

CROUGHTON ALL SAINTS CE PRIMARY SCHOOL

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 3rd September 2020 for pupils.

Assessment conducted by: Helen Goulder	Job title: Headteacher	Covered by this assessment: School
Date of assessment: August 30th 2020	Date of next review: October 23 rd 2020	Additional risks and control measures to enable a return to full capacity in the Autumn Term written in red

The sole purpose of this risk assessment is to support Croughton All Saints CE Primary School *in preparation for opening to all year groups on 3rd September, whilst reducing the risk of coronavirus transmission.*

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease (COVID-19).
- The Head teacher and SLT must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment forms part of a comprehensive action plan that covers our particular circumstances in our setting and available staff
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflects any additional subsequent guidance issued to schools.
- Additional information and considerations for leaders is given in the 'Reopening of Schools (Final)' discussion document.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11th of May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from September 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

Risk Description/Area of Concern	Risk Controls	Who will be affected	Responsible	Planned completion Date
The school lapses in following national guidelines and advice.	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. Information on the school website is updated. Pupils <i>and parents</i> updated as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	Staff, parents and pupils	HT SLT	Updated as and when guidance is revised and is sent to school
Poor communication with parents and other stakeholders	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Head teacher to share <i>updated</i> Risk Assessments with all staff. Risk assessment plan shared with parents via website. <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	All staff and pupils	HT SLT	<p>New policies written and shared with relevant staff as required.</p> <p><i>Amendments made to current policies and shared with staff.</i></p>
Lack of awareness of policies and procedures.	<ul style="list-style-type: none"> All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	All staff and Governors	HT SLT	<p><i>September 1st Training Day.</i></p> <p><i>All staff to receive necessary updated guidance to minimise the spread of infection.</i></p> <p><i>Risk Assessment written with pregnant member of staff on September 2nd 2020.</i></p>

	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff <i>on the morning of the 3rd September and on arrival for any children absent at the beginning of term.</i> All are informed that they must tell a member of staff if they begin to feel unwell. <i>Each class will design their own class rules in relation to Covid-19 and take ownership for helping to keep each other safe.</i> Regular briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>Parents and pupils</p> <p>All staff and children</p> <p>All staff and children</p>	<p>HT SLT</p> <p>HT SLT</p> <p>HT SLT</p>	<p><i>All staff updated with latest Risk assessment on September 2nd 2020.</i></p> <p><i>From September 1st</i> or as soon as pupils are in school.</p> <p>Weekly and/or as necessary.</p>
<p>Poor hygiene practice in school.</p>	<ul style="list-style-type: none"> Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (eg washing hands before entering and leaving school). Pupils to <i>use hand sanitiser or wash their hands with soap</i> before and after break times and lunchtimes for no less than 20 seconds. Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a covered bin To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, hall, in classrooms and other key locations for staff and pupils. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. 	<p>All staff, children, parents, visitors to school</p>	<p>HT SLT</p>	<p>In place for June 1st and taught as part of pupils teaching and routines for the day.</p> <p>Purchased and in use.</p>

	<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and covered waste disposal bins are supplied in all toilets and kitchen areas. • <i>Hand washing is organised in small groups for older pupils</i> and younger children are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. • Pupils and staff do not share cutlery, cups or food. Staff encouraged to use own cups. • All utensils are thoroughly cleaned before and after use. • Cleaner to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly. All touch point areas. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	Pupils and staff		<p>Daily monitoring of supplies carried it.</p> <p><i>Additional wash station purchased for Treehouse.</i></p> <p><i>Dishwasher used daily for all water bottles.</i></p>
<p><i>Response to any infection:</i> Ill health in school</p>	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Appropriate PPE sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do is a pupil or staff member becomes unwell.</p> <p>All staff are informed of the procedure in school relating to a pupil becoming unwell in school.</p> <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell is immediately referred to Headteacher / SLT. • Any staff member <i>who displays signs of Covid-19</i> immediately refers themselves to Headteacher / SLT and is sent home. • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the Headteacher's office whilst they wait for their parent to collect them. School admin team to contact parents. <i>If symptoms of Covid-19 are presenting,</i> parents will be advised to follow the COVID-19: Guidance for households. • If a pupil needs to go the bathroom, they should use a separate bathroom which will be cleaned after use. 	Pupils and staff	HT SLT	<p><i>Policy update to all staff in August 2020.</i></p> <p>Purchased and ready for use.</p> <p><i>Home testing kits arrived in school on September 2nd. Training for use of kits taking place for Mrs Goulder and Mrs Hunter on Friday September 4th 2020. This information will be shared with all staff and parents.</i></p>

	<ul style="list-style-type: none"> • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A face mask <i>and gloves</i> should be worn by the Headteacher as first aider supervising adult if a distance of 2 metres cannot be maintained. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn. • The relevant member of staff (Headteacher <i>or SBM</i>) calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			
<p><i>Engage with the NHS Test and Trace process:</i> A pupil is tested and has a confirmed case of coronavirus.</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> • The rest of the class/group should be advised to self-isolate for 14 days. • The Headteacher / SLT will contact PHE. Then <i>PHE's local health protection team</i> to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus and <i>follow local health protection team advice.</i></p>	<p>All staff and pupils</p>	<p>HT SLT</p>	<p>Government protocol immediately actioned. <i>PHE East Midlands Health Protection Team, Seaton House City Link Nottingham NG2 4LA 0344 2254524</i></p>

<p><i>Manage confirmed cases of Covid -19 amongst the school community:</i></p> <p>Poor practice leads to the spread of potential infection at the start of the school day.</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. • Inform pupils and their parents of their allocated times for the beginning and end of their school day. • Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue maintaining social distancing as they wait for facilities. • All staff to wash hands on arrival in school. • <i>Make it clear to parents and pupils that they cannot congregate outside classrooms or in general walk ways to avoid close contact and congestion.</i> • One parent to bring their child to the classroom door. • Issue information to pupils in relation to restrictions on their movement around the site. • Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	<p>All staff, children, parents, visitors to school</p>	<p>HT SLT</p>	<p><i>Information from HT finalised and sent to parents prior to the new term starting in September 2020.</i></p> <p><i>Staff sent a powerpoint and/or video to highlight any changes for parents.</i></p> <p>Ample supplies in place.</p>
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend. • Capacity calculations for designated classrooms completed by leaders. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart as much as possible. • Timetable reviewed and refreshed and programme communicated to teachers and staff. • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms. • Leaders to consider how best to supplement remote education for those not in school if there is an outbreak. 	<p>All staff and parents of those groups attending school</p>	<p>HT SLT</p>	<p>In place from June 1st</p> <p>A film to be made on June 1st of classroom lay out to be sent to pupils in Oak class (EYFS) as preparation for their return.</p> <p><i>All staff informed of procedures in September.</i></p>

	As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.			
Insufficient staff to run face-to-face sessions for pupils.	<ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. • Protocols for staff to inform leaders if they need to self-isolate clearly in place. • Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	All staff	HT	List compiled on May 22 nd . <i>Updated for pregnant teacher.</i>
<i>Additional support arrangements: Outside agencies working with pupils.</i>	<ul style="list-style-type: none"> • <i>Sessions from outside providers for OT, SALT, music lessons etc will share their company Risk assessments with the Headteacher before coming on to our site.</i> • <i>Arrangements have been made to use the Burrow for these sessions.</i> <p>As a result, face-to-face lessons and support can continue safely for pupils.</p>	All staff and pupils	HT	<i>School in receipt of outside agency Risk Assessments by September 3rd 2020.</i>
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	<ul style="list-style-type: none"> • Staggered starts to be put in place for break time and lunchtime. • Where possible, one-way circulation to be put in place for pupils arriving and leaving shared spaces. • Allocated outdoor areas for groups of pupils to be identified for break time. • <i>Lunchtime to be staggered for groups from September when numbers in school increase</i> • All pupils will wash hands before and after lunch. • Tables to be cleaned after lunchtime in classrooms by supervisors as they finish lunch. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. (See Fresh Start Pandemic Management Policy) • All children <i>will eat packed lunch</i> in their 'bubble' in classrooms. • Pupils will eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p> <p><i>Staff shared areas will be restricted to small numbers to reduce the risk of infection.</i></p>	All staff and pupils	HT SLT	From September 2 nd . <i>School hall out of action for pupil lunchtimes. Breakfast and After School Club will use this room and be cleaned before and after use. Staff will eat in the hall and staffroom, keeping to social distancing guidelines.</i>

<p>Spread of infection in classrooms/shared areas.</p>	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere. • Items that are hard to clean to be removed. • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible. • Tissues and hand sanitiser to be located in each classroom/learning space. • <i>Covered bins to be emptied at least once a day.</i> • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open. • Where possible, windows to be opened to provide ventilation. • Inform all the pupils that they do not need to bring equipment to school to reduce the risk of infection. • <i>IT equipment will be sanitised after use.</i> • Shared teaching resources (such as science equipment) to be cleaned prior to and after use. • Guidance issued to staff on the use of the staff room. Social distancing measures in place. Material chairs to be replaced with plastic ones for cleaning. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. • Staff must wash and dry their own cups, plates and utensils with kitchen towel then dispose of towel in covered bin. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	<p>All staff and pupils</p>	<p>HT SLT</p>	<p>From September 1st.</p>
<p>Poor practice leads to the spread of potential infection at the end of the school day.</p>	<ul style="list-style-type: none"> • Issue information to parents about entry and departure procedures, including safe pick-up. • Inform pupils and their parents of their allocated times for the start and end of their school day. • Inform pupils and their parents of the allocated exit points and pick up points. • <i>Inform parents in Oak class (EYFS) that the wearing of masks is required as they might need to enter the classroom to support their child when dropping off in the morning.</i> • <i>Make it clear to parents that they need to line up socially distanced as they bring their child to school. Social distancing of 2m needs to be followed.</i> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<p>All staff and pupils</p>	<p>HT SLT</p>	<p>In place from August 30th.</p> <p><i>Request made by class teacher via email to Oak class parents.</i></p>

Emergency evacuation due to fire etc	<ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained <i>where possible. Getting out of the building must take priority.</i> • Leaders to communicate procedures to all staff. • Staff to communicate emergency evacuation procedures to pupils. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	All staff and pupils	HT SBM (Fire Marshall)	<i>In place from September 1st Shared on Training Day. Governors informed of policy changes.</i>
Cleaning is not sufficiently comprehensive.	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. • A nominated member of staff (<i>Mrs Hunter – SBM</i>) monitors the standards of cleaning in school and identifies any additional cleaning measures. • Where possible, additional staff will be redeployed to increase the regularity of cleaning. • Whilst pupils are at break time/lunchtime TA or teachers will clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards. • Disposable gloves/wipes/sprays next to photocopiers/printers etc • Cleaner to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures • Pupils to clean IT equipment (especially keyboards) with anti-bacterial wipes after use and dispose of wipes in covered bins. These will be emptied daily, double bagged and left outside for 72 hrs before placing in communal bin. • A deep clean will take place at the end of each week. <p>As a result, high standards of cleanliness are maintained in school.</p>	All staff	HT RF	<i>In place from September 1st Shared on Training Day. Governors informed of policy changes to Premises management policy and Infection Control on June 1st. Any addendum to be shared.</i>
<i>Pupils and staff at risk of infection during trips outside of school site.</i>	<ul style="list-style-type: none"> • <i>Educational Visits Coordinator qualifications updated as necessary (Mr Gynn)</i> • <i>Where necessary, guidance provided by Outdoor Education Advisers Panel will be referred to.</i> • <i>Staff and pupils will follow protocols set by Brackley Leisure Centre and Cheney coaches when swimming resumes.</i> <p>As a result, current advise is followed in the event of a planned day trip or visit to another site ie swimming pool and staff and pupils are safe.</p>	<i>All staff and pupils</i>	<i>HT CG (PE coordinator)</i>	<i>Before planned trips resume.</i>
<i>Catering staff on site</i>	<ul style="list-style-type: none"> • <i>Food can be taken to the school hall without coming into contact with other people.</i> • <i>All school procedures are followed by Fresh Start staff members.</i> 	<i>All staff and pupils</i>	<i>HT Fresh Start staff member</i>	<i>By September 3rd.</i>

	As a result, packed lunches are made on site in the kitchen pod and distributed to the school hall for collection by school staff.			
<i>Physical activity and use of external coaches</i>	<ul style="list-style-type: none"> <i>School will follow the guidance by the association for Physical Education (AfPE) and general guidance from Physical Education, School Sport and Physical Activity adopted by NCC.</i> <i>External coaches will provide the Headteacher with Risk Assessments before engaging in lessons.</i> <p>As a result, PE lessons and clubs can resume using specialist providers.</p>	<i>All staff and pupils</i>	<i>HT CG</i>	<i>By September 3rd.</i>
<i>Contingency planning for outbreaks</i>	<ul style="list-style-type: none"> <i>School will refer to Northamptonshire COVID-19 Outbreak Prevention and Control Plan</i> <p>As a result, all stakeholders will be kept informed if an outbreak occurs and there will be minimal disruption to children’s mental wellbeing and learning.</p>	<i>All staff and pupils</i>	<i>HT</i>	<i>Whole school Plan B for Remote Learning using Microsoft Teams in the event of a local/regional lockdown is in progress.</i>

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils’ mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>

- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>