supplies Visitors to the school will be limited by exception e.g. for priority contractors, emergencies etc... Where possible visits are arranged outside of school hours Deliveries and visits to site (e.g. contractors) are arranged in advance. Risk assessment procedures to be requested prior to coming onto school site Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.) Parents/carers and visitors coming onto the site without an appointment is not to be permitted Visitors are asked if they are or have recently been displaying symptoms of COVID-19 and temperature taken Site guidance on physical distancing and hygiene is explained to visitors on or before arrival When visitors/contractors are on site their movements between bubbles are restricted A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; the name of the assigned staff member <p>Open Days/ Parents Evenings</p> <ul style="list-style-type: none"> School to follow GCC recommendation: Open days, parents evenings and other events will be avoided. Wherever possible, events will be held on a virtual platform to avoid gatherings in school. Where such events are able to take place: <ul style="list-style-type: none"> Any large parents' events will be planned and risk assessed for COVID-19. 	<p>Visitors book to be updated with additional information required in terms of contact</p> <p>Visitors must wear a face mask in school at all times.</p>

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	<ul style="list-style-type: none"> ○ Measures taken to ensure the strict adherence to social distancing of 2 metres. ○ The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits). ○ Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below). ○ Weather permitting, stalls set up outside as the risk of transmission is lower outdoors. ○ Making use of multiple exit and entry points. ○ Introduce a one-way flow in and out, with appropriate floor markings or signage. ○ Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. ○ Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances. ○ Queues managed to reduce the risk of congestion ○ Socially distanced queuing systems. ○ Frequently touched surfaces cleaned regularly. ○ On entering and leaving everyone, to wash their hands. ○ Wash stations will be provided. ○ Wearing face coverings if maintaining 2m distancing is difficult. ○ Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning. ○ To support the NHS Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number. ○ Car parking to be managed to help people socially distance. ○ Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible. 	

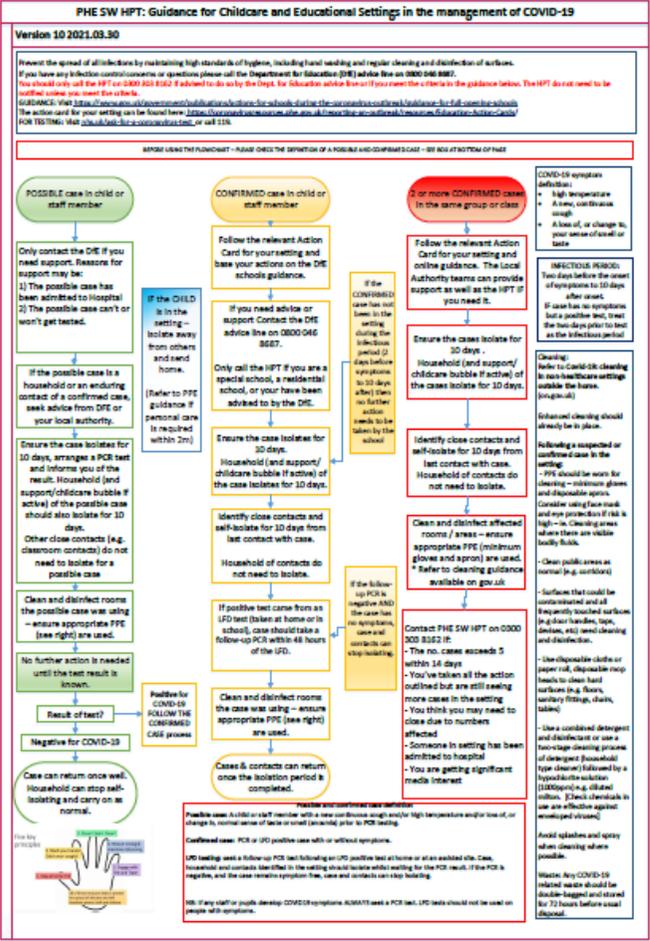
Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Caterers do not follow the school's guidance and this risks spread of virus	<ul style="list-style-type: none"> Assurances that caterers comply with the guidance for food businesses on COVID-19 Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts) Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys 	<p>School meal provider to share their own risk assessment with the school. School to share risk assessment with catering staff</p>
School breakfast and after-school provision increases risk pupils mixing	<ul style="list-style-type: none"> Rooms and spaces separated into sections Well ventilated spaces School breakfast and after-school provision to keep to 'Year Group Bubbles' used by the school during the school day. Due to the restrictions of available space, when year group bubbles are in the same hall, they will sit in designated 'year group bubble' areas (maintaining small and consistent groups) and will have no access to other 'year group bubbles'. Areas cordoned off to ensure that this is clear If before and after-school provision is by an external company, risk assessment is shared prior to any occupation of the school buildings Before and after-school providers to ensure clear and regular communication with parents and regular liaison with school, including testing outcomes and changes to the provision should they take place 	<p>Club manager and staff aware of the process in place during school and will continue to operate these during club.</p> <p>SLT/Govs to audit the BC and ASC operations</p> <p>Communication sent out to parents updating any logistical changes – coms sent Friday 5th March</p>
Lettings are not correctly managed and this leads to increased risk of spread	<ul style="list-style-type: none"> Happy Days Gym Lettings have resumed 	

Section.1c: General Communication and Communication of risk

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
<p>Lack of awareness of policies and procedures leads to placing pupils and staff at risk</p>	<ul style="list-style-type: none"> • Daily briefing to pupils on school rules and measures with reminders before leaving rooms • On-going 'Questions and Answers' published to staff / parents at regular intervals – weekly staff meetings – COVID-19 updates as a regular agenda item • COVID-19 posters/ signage displayed • A COVID-19 message to display on screens when locked • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website) • Regular communications to parents (and young people) via school website and letters • Communication with others (e.g. extended school provision, supply teachers, peripatetic music teachers, lettings, regular visitors, etc...) • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security • Keep parent appointments / external meetings on a 'virtual platform' • Open days / parents' evenings / curriculum meetings to be held virtually following local authority guidance (refer to 'Open Days' section within this RA) 	<p>Parents and pupils informed of key aspects of the school's control measures Use of our website and Coronavirus Info page FAQs</p> <p>Xpression sent out with updates when needed</p> <p>Link on website for track and test through NHS</p> <p>When all children return on March 8th– each class teacher to run through the school rules again and make sure everyone is clear of the expectations of keeping us all safe. This includes handwashing/playtime areas and lunchtime areas.</p> <p>Xpressions sent to parents reminding them of how to access and leave site safely.</p> <p>BC and ASC fully open again. Separate information has been sent to all BC/ASC users outlining additional actions/protective measures that have been put in place to limit the spread of infection. The club will mirror the bubbles that the children are in in school. Club will follow the school's risk assessment</p>
<p>Section.2: Close Contact & First Aid / Illness Management</p>		
<p>Poor management of first aid</p>	<ul style="list-style-type: none"> • Check staff qualifications, paying particular attention to renewal dates and statutory requirements e.g. Early Years and Paediatric First-Aid • Consider enrolling more staff on training • Employees providing general first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> ○ washing hands or using hand sanitiser, before and after treating injured person ○ wear gloves or cover hands when dealing with open wounds ○ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if 	

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	<p>available to perform mouth-to-mouth ventilation in asphyxial arrest</p> <ul style="list-style-type: none"> ○ dispose of all waste safely ● PPE provision - pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way: <ul style="list-style-type: none"> ○ A face mask worn if a distance of 2m cannot be maintained ○ If contact is necessary, then gloves, an apron and a face mask should be worn ○ Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting 	
<p>Poor management of infectious diseases</p>	<ul style="list-style-type: none"> ● Where possible, use of designated area for close contact and illness management. Identify a room that sick pupils can be kept isolated in until parents come to collect them, ideally with: <ul style="list-style-type: none"> ○ A door you can close ○ A window you can open for ventilation ○ A separate bathroom they can use (either attached to the room or nearby) ● Procedures in place should someone become unwell whilst attending school - make sure staff in school know that they should: <ul style="list-style-type: none"> ○ Move pupils to a suitable room if a child is unwell. The child should be isolated. ○ Staff caring for a child awaiting collection should keep to a distance of 2m ○ Staff to wash their hands for 20 seconds after making contact with the ill pupil ○ If showing symptoms of C-19: <ul style="list-style-type: none"> ▪ First aiders should wear PPE (provided): <ul style="list-style-type: none"> ● A face mask worn if a distance of 2m cannot be maintained ● If contact is necessary, then gloves, an apron and a face mask should be worn ● Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting ▪ Ring for child/adult to go home immediately and inform parents of symptoms and procedures for testing: 	<p>GCC NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Staff expected to wear school clothing as set out within the school Code of Conduct</p> <p>Room to be fogged</p>

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	<ul style="list-style-type: none"> • book a test if they are displaying symptoms; • inform the school immediately of the results of a test; • provide details of anyone they have been in close contact with; • self-isolate if necessary <ul style="list-style-type: none"> ▪ All areas where a person with symptoms has been to be cleaned after they have left ▪ Positive test - members of bubble remain at home for remaining 14 days ▪ Negative test - members return to school next working day ▪ Should staff have close hand-on contact, they should monitor themselves for symptoms of possible CV-19 over the following 14 days 	
<p>Suspected case of COVID-19 not managed effectively which places others at risk</p> <p>Cleaning regime does not deep clean the suspected area and leads to further risk of re-infection</p>	<p>Make contact with relevant agencies e.g. Updated as of 17.9.20 – DfE helpline for reporting confirmed COVID case – 0800 046 8687 (select option for reporting a positive case); PHE (swhpt@phe.gov.uk) or ask.swhpt@phe.gov.uk, Local Authority (COVID-19 school related issues for 01452 426015 – will be answered as ‘In Year Admissions’ but staff are ready to advise re: Coronavirus - covidschoolenquiries@gloucestershire.gov.uk); Call 119</p> <ul style="list-style-type: none"> • Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> ○ Objects which are visibly contaminated with body fluids ○ All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) • When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> ○ Disposable cloths, or ○ Paper rolls and disposable mop heads • When cleaning and disinfecting, use either: <ul style="list-style-type: none"> ○ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ○ A household detergent, followed by a disinfectant with the same dilution as above 	<p>Refer to PHE flow diagram (refer to end of this document)</p> <p>Room to be fogged</p>

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	<ul style="list-style-type: none"> An alternative disinfectant, that's effective against enveloped viruses Make sure all cleaning staff: <ul style="list-style-type: none"> Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine Clean and disinfect anything used for transporting these items with standard cleaning products Launder any possibly contaminated items on the hottest temperature the fabric will tolerate If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning Dispose of any items that are heavily soiled or contaminated with body fluids. Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full Place these bags in a suitable and secure place away from children and mark them for storage Wait until you know the test results to take the waste out of storage If the individual tests negative, put the bags in with the normal waste If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your: <ul style="list-style-type: none"> Local waste collection authority (if they currently collect your waste) Or, by a specialist clinical waste contractor 	 <p>PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Version 10 2021.09.30</p> <p>Prevent the spread of all infections by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. If you have any infection control concerns or questions please call the Department for Education (DfE) advice line on 0800 046 8887. You should only call the HPT on 0300 330 1362 if advised to do so by the Dept. for Education advice line or if you meet the criteria in the guidance below. The HPT do not need to be notified unless you meet the criteria.</p> <p>WARNING: Visit https://www.gov.uk/government/publications/covid-19-guidance-for-childcare-and-educational-settings for full version of the advice and for your setting can be found here: https://www.gov.uk/government/publications/covid-19-guidance-for-childcare-and-educational-settings FOR TROUBLE: Visit public.enquiries@education.gov.uk or call 111.</p> <p>ALWAYS USE THE FOLLOWING – ALWAYS OBSERVE THE SEVERITY OF A POSITIVE AND CONFIRMED CASE – SEE BOX AT BOTTOM OF PAGE</p> <p>POSSIBLE case in child or staff member</p> <ul style="list-style-type: none"> Only contact the DfE if you need support. Reasons for support may be: <ol style="list-style-type: none"> The possible case has been admitted to hospital The possible case can't or won't get tested. If the possible case is a household or an enduring contact of a confirmed case, seek advice from DfE or your local authority. Ensure the case isolates for 10 days, arrange a PCR test and inform you of the result. Household (and support/childcare bubble if active) of the possible case should also isolate for 10 days. Other close contacts (e.g. classroom contacts) do not need to isolate for a possible case. Clean and disinfect rooms the possible case was using – ensure appropriate PPE (see right) are used. No further action is needed until the test result is known. Result of test? <ul style="list-style-type: none"> Positive for COVID-19: FOLLOW THE CONFIRMED CASE process. Negative for COVID-19: Case can return once well. Household can stop self-isolating and carry on as normal. <p>CONFIRMED case in child or staff member</p> <ul style="list-style-type: none"> Follow the relevant Action Card for your setting and base your actions on the DfE schools guidance. If you need advice or support Contact the DfE advice line on 0800 046 8887. Only call the HPT if you are a special school, a residential school, or you have been advised to by the DfE. Ensure the case isolates for 10 days. Household (and support/childcare bubble if active) of the case isolates for 10 days. Identify close contacts and self-isolate for 10 days from last contact with case. Household of contacts do not need to isolate. If positive test came from an LFD test (taken at home or in school), case should take a follow-up PCR within 48 hours of the LFD. Clean and disinfect rooms the case was using – ensure appropriate PPE (see right) are used. Cases & contacts can return once the isolation period is completed. <p>2 or more CONFIRMED cases in the same group or class</p> <ul style="list-style-type: none"> Follow the relevant Action Card for your setting and on-site guidance. The Local Authority teams can provide support as well as the HPT if you need it. Ensure the cases isolate for 10 days. Household (and support/childcare bubble if active) of the cases isolate for 10 days. Identify close contacts and self-isolate for 10 days from last contact with case. Household of contacts do not need to isolate. Clean and disinfect affected rooms / areas – ensure appropriate PPE (minimum gloves and apron) are used. Refer to cleaning guidance available on gov.uk. Contact PHE SW HPT on 0300 330 1362 if: <ul style="list-style-type: none"> The no. cases exceeds 5 within 14 days You've taken all the action outlined but are still seeing more cases in the setting You think you may need to close due to numbers affected Someone in setting has been admitted to hospital You are getting significant media interest <p>COVID-19 symptoms definition:</p> <ul style="list-style-type: none"> High temperature A new, continuous cough Loss of, or change to, your sense of smell or taste <p>ISOLATION PERIOD: Test days before the onset of symptoms to 10 days after onset. If you have no symptoms but a positive test, test the two days prior to test as the infectious period.</p> <p>Cleaning: Refer to Child-UK cleaning in non-hospital care settings bubble on home. (link:uk.uk)</p> <p>Enhanced cleaning should already be in place.</p> <p>Following a suspected or confirmed case in the setting:</p> <ul style="list-style-type: none"> PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high – i.e. cleaning areas where there are visible bodily fluids. Clean public areas as normal (e.g. corridors) Surfaces that could be contaminated and all frequently touched surfaces (e.g. handrails, taps, desks, etc.) need cleaning and disinfection. Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces in a Room, sanitary fittings, chairs, tables. Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (bleach) – e.g. diluted sodium hypochlorite. Check chemicals in use are effective against coronavirus. Wash mop heads and spray nozzles cleaning where possible. Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before used / disposed. <p>Hand hygiene: The key to preventing the spread of COVID-19 is good hand hygiene. Wash hands with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.</p> <p>COVID-19 testing: PCR is a laboratory test that identifies the virus. LFD testing uses a follow-up PCR test following an LFD positive test at home or at an on-site site. Case, household and contacts identified in the setting should isolate whilst waiting for the PCR result. If the PCR is negative, and the case remains symptom free, case and contacts can stop testing.</p> <p>PCR: If any staff or pupils develop COVID-19 symptoms, ALWAYS use a PCR test. LFD tests should not be used on people with symptoms.</p> <p>Prevention and control measures: Possible case: Adult or staff member with a new or three-day high temperature and/or loss of, or change to, normal sense of taste or smell (sneezing) prior to PCR testing. Confirmed case: PCR or LFD positive case with or without symptoms. LFD testing used a follow-up PCR test following an LFD positive test at home or at an on-site site. Case, household and contacts identified in the setting should isolate whilst waiting for the PCR result. If the PCR is negative, and the case remains symptom free, case and contacts can stop testing.</p>
Section.3: Employees	<ul style="list-style-type: none"> Lack of understanding of risk Employees are fully briefed about plans and protective measures identified in the risk assessment – this is achieved through regular communication via emails and staff briefings 	Principles for staff

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
control measures or poor communication leads to increased risk of infection	<ul style="list-style-type: none"> Regular communications about systems which make clear that those who have CV symptoms, or who have someone in their household who does, are not to attend school All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Procedures in place to inform staff members and parents/ carers that they will need to be ready and willing to book a test if they are displaying symptoms; Crucial that they inform the school immediately of <ul style="list-style-type: none"> the results of a test provide details of anyone they have been in close contact with self-isolate if necessary 	<ul style="list-style-type: none"> Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered Use the 'catch it, bin it, kill it' approach Avoid touching your mouth, nose and eyes Clean frequently touched surfaces often using standard products, such as detergents and bleach Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important) Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters Prevent your class from sharing equipment and resources (like stationery) Keep your classroom door and windows open if possible for air flow Limit the number of children from your class using the toilet at any one time Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take. If planning a school visit, please ask provider for CV-19 risk assessment and control measures. Similar requests from any transport company <p>In line with the new guidance February 2021 P58 onwards: As a school we have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures of our system of controls.</p>
Poor mental health leads to increased rates of staff absence	<ul style="list-style-type: none"> Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference Access to Occupational Health and Employee Assistance programme https://www.gloucestershire.gov.uk/schoolsnet/gcplus/staff/occupational-health/employee-assistance-programme-health-assured/ Information shared about the extra mental health support for pupils and teachers is available Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing 	
Risk to vulnerable employees	<ul style="list-style-type: none"> Vulnerable employees ('clinically vulnerable' to coronavirus) identified and supported by headteacher and relevant local and national guidance about safety to work Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity Where necessary individual risk assessments for employees at special risk (take account of medical advice) 	

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
<p>Poor hygiene routines lead to increased risk of infection spreading between staff</p>	<ul style="list-style-type: none"> Frequent hand washing encouraged for adults (following guidance on hand cleaning) Adults are encouraged not to touch their mouth, eyes and nose Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	<ul style="list-style-type: none"> Outdoor sport should be prioritised Where this is not possible then good natural ventilation will be needed <p>Sport limited to daily mile and playground games. Children continue with the handwashing before and after break. Gloucestershire SHE Guidance to be adhered to for the summer term</p> <p>Update May 17th</p>
<p>Incorrect face covering procedures lead to risk of spread of virus</p>	<ul style="list-style-type: none"> Face coverings and or shields to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the premises Visitors will be expected to provide their own face covering A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe Cleaning of hands before and after removing or putting on face covering Face visors or shields only used after assessing the specific situation in addition to a face covering Face visors or shields not to be worn as an alternative to face coverings 	<p>Sports days can proceed with some adaptations. Depending on the way the sports day is arranged and events are run, the following may be useful practices:</p> <ul style="list-style-type: none"> Allow sufficient time and planning to ensure the sports day events, layout, equipment etc. can be adapted to implement measures. Pupils should remain in their class 'bubble' for as much of the sports day event as possible. Pupils should avoid mixing and keep to social distancing when not actively participating in a race or event. It would be recommended that 'bubbles' are allocated a zone in which they remain. The zones should allow each bubble to keep safe distance for another (at least 1 metre separation).
<p>Lack of reduced contact and distancing increases risk of virus spread</p>	<ul style="list-style-type: none"> Where possible, use a simple 'no touching' approach for young children to understand the need to maintain distance Older children to be encouraged to keep their distance within bubbles Staff to keep 2 metres from other adults as much as possible Where possible staff to maintain distance from their pupils, staying at the front of the class Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff The occupancy of staff rooms and offices limited with smaller staff room bubbles being created (if space is available) Use of staff rooms to be minimised (see above) 	<ul style="list-style-type: none"> If participants are handling sports equipment, it would be recommended that each bubble has its own equipment that is not shared with other bubbles. Provide sanitisers so pupils can sanitise their hands between events to limit the risk of fomite transmission. Sanitise equipment between each use. Water bottles or other refreshment containers should not be shared. Injuries should be treated following the existing first aid protocols for schools. <p>The current guidance remains that parents/carers should not attend sports days on school sites.</p>

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
	<ul style="list-style-type: none"> Furniture in offices, PPA workrooms and staffrooms where staff may work or meet together, spaced 2 metres apart Furniture that cannot be moved 2 metres apart taken out of use and removed or signs used to say do not use Staff sharing rooms do not work facing each other Desks moved so staff are back-to-back or side on, but still 2 metres apart, or if this is not possible screens used as a barrier between staff Radios provided and/or encouraging use of school phones to communicate between different parts of school 	
Lack of reduced contact and distancing increases risk of virus spread when working with high-needs pupils	<ul style="list-style-type: none"> Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	
Timetabling / curriculum / PPA staff	<ul style="list-style-type: none"> Reviewing timetables to decide which lessons or activities will be delivered on what days to ensure that bubbles are kept apart e.g. Outdoor PE; use of the hall etc.... - groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits Identify and plan lessons that could take place outdoors Use the timetable to reduce movement around the school or building Planning break times (including lunch), so that all pupils are not moving around the school at the same time The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same Staff, such as PPA staff, that move between classes and year groups, to keep their distance from pupils and other staff Supply staff and other temporary or peripatetic staff to follow the school's arrangements for managing and minimising risk (risk assessment shared prior to entry to school) - lateral flows test kits given to these staff too 	<p>The government have updated the guidance for schools and have indicated the dates that educational visits can resume, depending on the roadmap.</p> <ul style="list-style-type: none"> From 29 March - we continue to advise against undertaking all educational visits. From 12 April - should step 2 commence as planned, schools can resume educational day visits. From 17 May - should step 3 commence as planned, you may undertake domestic residential education visits that are already booked. The guidance says schools may begin planning for new domestic residential educational visits to take place, but are advised not to enter into any new financial or contractual commitments at this stage. This advice will remain under review and updated at the earliest opportunity.

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
	<ul style="list-style-type: none"> • Volunteers limited and only used if essential for educational activities • Singing, wind and brass instrument playing can be undertaken in line with Department for Culture, Media and Sport guidance (working safely during coronavirus (COVID-19): performing arts) • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ Minimising contacts and mixing through separate groups ○ physical distancing; ○ regular handwashing; ○ playing outside wherever possible; ○ avoiding sharing of instruments and if they have to be shared, they should be regularly disinfected before each use ○ ensuring good ventilation; ○ keeping any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly 	<p>All educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>Example risk assessments for different types of educational visits with COVID measures can be found in the Document Library on eVisit (example attached) and a new section added with advice for dealing with a COVID case during a visit (attached).</p>
PE and School Sport not properly managed	<ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport • Sports equipment thoroughly cleaned between each use • Staff to make themselves fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport; ○ advice from organisations such as the Association for Physical Education ○ the Youth Sport Trust ○ guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents / using changing rooms safely • Outdoor sports should be prioritised where possible. Large indoor spaces used where it is not as long as protective measures are in place – social distancing, ventilation, hand hygiene etc... • Adequate ventilation through opening windows and doors • Distance between pupils from will be maximised 	

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
	<ul style="list-style-type: none"> • Staff fully aware of COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport • Competition between different schools not to take place until wider grassroots sport for under 18s is permitted • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements and that they prove they can operate within the wider protective measure explained within this risk assessment • Activities such as the 'Daily Mile' will be encouraged 	
<p>Swimming not correctly managed which leads to unnecessary contact / mixing and potential risk of spread of infection</p>	<ul style="list-style-type: none"> • Staff in schools with pools and swimming teachers read and understood Swim England Return to Pools Guidance (See above) • Review Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) • The capacity of classes calculated before lessons can be permitted • If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance • The same bubbles from the classroom will be applied to the pool groups • When delivering swimming lessons teachers and assistant deliver from the poolside • The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing • Where practical, each swimming teacher to deliver from alternate sides of the pool • A consistent way of moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way) • Hand cleaning stations and additional waste bins on poolside and in changing rooms • Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms 	

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
	<ul style="list-style-type: none"> All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water Pupils do not share equipment 	
Lack of understanding of educational visit and journeys leads to higher level of risk	<ul style="list-style-type: none"> From the autumn term, non-overnight educational visits only Risk assessments of visits and journeys to be undertaken by visit leaders No overnight and overseas visits until government guidance changes Pupils grouped together on transport in the same bubbles that are adopted within school where possible Journeys planned with to allow distancing within vehicles (this may mean large vehicles or more are used) The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble Use of hand sanitiser upon boarding and/or disembarking Cleaning of vehicles between each journey 	
Vulnerability of pupils not in school in the event of self-isolation; local or national outbreaks	<ul style="list-style-type: none"> Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure Staff to consider a plan for remote education for pupils, using national resources such as The Oak Academy and work posted on the school website or through Microsoft Teams Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls 	
Section 3.1 Lateral Flow Testing of Staff (From January 25th 2021)		
Staff unaware or unclear of national guidance and expectations of the LFT	<ul style="list-style-type: none"> All staff aware of DfE and PHE guidance for Lateral Flow Devices use and that this is optional Tests have been validated by PHE and University of Oxford Staff who opt-in are expected to read the following documentation <ul style="list-style-type: none"> An introduction to Rapid Self-testing for Covid-19 Asymptomatic Testing in Primary Schools FAQ 20.01.21 Covid-19 self-test IFU v 1.3.2 How to do a rapid self-test How to self-test video with Dr Amir Khan 	https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYLvg7lwH5uxAD9UrSzGJ&safe=true https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
	<ul style="list-style-type: none"> ○ Privacy Notice • Tests to be carried out by all staff who are in school twice weekly (3 to 4 days apart) • Risk assessment undertaken prior to the start of testing with risk assessment being updated at regular intervals if necessary. This is then shared with staff and made available to the wider community e.g. via the school's website • People who decline to participate in this testing programme should follow the usual national guidance on self-isolation and get tested if they show symptoms 	
Risk of staff being lulled into false sense of security if test is negative and inadvertently causing further spread of the virus	<ul style="list-style-type: none"> • Staff clear about accuracy of LFT test • Staff to ensure that all risk minimising measures to remain in place for all staff whether they're regularly testing or not and remind staff of this – HANDS / FACE / SPACE • Regular communication to staff about testing protocols • Information shared with all staff about where risks remain. 	See guidance above
Risk of data being collected and stored without consent	Ensure that all staff are aware of: <ul style="list-style-type: none"> • Privacy Notice shared with all staff: <ul style="list-style-type: none"> • how their data will be kept and used - Data shared with school • Personal Data will be involved • Processing of personal data after a positive response explained • Staff rights • Staff aware of how to make a complaint about the process if necessary 	See guidance above
Unorganised collection of testing kits leads to	<ul style="list-style-type: none"> • Social distancing to be maintained when collecting and distributing tests • Staff to ensure hands are clean, a face covering is worn and they respect 2m distance when collecting 	See guidance above

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
increased risk of virus spread	<ul style="list-style-type: none"> • Covid Co-ordinator and Registration Assistant to ensure staff have completed consent and test collection forms prior to collection (forms to be left in designated 'secure' area near the school office or sent via email (LOT numbers of tests to be recorded against their name) • Staff to collect on an individual basis • Staff handing out test must wear PPE (gloves and face covering / visor) • Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test. 	
Incorrect storage of test kits at home and incorrect carrying out of test leads to increased risk of virus spread or potential harm to staff	<ul style="list-style-type: none"> • Test kits to be stored at room temperature • Staff aware that the LFT doesn't replace any national guidance regarding Hands / Face / Space • Staff aware of the need to follow national guidance with regards to self-isolation • Tests are only for the use of the person assigned the kits – they should not be taken by anyone else • Staff to only use each item in the test once – they should not re-use the items • Staff to receive training and shown all materials to enable them to understand how to use the test prior to any test being shared • Staff to be able to follow instruction manual at all times v1.3.2 (Blue cover and not the one with a picture on it) • Staff to maintain expected level of control when using e.g. clean hands etc. • Staff must wait for 30 minutes before they check the results – results are invalid after 30 minutes • Staff to ensure the safe removal of packaging and test kit and subsequent disposal following the completion of the test using the bag provided • Staff to understand how to log their test with www.gov.uk/report-covid19-result (to be done every time they take a test, even if the result was negative or invalid) • Staff to understand how to log their test with school via school form – emailed to them via Google Forms on a weekly basis • Staff to understand that in the case of a positive test they are to contact HT immediately and both them and their family to isolate and book a PCR Test immediately 	See guidance above

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
	<ul style="list-style-type: none"> • Staff whom have a void test to retest; In the event of x2 void tests, they must book a PCR test • Staff to ensure school are aware immediately of any + test outcome • Leaders to be aware that if there are issues with tests that could potentially impact on the quality or safety of testing, they understand and use the 'yellow card' system (Refer to national guidance) • Tests are latex free • Tests are able to be taken by staff who are pregnant • Someone who has been vaccinated are advised to still take the test • Staff who have suffered a recent nose bleed should swab the other nostril • If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing • Staff are advised to not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test • Throat and nostril swab is seen as being the best but if there is a reason why this cannot happen, staff are advised to swab both nostrils • If staff have problems with hands or vision, they are advised to ask someone to assist them 	
Section.4: Pupils		
Pupils spreading virus due to lack of understanding of routines	<ul style="list-style-type: none"> • Pupils will be educated before they return and reminded when they return about the protective measures that are in place across the school – robust hand and respiratory hygiene; reducing contacts and maximising distancing where ever possible; forward facing desks 	<p>e-Bug has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania
Hand hygiene not being followed	<ul style="list-style-type: none"> • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs) 	<p>Staff on duty outside school to monitor protection measures</p> <p>Staff on duty at break times and MDSAs at lunchtimes to outside school to monitor protection measures</p>

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
	<ul style="list-style-type: none"> Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing Staff help is available for pupils who have trouble cleaning their hands independently. Pupils are encouraged not to touch their mouth, eyes and nose Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	<p>Start of term all teachers to share new school rules with all children linked to COVID-19</p> <p>Communicate to parents the changes linked to the KS1 book change over in September – this has been added to year group letters and a separate letter from the English leadership team.</p>
No limit to equipment increases risk of spread of the virus	<ul style="list-style-type: none"> The equipment pupils bring into school each day is limited to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones Bags are allowed – book bags KS1 All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class – individual baskets are provided in school for the children 	<p>Routines of handwashing: Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:</p> <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks and sporting activities Before eating any food, including snacks Before leaving school After sneezing or coughing without a tissue or into their arm Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
Pupils who show signs of COVID-19 or who are unwell are not isolated and this increases risk of virus spreading	<ul style="list-style-type: none"> Children who display symptoms/become ill during the school day are to be isolated Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in a well ventilated room (staff with the children are dressed in PPE – face mask, apron and gloves) Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection 	<p>Spray a 2m box outside each classroom door to help with social distancing at drop off.</p> <p>During January – March 8th – SENCO and Well-Being lead have been in touch with all our vulnerable families and decisions made on which children need to be in school. Individual RA are being carried out for our EHCP children. All pupils are back on March 8th reference P34 of Feb guidance</p>
Vulnerable pupils	<ul style="list-style-type: none"> Regular reporting to LA and DfE regarding attendance of key groups Regular contact with vulnerable pupils Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home Risk assessment of vulnerable pupils - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance Review EHCPs where required 	

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Pupil Behaviour	<ul style="list-style-type: none"> Review and update behaviour policies to consider how pupils not following distancing rules will be managed Revised Home-School Agreement created, shared and signed by pupils and parents Government guidance to be used when considering alterations to existing behaviour policies 	
Section.5: Parents		
Parental gathering increases risk of virus spreading	<ul style="list-style-type: none"> Parents informed only one parent to accompany child to school Parents' drop-off and pick-up protocols to minimise contact – gatherings at the school gates/doors are prohibited School start times staggered so year group bubbles arrive at different times and through different entry points are communicated to parents Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website), advice on transport etc... Signs used to remind parents/carers to avoid congregating and to respect social distancing rules - Make clear to parents/carers that they cannot gather at entrance gates or doors Staff on duty to monitor pupil and parent behaviour before and after school e.g. pupils and parents waiting for siblings to remain together; no moving around the playground; no playing with play equipment Parents and pupils encouraged to walk or cycle where possible Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings) Discourage parents and pupils from bringing in toys and other play items from home Revised Home-school agreement created, shared and signed by pupils and parents Parents are given a named point of contact for reassurance – HT / DHT / Phase Leads / SEN Co / Class Teacher / Pastoral Support Lead 	<p>Information shared with parents through 'Road map'</p> <p>Staff on duty at the start and end of the school day to monitor closely protection measures, particularly encouraging parents to drop-off and collect quickly</p> <p>Parents are sent links to the updates via the weekly bulletin</p>

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
<p>Poor management of unwell pupils leads to increased risk of virus spreading</p>	<ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk • Parents are encouraged to make full use of the Test and Trace guidance – including recognising known symptoms, gaining access to a test, self-isolation protocols, testing and communicating outcomes with school in a timely manner • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the medication policy or if an emergency verbal permission over of the phone 	

Approved on 27th August 2020 by: Georgina Flooks Headteacher
Mike Dixon Chair of Governors
Lynda Dineen vice Chair of Governors
Neil Chamberlain Parent Governor

Name of Headteacher: Georgina Flooks
Signature: *G. Flooks*

Name of Chair of Governors: Mike Dixon
Signature: *M. Dixon*

Risk Assessment review

Date of review: **Thursday 10th September**
 Date of second review: **Thursday 17th September**
 Date of third review: **Wednesday 4th November**
 Date of fourth review: **Monday 11th January 2021**
 Date of fifth review: **Friday 5th March 2021**

Changes arising from on-going risk assessment review

Issue arising	Action taken	Date
<p>Thursday 10th September review with Govs: M. Dixon, N. Chamberlain, L. Dineen.</p> <p>Xpressions sent at timely points to remind parents to leave site as quickly as possible. Understanding that some parents need to be waiting for Y5 and 6</p> <p>Ask parents to wear masks onto site as an additional support of waiting and space on site.</p> <p>New updates on the return to September part of the website about how to access the testing centres</p>	<p>Xpression to parents that if they are staying on site for pickups of Y5 and 6 we would ask you to consider to wear a face masks.</p>	<p>Friday 12th Sept sent letter with information about several updates – including the encouragement of wearing masks on site due to site restrictions of being able to socially distance effectively.</p>
<p>Lockdown from Thursday 5th November</p>	<p>Due to start after school clubs but as it is now a lockdown period these have been postponed in line with government regulations.</p>	<p>Wednesday 4th November</p>
<p>Front playground between 3 – 3:15pm children running around mixing with different year groups whilst they wait for older siblings.</p>	<p>Xpression sent to parents. Dear Parents, As ever I am very appreciative of your support during these times, but I need to ask you for some more help. Whilst you are waiting for your children in years 5 and 6 to come out, please can you keep your younger children in</p>	<p>Wednesday 4th November</p>

Issue arising	Action taken	Date
	KS1 and Y3 and Y4 with you and not allow them to run around the front car park. We have had several parents upset as their toddlers/KS1 children have been knocked over by our Y3/4 children, whilst running around. I know it's a tricky 10-15mins but your support in this is essential in keeping everyone socially distanced – including our children - who are all from different classes and year groups, especially as we head into another lockdown. Huge Thanks	
New Updates linked to National Lockdown #3		
Schools to be closed going into our 3 rd Lockdown	Letter sent to all parents https://wardenhill.gloucs.sch.uk/wp-content/uploads/2021/01/School-Closure-4-Jan-2021.pdf	Monday 4 th January
Critical Worker update and provision request	Letter sent to all parents https://wardenhill.gloucs.sch.uk/wp-content/uploads/2021/01/critical-workers-provision-letter-to-parents-5-jan-2021.pdf	Tuesday 5 th January
Where recommended, use of face coverings in schools	All staff are allowed to wear visors in school when face fronting the children in classrooms and masks in shared areas.	Tuesday 5 th January
System of controls updated from the new guidance January 2021 *	Risk assessment updated with system of controls	Tuesday 12 th January
One way system must be followed on site	Xpression sent to all parents and added to the weekly bulletin	Friday 15 th January
Regular reporting to LA and DfE regarding attendance of key groups	The attendance register is completed each day and sent to the DFE	Monday 11 th January
Full reopening March 8th 2021		
RA updated in line with Full reopening guidance Feb 2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf	Send Full re-opening letter to parents February 26 th and updated RA.	Friday 26 th February.
RA updated in line with new information of educational visits from the LA	Send Xpression out to the parents re this change	

Issue arising	Action taken	Date
	Briefed TA, Teaching, Admin and Cleaning Team on updated RA shared and sent to all staff	
Updated with the latest PHE Flow diagram Updated with new guidance re school trips		7 th April 2021
Updated with the following – Guidance re face masks and face coverings as well as the guidance on Sports	Send link to updated RA via the Weekly Bulletin	17 th May 2021