

## School Covid 19 Risk Assessment – January 2021

This risk assessment tool can be used as a template for your own school covid risk assessment in readiness for the new school term in September. All Community and Voluntary Controlled schools must submit its completed risk assessment for verification by the local authority's H&S Service. Please send your risk assessment to [schoolhealthandsafety@wiltshire.gov.uk](mailto:schoolhealthandsafety@wiltshire.gov.uk) and await confirmation that it has met the required standard. For many schools, you may be able to re-use information from the your existing covid risk assessment but we have highlighted new or amended parts of the template in GREEN for your convenience. You should remove this highlighting in your final document.

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact [publichealth@wiltshire.gov.uk](mailto:publichealth@wiltshire.gov.uk)

All risk assessments must meet the required standard prior to schools opening in September. Please add appropriate contact details if you anticipate that correspondence will be necessary outside of term-time in order to achieve this.

<b>Name of School</b>	<b>Langley Fitzurse Primary School</b>
<b>Name of Executive Head</b> <b>Name of Head of School</b>	<b>Karen Winterburn</b> <b>James Osler</b>
<b>Assessment completed by</b>	<b>Karen Winterburn and James Osler</b>
<b>Assessment date</b>	<b>2<sup>nd</sup> January 2021</b>

**This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given**

to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

#### Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

**Langley Fitzurse Church of England Primary School follows the guidance published from the Dfe, LA and PHE when basing action and mitigation against risk.**

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers. All community and voluntary controlled schools must submit a completed risk assessment to:

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES																				
<b>1. Maintaining distancing and reducing contact – entrance and exit routes</b>																						
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> <li>• Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits)</li> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> <li>• Staff on duty to supervise</li> <li>• Signage at school transport pick up/drop off point</li> </ul>	<p>All parents and children to wait on grass at from of school. Class teachers to supervise children entering and leaving the school grounds</p> <table border="1" data-bbox="994 400 1509 746"> <thead> <tr> <th></th> <th></th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Hercules</td> <td>Front Gate</td> <td>8.50am</td> <td>3.05pm</td> </tr> <tr> <td>Pegasus</td> <td>Vehicle Access gate</td> <td>8.50am</td> <td>3.05pm</td> </tr> <tr> <td>Phoenix</td> <td>Front Gate</td> <td>8.40am</td> <td>3.15pm</td> </tr> <tr> <td>Chameleon</td> <td>Vehicle Access</td> <td>8.40am</td> <td>3.15pm</td> </tr> </tbody> </table> <p>Coloured markers support distancing whilst children are arriving/departing from school site. NB Children booked into After School Club or Early Morning Club to be supervised to and from the hall by wrap around care staff at 9.00 and 3.05pm</p>			Start	End	Hercules	Front Gate	8.50am	3.05pm	Pegasus	Vehicle Access gate	8.50am	3.05pm	Phoenix	Front Gate	8.40am	3.15pm	Chameleon	Vehicle Access	8.40am	3.15pm
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<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on distancing rules on site.</li> <li>• Staggered start/finish times for different groups.</li> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> <li>• Use of different entrances/exits for different groups.</li> </ul>	<p>Parents to communicate through email re class comms.</p> <p><b>Keep socially distanced.</b></p> <p><b>Children and parents should move away from the area as quickly as possible at the end of the day.</b></p> <p><b>Parents should discourage children from mixing bubbles at the beginning and end of the school day.</b></p> <p>Prompt pick up and arrival timed are communicated to parents.</p>																				

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	<ul style="list-style-type: none"> <li>• Only one parent/carer to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>	<p>Encourage 1 parent pick up/drop off. This may not always be possible for families with buggies.</p>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Stagger drop off / pick up times.</li> <li>• Minimise vehicles on site</li> <li>• Review traffic management risk assessment where changes to start/end of day apply.</li> <li>• Staff on duty to supervise.</li> </ul>	<p>Encouraging parents to walk with their children to school.</p> <p>Older children are permitted to cycle to school.</p> <p>Bikes to be stored in bike racks.</p> <p>Class teachers and SLT to supervise pedestrian traffic on and off site.</p> <p>All parents dropping off/picking up children should wear masks whilst on school premises and or near school gate at congested times.</p> <p>New information to be communicated with school community at beginning of term.</p>
<p><b>2. Maintaining distancing and reducing contact – internal areas and play areas</b></p>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> <li>• Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves.</li> <li>• Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups</li> </ul>	<p>Creation where possible staff teams to support classes to reduce contact and maximise distance between staff and pupils.</p> <p>Class bubbles of 30 children created from September 20</p> <p>Interventions 1:1 and small group interventions where possible to be carried out in classrooms by class teachers /TAs.</p> <p>Limit use of Main foyer to be used for time out area for children with individual behaviour RAs. Should this area be used, furniture and table to be wiped down after use.</p> <p>Zoned areas for eating lunch and playing outside.</p>

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	<ul style="list-style-type: none"> <li>Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups.</li> <li>Remove excess furniture to safe storage areas to increase space.</li> <li>Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>All desks to face forward with pupils sat side by side.</li> <li>Planned 2m area round teaching positions.</li> <li>Children to remain at their desks when in the room.</li> <li>Children to use the same desk each day.</li> <li>Lessons planned for individual work as opposed to close group work.</li> <li>Distancing and reducing contact to be explained to children with regular reminders.</li> <li>Signage/Posters in each classroom.</li> <li>Consider the use of school grounds / local environment to extend the range of teaching spaces available</li> </ul>		Playtime	In hall	In Playground	Staffing-Lunch				
Hercules	10.15 – 10.30	12.00	12.30	EP and SB	Pegasus	10.15 – 10.30	12.00	12.30	EP and SB	
Phoenix	10.35 – 10.50	12.30	12.00	CP and RF	Chameleon	10.30 – 10.50	12.30	12.00	CP and RF	
<p>Daily attendance together with a record the names of pupils in each group, and any close contact that takes places between children and staff in different groups – Sims and Club registers located in Admin Office.</p>						<p>Desks within classroom to be spaced as wide as possible. Desks to be facing in one direction and all children facing the front of the classroom.</p> <ul style="list-style-type: none"> <li>Children may share a desk sitting as far away as possible from each other and side by side.</li> <li>Children to remain at their desks when in the room.</li> <li>Children to use the same desk each day.</li> <li>Lessons planned for individual work as opposed to close group work.</li> <li>Distancing and reducing contact to be explained to children with regular reminders.</li> <li>Signage/Posters in each classroom.</li> <li>Consider the use of school grounds / local environment to extend the range of teaching spaces available</li> <li>Emergency PPE kits are readily available in classrooms should any staff/children display signs of COVID-19.</li> <li>Regular PPE including First Aid Kits are located in playground, classrooms and in disabled/staff toilet</li> </ul>				

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	<ul style="list-style-type: none"> <li>• Staff to supervise and enforce measures.</li> <li>• The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</li> <li>• Ventilation improved where practicable by having windows open.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Where possible windows should be opened during the school day to maximise ventilation.</li> <li>• A sensible approach to balance thermal comfort V transmission risk.</li> <li>• Where staff are in closer contact - beginning and end of school day masks should be worn</li> </ul>
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> <li>• Minimise movements of whole groups and individuals outside of the classroom.</li> <li>• Use of a one-way system around the school.</li> <li>• A 'walk on the left' policy if one-way not practicable.</li> <li>• Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent).</li> <li>• Lane markings on floor and distancing markings in areas where queuing is likely.</li> <li>• Areas not in use to be closed off (not escape routes).</li> <li>• Children to keep coats, bags, lunchboxes etc with them in</li> </ul>	<p>Children and adults should wash their hands/sanitise before leaving the classroom whether to go outside or within the school building to avoid cross contamination on door handles. Some fire doors within the school have been fitted with Dorrguards and these will keep doors open during the day.</p> <p>Should adults or children need to move around the school i.e. going to the toilet, walking to the left of the corridor and waiting for any person to pass before proceeding, will be carried out. Movement around the school will be restricted. Children will not be allowed to go to the photocopier or office.</p> <p>Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. Signage. School assemblies to be completed electronically</p> <p>Acts of worship and other typically communal events to take place in groups (not whole school).</p>

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	<p>the classroom (under desks) or in suitable storage area.</p> <ul style="list-style-type: none"> <li>• Signage.</li> <li>• Most school assemblies to be completed electronically</li> <li>• Acts of worship and other typically communal events to take place in groups (not whole school)</li> </ul>	<p>Double bubble worship effective from January 21 When two bubbles meet for collective worship, they gather in the hall and groups sit in their allocated halves of the room. All children face forwards.</p> <p>Whole school Collective Worship to take place for special occasions – Harvest, Remembrance etc. and where weather allows.</p> <p>However, staff are able to wear masks where staff are in closer contact i.e. hall lunchtimes, beginning and end of school day</p> <p>EYFS provision – resources and activities planned to mitigate transmission to be best of ability whilst fulfilling EYFS philosophy.</p>
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> <li>• Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> <li>• Where practicable avoid different groups using the same facilities at the same time.</li> <li>• Distance markings on floor in queuing area</li> </ul>	<p>There is only 1 set of toilets for children at Langley Fitzurse Primary School.</p> <p>Children should only go to the toilet one at a time. This ‘flow’ will be supervised by an adult A max of 4 children to use toilets at any one time. Children should knock on the door prior to entering.</p> <p>Staggered lunch and break times should mitigate backlog,</p>
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times.</li> <li>• Allocated play areas for each group.</li> <li>• Consider zoning of play areas using markings / cones to reinforce distancing.</li> <li>• Limit use of outdoor play equipment to designated groups at fixed periods</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times – see above</li> <li>• Allocated play areas for each group playground split into 2 zones areas. Demarked by playground and artificial grass.</li> <li>• Each group to be allowed a set bucket of outdoor play equipment for break and lunchtimes. Equipment to be wiped down after use and before another child uses it.</li> <li>• Grassroots to run sessions 2 lunchtimes to explore safe games to play.</li> <li>• Games which encourage distancing and reduce contact.</li> <li>• Staff supervision to maintain standards.</li> </ul>

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	<ul style="list-style-type: none"> <li>Games which encourage distancing and reduce contact.</li> <li>Staff supervision to maintain standards.</li> <li>Any crockery/cutlery used must be cleaned thoroughly.</li> <li>Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Edwards and Ward catering contractors and other food provision has been subject to specific risk assessment.</li> <li>Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> <li>Removal of furniture to create more space.</li> <li>Removal of communal equipment (mugs etc)</li> <li>Staggered break times for staff.</li> <li>Repurpose unused spaces for additional staff rooms.</li> <li>Staff toilets to enforce 2m distancing.</li> </ul>	<p>Staff will use on crockery whilst on site and this must be washed and stored safely without coming into contact with other members of staff.</p> <p>The staffroom will be available to members of staff for the fridge and hot drinks. It should not be an area for congregation.</p> <p>Limited preparation of food in the staffroom. Staff individual responsibility should be taken for own food and drinks. This include wiping down, washing up ad putting away where necessary.</p> <p>Anti Bac/Disinfectant spray and cleaning equipment will be available in staffroom.</p>
<p>Use of hall for PE activities</p>	<ul style="list-style-type: none"> <li>Physical activity contingency during winter months</li> <li>Indoor PR curriculum i.e. Gymnastic and Dance</li> </ul>	<p>PE lessons can be conducted indoors during wet/inclement weather under the following conditions:</p> <p>Classes to be split – TA to supervise half class/class teacher to take PE lesson as appropriate</p> <p>Guidance from AfPE  <a href="https://www.afpe.org.uk/physical-education/">https://www.afpe.org.uk/physical-education/</a></p> <p>Wash hands before and after lesson</p> <p>Equipment to be wiped down after session</p> <p>Windows to be open and space well ventilated throughout and after session.</p> <p>Minimise contact and maintain social distancing where possible</p>



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<b>3. Hygiene and Cleaning</b>	<a href="#">Guidance on cleaning non-healthcare settings</a>	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> <li>• Confirm available cleaning staffing levels before wider opening.</li> <li>• Use of contractors or other school staff for additional cleaning.</li> <li>• Agree the new cleaning requirements and additional hours for this.</li> <li>• PPE to be worn by cleaning staff as dictated by risk assessment.</li> </ul>	<p>Churchills to ensure all areas are thoroughly/deep cleaned as per daily contract.</p> <p>High touch areas with particular consideration.</p> <ul style="list-style-type: none"> <li>• Paper towels, anti-bac liquid soap are refilled daily.</li> <li>• Sanitisers located outside classrooms and at front door for entry to classroom/main building</li> <li>• Milton required for washing plastic toys – left over- night daily.</li> <li>• Table cleaner, gloves and disposable clothes to be used in all areas.</li> </ul> <ul style="list-style-type: none"> <li>• Contract Cleaners clean school at the end of the day.</li> </ul>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.</li> <li>• Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative</li> <li>• Extra signage to encourage washing hands.</li> <li>• Ensure help is available for children who cannot clean their hands independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand gel dispenser outside of all classrooms to be used before entering and leaving school. Re-fills kept safely in each classroom for cleaners to add to.</li> <li>• Children to wash hands with soap and water before and after each break and lunch, after using toilet and if they sneeze or cough.</li> <li>• Posters with instructions on how to wash hands &amp; pupil code of conduct</li> <li>• Explicit teaching of and demonstration in handwashing for those children who are unable to do so effectively.</li> </ul> <ul style="list-style-type: none"> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>• Ensure help is available for children who cannot clean their hands independently.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</li> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>• Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</li> <li>• Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean school appropriate clothing and shoes should be worn. These should be changed each day.</li> </ul>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> <li>• Material data sheets to be made available for new and existing products.</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> </ul> <p>Material data sheets to be made available for new and existing products.</p>
<b>4. Site and Buildings</b>	<a href="#">DfE Guidance on school premises management</a>	<ul style="list-style-type: none"> <li>• Health and Safety Walkaround to be completed at beginning of each half term.</li> <li>• Any immediate remedial actions to be carried out within first week.</li> </ul>

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<p>Visitors/contractors/suppliers on site increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement.</li> <li>• A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> <li>• 2m exclusion zones/markings in Reception areas.</li> <li>• Information/signage for visitors informing them of the infection control procedures.</li> <li>• Deliveries and visits outside of school opening hours where possible.</li> <li>• Provision of hand sanitiser at main school entrance.</li> <li>• Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> </ul>	<ul style="list-style-type: none"> <li>• Site visits – request when arranging meeting to contact to confirm - pre-arrangement only</li> <li>• <b>Mask should be worn by visitors in communal areas at all times.</b></li> <li>• 2m exclusion zones/markings in Office areas. Office staff to use door release button in office. Staff to communicate through Office window.</li> <li>• Information/signage for visitors informing them of the infection control procedures.</li> <li>• A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> <li>• Deliveries and visits outside of school opening hours where possible.</li> <li>• Provision of hand gel at main school entrance.</li> <li>• Process for the acceptance of deliveries required. Parcels to be left inside green gates but outside main door.</li> <li>• Virtual Meetings are first option where possible outside for visitors the school community.</li> <li>• <b>Parent-School meetings – where possible held virtually. However if not able then to be held in well ventilated room, wearing masks and socially distanced.</b></li> </ul>
<p>Changes affect normal emergency procedures.</p>	<ul style="list-style-type: none"> <li>• Review of fire assembly points to accommodate reduced contact and distancing where practicable.</li> <li>• Fire drill practice to train new arrangements.</li> <li>• Other contingency emergency plans to be reviewed including lockdown procedures, major</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation procedure remain the same as per normal school day with the exception of lining up on grass outside main school gates</li> <li>• Fire evacuation safety procedures to be discussed with children in first week and practice drill carried out in second week.</li> <li>• Ensure that wooden gate in playground is locked after evacuation drill has been carried out.</li> </ul> <p>Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. – LM and KW to be responsible to this plans to be reviewed and reported back to GB.</p>

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	<p>disruption through loss of services, gas leak etc.</p>	
<p>Site security is compromised by new arrangements.</p>	<ul style="list-style-type: none"> <li>• Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day.</li> <li>• Access to main building through intercom system.</li> </ul> <p>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</p>
<p>Building checks not taken place</p>	<ul style="list-style-type: none"> <li>• All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</li> </ul>
<p><b>5. Equipment and furniture</b></p>		
<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group.</li> </ul>	<ul style="list-style-type: none"> <li>• Hard plastic playground equipment may be used for solo play, but will be cleaned/wiped by staff before another child uses it.</li> <li>• Teachers and children will agree on playtime outdoor activities available prior to going outside.</li> <li>• Where at all possible, children will be encouraged to choose carefully and stay with piece for equipment the time outside.</li> <li>• Children may use footballs to pass to a partner. Children must pass the ball with their foot and not pick up the ball. No 'sided' 1:1 invasion games will be permitted.</li> </ul> <p>EYFS area – children will wash their hands before and after using. Bikes, Trikes, equipment from the sand pit, mud kitchen, plastic hoops, skipping</p>

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		rope handles etc will be wiped with antibacterial spray/wipes before another child uses them
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Handwashing before and after each lesson.</li> <li>• Remove unnecessary items from the classrooms and store elsewhere.</li> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces.</li> <li>• Children asked to bring in own stationery or have allocated, named, packs of stationery per child.</li> <li>• Resources and surfaces to be cleaned each night.</li> <li>• Lessons planned so sharing of resources in minimised.</li> </ul>	<ul style="list-style-type: none"> <li>• Handwashing before and after each lesson will be supervised by a member of staff</li> <li>• Remove unnecessary items from the classrooms and store elsewhere.</li> <li>• Checks of classrooms at the beginning of each term completed by the SLT and reported to the Governing body.</li> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces, phones, mice and keyboards. Explicit daily and weekly cleaning tasks over and above the regular classroom tasks have been communicated to contact cleaners – Churchills</li> <li>• Written clarification of daily and weekly cleaning tasks</li> <li>• Children will not bring in any stationery from home.</li> <li>• Resources and surfaces to be cleaned daily - before the school day through contract cleaners and at the end of the day by school staff. Any hard plastic equipment that has been used by more than 1 child will be sterilised in a Milton solution at the end of the school day.</li> <li>• Children will have a pack of individual use stationery. These will be kept in trays under tables.</li> <li>• Lessons planned so resources are not shared.</li> <li>• School books will be swapped on a Monday.</li> <li>• A box for each 'bubble' will be at the front of school/outside classroom for children to deposit reading book on Monday morning. These will be left for 72 hours before being returned to the shelves.</li> <li>• Children will then take 2-3 books home and read these during the week, encouraging re-reading to develop fluency and expression for EYFS/Y1 children.</li> <li>• Library Books to be used in class rota over a fortnight</li> </ul>

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Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> <li>Staff must not attempt to move large or heavy items unless they are fit to do so.</li> </ul>	<ul style="list-style-type: none"> <li>Staff must not attempt to move large or heavy items unless they are fit to do so.</li> <li>Sack trucks are available to support in lifting/moving heavy awkward objects</li> </ul>
<b>6. Health and Wellbeing</b>		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> <li>Carry out an audit of all staff availability and review it regularly.</li> <li>Introduce a process for staff to inform you if their health situation changes.</li> <li>If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> <li>Use of staff from other schools (by agreement).</li> </ul>	<ul style="list-style-type: none"> <li>Well being checks through weekly Team Meetings and 1:1 discussions.</li> <li>Carry out an audit of all staff availability and review it regularly.</li> <li>Should staff become unwell, the protocols for reporting an absence remain.</li> <li>Should a member of staff or school community display symptoms of the Coronavirus, support from Public Health and the Local Authority will be sought immediately.</li> <li>Should a member of staff or school community display symptoms of the Coronavirus, support from Public Health and the Local Authority will be sought immediately.               <ul style="list-style-type: none"> <li><a href="mailto:phtracing@wiltshire.gov.uk">phtracing@wiltshire.gov.uk</a></li> <li>Internal Card V6</li> </ul> </li> <li>Should there be a shortage of teachers due to illness suitably qualified TAs will be redirected to lead a group.</li> <li>Staffing will maintain appropriate ratios at all times.</li> <li>Should staffing shortages become critical, school provision will be reviewed.</li> <li>No volunteer helpers will be invited onto the school site during this time.</li> <li>Governors will follow the same health and safety protocols. However, Governors Meetings will be held virtually for the time being.</li> <li>Regular volunteers will be updated of school protocols via Parent Mail</li> </ul>
Vulnerable / Extremely vulnerable children/adults at higher risk of infection.	<ul style="list-style-type: none"> <li>Parents and staff should follow current medical/government advice.</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Staff should follow current medical/government advice</li> <li>It is the responsibility of the parent/staff to share this information with the school.</li> <li>Staff RA to be completed – Right Choice</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<ul style="list-style-type: none"> <li>• Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>• Ventilate the room if possible.</li> <li>• PPE should be worn if contact is required.</li> <li>• Inform parent/carer to arrange collection.</li> <li>• Cleaning regime after each usage of the space.</li> <li>• Follow the advice from health protection team</li> </ul>	<ul style="list-style-type: none"> <li>• Move to a pre-designated room – HT office where person can be isolated, with adult supervision if a child.</li> <li>• Ventilate the room if possible.</li> <li>• PPE should be worn if contact is required.</li> <li>• Inform parent/carer to arrange collection.</li> <li>• Cleaning regime after each usage of the space.</li> <li>• The school has a non-contact thermometer – NB this will give supporting information to staff to share with parents.</li> </ul>
<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> <li>• Senior leaders have awareness of the PHE “local outbreak management plan”</li> <li>• Local school management plan is in place and relevant staff have been made aware</li> <li>• Remote education plans in place</li> </ul>	<ul style="list-style-type: none"> <li>• Senior leaders have awareness of the PHE “local outbreak management plan” <b>Internal Action Plan V6</b> is located in HT Office and FO office, copies are also with EHT and HoS</li> <li>• <b>Remote Learning Policy is in place and ready for action should Remote Learning be necessary.</b></li> <li>• <b>A Blended approach communicated through</b></li> <li>• <b>Tapestry and Class Website Pages for EYFS and KS1 children.</b></li> <li>• </li> </ul>
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> <li>• Staff risk assessment tool being used to assess those in higher risk groups.</li> <li>• Staff aware of risk assessment process and able to contribute.</li> <li>• Staff meetings and communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Application of national guidance in respect of shielding and at-risk groups.</li> <li>• All staff are involved in the Risk assessment and school provision planning.</li> <li>• Wellbeing support measures are considered for staff- consultation and opportunities for feedback, ensuring planned PPA, weekly Team Meeting, access to resources to support planning of Y2,3,4,5 groups and those children are in Yr,Y1, Y6 not attending school.</li> <li>• The Staffroom is identified as designated staff rest area.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Defined wellbeing support measures for staff.</li> <li>Designated staff rest areas.</li> </ul>	<ul style="list-style-type: none"> <li>Staff Meetings will remain on a Monday 3.30pm and Diary Briefing for all staff 8.20am on Thursdays.</li> </ul>
<p>Volunteer wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> <li>Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>	<ul style="list-style-type: none"> <li>No Volunteers for 'in school support' are currently permitted. This will be reviewed on a regular basis.</li> <li>Field and Forest volunteer support will be allowed.</li> <li>Specialist coaches and teachers will recommence from 1<sup>st</sup> September.</li> <li>The Risk Assessment will be shared with all adult visitors.</li> </ul>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p> <p><a href="#">School Effectiveness guidance on Right Choice</a></p>	<ul style="list-style-type: none"> <li>Children to have allocated teacher and TA where possible.</li> <li>Reduced time in school to ensure transition from home to school is successful.</li> <li>Curriculum to support children's well-being.</li> <li>Provide opportunities to talk about their experiences/concerns.</li> <li>Pastoral activities.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching Bubbles will have as much as possible a consistent routine of adults – Teachers and TAs</li> <li>A recovery curriculum implemented to support reconnection, self-regulation.</li> <li>Whole School opportunities identified and actioned to foster whole school ethos.</li> </ul>
<p>First aid provision</p>	<ul style="list-style-type: none"> <li>Ensure all staff know First Aiders on site if less than normal.</li> <li>If provision is less than usual, minimise hazardous activities which may result in injury.</li> </ul>	<ul style="list-style-type: none"> <li>A member of staff with PFA training will be onsite at all times.</li> <li>PPE is available for provision of first aid.</li> <li>First Aid kits are located in each learning area to minimise movement around school</li> <li>Emergency PPE packs to include apron, mask, gloves to be procured and Emergency packs created for immediate ease of access.</li> </ul>



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>	
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> <li>Required number of competent staff on site</li> <li>Staff training up to date</li> <li>Alternative arrangements in place if staff training/competence has lapsed.</li> </ul>	<ul style="list-style-type: none"> <li>A member of staff with PFA training will be onsite at all times.</li> <li>PPE is available for provision of first aid.</li> <li>First Aid kits are located in each learning area to minimise movement around school</li> <li>Emergency PPE packs to include apron, mask, gloves to be procured and Emergency packs created for immediate ease of access.</li> <li>Supporting Children with Medical Needs including Administration of Medicine and Asthma Policy Up to date.</li> <li>Medical Needs are updated on Sims and shared with staff.</li> </ul>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> <li>Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> <li>Ensure a supply of PPE is available based on need.</li> <li>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</li> <li>1:1 teaching to be done with reduced contact.</li> </ul>	<ul style="list-style-type: none"> <li>Individual <a href="#">risk assessments</a> of children with behavioural difficulties. These are dynamic and reflective of child's needs at time. Parents and child will be consulted on support and provision to best meet needs.</li> <li>Offer empty class visit prior as appropriate. Go through changes to protocol and layout of classroom.</li> <li>Ensure a supply of PPE is available based on need. Stock will be reviewed weekly and procured as necessary.</li> <li>Reduced timetable or consideration of other solutions if child's behaviour puts staff or other children at risk.</li> <li>Red triangle- message to be used should members of staff/children need additional support during their time at school.</li> <li>A member of the SLT and either the DSL or DDSL will be on site when the school is open to the children.</li> </ul>
<b>7. Risk assessments and Policies</b>		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> <li>Ensure all work environments and teaching/learning activities</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&amp;S</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<p>have been subjected to risk assessments in line with conventional H&amp;S requirements.</p> <ul style="list-style-type: none"> <li>• Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk</li> <li>• Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced</li> <li>• LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation.</li> <li>• One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment.</li> <li>• Lettings of facilities will be subject to separate risk assessment.</li> <li>• School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</li> </ul>	<p>requirements. – site and class walk around at beginning of each new term.</p> <ul style="list-style-type: none"> <li>• Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk – regular COVID updates from Local Authority.</li> <li>• Attendance at PH briefings and access to PH resources through Right Choice.</li> <li>• LoTC activities have been postponed until Easter 21</li> <li>• One -off activities such as PTA and other fundraising events, etc will be subject to separate risk assessment.</li> <li>• Lettings of facilities will be subject to separate risk assessment.</li> <li>• School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</li> <li>• Behaviour policy amended to reflect covid-19 protocols.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Behaviour policy amended to reflect covid-19 protocols.</li> </ul>	
<b>8. Monitoring</b>		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> <li>Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> <li>Non-compliance will be addressed immediately</li> <li>Regular communication with staff on the outcomes of the monitoring</li> <li>LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>	<ul style="list-style-type: none"> <li>LM, KW and JO will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> <li>Non-compliance will be addressed immediately</li> <li>Regular communication with staff on the outcomes of the monitoring</li> <li>LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>
<b>9. Other risks – specific to your school</b>		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p>		<ul style="list-style-type: none"> <li>The formation of LF SSQ Hard Federation 2<sup>nd</sup> November 2020.</li> <li>Creation of 1 new GB accountable for both Stanton St Quintin Primary School and Langley Fitzurse C of E School.</li> <li>A separate RA is in place for each school.</li> <li>Head of School – James Osler</li> <li>Exec Headteacher – Karen Winterburn</li> <li>This means that the EHT will be at Langley Fitzurse Primary School on Monday, Tuesday, Thursday and Friday during T3 and T4</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>• In this instance and from this date James Osler – Head of School will be on-site and in charge.</li> <li>• The schools are a 7 minute drive apart should there be any emergencies that cannot be dealt with.</li> </ul>

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

<b>Name of Executive Headteacher</b>	<b>Karen Winterburn</b>	
<b>Signature of Headteacher</b>		<b>Date:</b>
<b>Name of Chair of Governors / Trustees</b>	<b>Ed Shire</b>	
<b>Signature of Chair of Governors / Trustees</b>		<b>Date:</b>
<b>Date of review</b>	<b>2<sup>nd</sup> January 2021</b>	