



March 2021
Gayton CE Primary, Stoke Bruerne CE Primary, Whittlebury CE Primary & Tiffield CEVA Primary
COVID-19 Risk Assessment Plan

Risk: Transmission Through Contact	Who	Measures taken:	Status /RAG Rating
<p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> • Use of available classrooms/teaching spaces for use of groups of no more than 30 pupils (full-time/part-time considerations) • Lunchtime provision – how, when, where? • Using outdoor space to minimise transmission – who, when? 	All staff	<ul style="list-style-type: none"> • School will form one bubble due to staff recovering from COVID . • To minimise risk Ks1 in Class 1, LKS2 in class 2 and UKS2 in Class 3 • Adults may move between rooms if deemed necessary, taken account of social distancing wherever possible and wearing a mask when moving around school. • Children may use the whole playground for break and lunchtimes • Minimise movement around the school <p>Breaktime</p> <ul style="list-style-type: none"> • All pupils are able to use the whole playground. <p>Lunches</p> <ul style="list-style-type: none"> • Classes will sit at their own tables to reduce risks. • Pupils with packed lunch to eat outside as much as possible weather permitting 	In place Low
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.</p>	SLT All staff	<ul style="list-style-type: none"> • Supplies are stored in the Headteacher’s office in each school and can be accessed by all staff members as and where required in exceptional circumstances • Review behaviour policy to reflect positive handling restrictions 	In Place Low

To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs	SLT All staff	<ul style="list-style-type: none"> Supplies are stored in the Headteacher's office in each school and can be accessed by all staff members as and where required in exceptional circumstances. School office staff to ensure that stock is regularly replenished 	In Place Low
To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes	SLT All staff	<ul style="list-style-type: none"> Supplies are stored in the Headteacher's office in each school and can be accessed by all staff members as and where required in exceptional circumstances School office staff to ensure that stock is regularly replenished 	In Place Low
To establish procedures to ensure regular hand washing in accordance with guidelines	All staff	<ul style="list-style-type: none"> Staff assigned to refill soap dispensers throughout the day Children and staff are encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food and after break and lunch times School office staff to ensure that stock is regularly replenished Cleaning rota established for cleaning of toilets twice daily. All classrooms, surfaces and door handles to be cleaned throughout the day. 	In Place Low
To reduce spread of covid 19	All staff	<ul style="list-style-type: none"> All staff to wear facemasks when moving around the school . Staff have the choice if they wish to wear facemasks when in their own classroom. 	
To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19	Nominated first aider	<ul style="list-style-type: none"> Identified room has been located enabling and contagion be contained- Headteacher office Staff to wait outside the room, where possible, but maintain visual contact with pupil If contact needed with symptomatic pupil, PPE to be worn and disposed of as soon as pupil has been collected Room to be thoroughly cleaned after the pupil has been collected SLT to be notified when symptoms become known and when they have been collected. 	In Place Low
Visitors to school	All Staff	<ul style="list-style-type: none"> All visits to school to be pre-arranged Only essential visits permitted Risk assessment to be shared with any visitors to the school A copy of visitor's risk assessments seen prior to visit (where possible) Face masks to be worn by all visitors into schools 	

		<ul style="list-style-type: none"> Track and Trace in place – name and contact details of all visitors to be recorded upon entry 	
Risk: Staff and Pupil Attendance			
Identify staffing levels to ensure the reintegration of pupils adheres to social distancing guidelines		<ul style="list-style-type: none"> Staff assigned to their specific classes Staff moving between classes within each school must adhere to social distancing guidance where possible and wear masks 	In Place
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation		<ul style="list-style-type: none"> Staff meeting held in person to share expectations with all staff and to address concerns for opening in March 2021. School protocol completed and shared Regular meetings timetabled to allow staff opportunities to express concerns Access to well-being and mental Health support communicated and shared with staff 	In Place
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> Details provided of safeguarding measures in place to mitigate risk of infection Clear expectations for parents have been shared 	In Place
Processes and procedures are established and shared with parents for pick up and drop off arrangements	SLT	<ul style="list-style-type: none"> Parents able to drop off from 8:45am , 8:35am at SB onwards. One member of staff on gate to greet pupils No parents to enter the school unless prior arrangement Requirements have been shared with parents through letter March 2021. 	In Place
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> Parents collect keyworker pupils at 3:30pm, maintain social distancing. 	In Place
For all staff to undertake Lateral Flow tests	All staff	<ul style="list-style-type: none"> Coiid test coordinator allocated at each school Test register log kept in Teams file Tests to be undertaken by staff on a Sunday and Wednesday evening. Results to be reported to school office staff and reported to track and trace Schools to record test results 	

		<ul style="list-style-type: none"> • If a positive result staff MUST self isolate and undertake a PCR test. They must remain at home until result confirms negative. • If a positive result on a LFT, then the school will close. 	
To avoid transmission of COVID-19 from school to school by members of SLT.	SLT Certain staff members who are employed across schools	<p>Senior Leadership Team One member of SLT will be overseeing each hub.</p> <ul style="list-style-type: none"> • SLT will ensure they adhere to social distancing and continue to wash their hands frequently throughout the day. • They will work in same area and remain socially distanced from the classes and staff • SLT will wear masks when moving around the school • SLT will work in undertake tests Sunday and Wednesday. 	In Place
Risk: Maintaining Cleanliness			
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> • Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles Desks, table tops Toys Teaching equipment/resources Bannisters Light switches Books Toilets Sinks • Use of disposable cloths • Additional cleaning capacity in place through use of teaching and support staff 	In Place

		<ul style="list-style-type: none"> Lidded bins are provided in all classrooms, offices, halls, toilets and staff rooms for disposal of tissues, hand towels and any other waste. Bins will be double bagged and will be emptied throughout the day. 	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment 	In Place
Cleaning of contaminated areas (if necessary)	All staff	<ul style="list-style-type: none"> Staff will be provided with instruction and equipment, including PPE, to do this safely. 	In Place
Ensure good respiratory hygiene	All Staff	<ul style="list-style-type: none"> Staff to promote 'Catch it, Bin it, Kill it' approach Sufficient supplies of tissues and hand washing facilities available Bin to be emptied regularly Extra cleaning of key areas in place 	In Place
Risk: Safeguarding			
Recommission all systems before re-opening	Site Supervisor	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> gas, heating, water supply, mechanical and electrical systems 	In Place
Ensure water systems are safe and operational	Site Supervisor	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.	In Place
Check your fire safety systems	Site supervisor Headteacher	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> all fire doors are operational fire alarm system and emergency lights are operational 	In Place
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> At risk of exclusion In need of early help Have additional needs such as behaviour, sensory impairment etc. 	DSL Headteacher SENCo	<ul style="list-style-type: none"> Pupils have been identified LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support Action plan in place to ensure increased needs are addressed 	In Place

<ul style="list-style-type: none"> • Exhibiting mental health and well-being issues • In need of bereavement counselling • Meeting the social care thresholds 			
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Risk: Returning to work after isolation			
<p>To create strategies for phased return to school by considering:</p> <ul style="list-style-type: none"> • Working on school site but utilise available space for phased return to classroom teaching and to minimise transmission 	All staff	Those staff who have recently contracted COVID may need individual phased return.	In Place
<p>To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation</p>	All staff	<ul style="list-style-type: none"> • Staff meeting held (in person or virtually) to share expectations with staff and to address any concerns • Regular meetings timetables to allow staff opportunities to express concerns <p>Access to well-being and mental Health support communicated and shared with staff</p>	In Place
<p>Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission.</p> <ul style="list-style-type: none"> • Discuss measures already in place and provide staff with equipment to mitigate risk of transmission. • Ensure the recommended social distancing guidelines are adhered to and good standards of hygiene are being respected. 	All staff	<ul style="list-style-type: none"> • Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> Door handles Desks, table tops Toys Teaching equipment/resources Bannisters Light switches Books Toilets Sinks 	In Place

		<ul style="list-style-type: none"> • Use of disposable cloths • Additional cleaning capacity in place through use of teaching and support staff • Lidded bins are provided in all classrooms, offices, halls, toilets and staff rooms for disposal of tissues, hand towels and any other waste. Bins will be double bagged and will be emptied throughout the day. 	
To establish procedures to ensure regular hand washing in accordance with guidelines	All staff	<ul style="list-style-type: none"> • Staff and children are encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food 	In place
Risk: Response to any infection			
Report COVID cases to https://northamptonshire-self.achieveservice.com/service/Coronavirus_case_notification	All Staff Office Staff	<ul style="list-style-type: none"> • Office staff to collate names and contact details of any visitors into school • All visitors to be contacted if a confirm case of COVID-19 is identified • SLT to contact NCC if a suspected or confirmed case is identified • Staff to complete attendance form. 	In place
Lateral flow tests	All staff	<ul style="list-style-type: none"> • All staff have been given LFT kits. • These are signed for in the office, LOT numbers, dates recorded • All staff take tests the evening before they come to work. • All results reported to NHS track and trace and reported to bursars at each school to collate results. • If positive result, staff must inform Headteacher and book themselves in for PCR test. 	In place

		<ul style="list-style-type: none"> • Headteacher follow NCC protocols for reporting cases. 	
Visitors to school	All Staff	<ul style="list-style-type: none"> • All visits to school to be pre-arranged • Only essential visits permitted • Risk assessment to be shared with any visitors to the school • A copy of visitor's risk assessments seen prior to visit (where possible) • Face masks to be worn by all visitors into schools • Track and Trace in place – name and contact details of all visitors to be recorded upon entry 	In Place