

CROUGHTON ALL SAINTS CE PRIMARY SCHOOL

Coronavirus (COVID-19): Risk Assessment Action Plan for recent outbreaks and new variants in December 2021

Assessment conducted by: Helen Goulder	Job title: Headteacher	Covered by this assessment: School
Date of assessment: December 7th 2021	Date of next review: January 2022	Additional risks and control measures to meet latest DfE guidance written in purple after latest review

The sole purpose of this risk assessment is to support Croughton All Saints CE Primary School *in the midst of preparation for the end of the Autumn Term leading up to Christmas*, **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.

For further reference, <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> issued on August 31st 2021.

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 and parents 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 <i>Updated Risk Assessment sent to parents and posted on the school website.</i>
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 updated 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	New policies written and shared with relevant staff as required. <i>Amendments made to current policies and shared with staff.</i>
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 (2021) 'COVID-19: guidance for educational settings' 	All staff and Governors	HT SLT	<i>December 7th, all staff to receive necessary updated guidance to minimise the spread of infection.</i> <i>All staff updated with latest Risk assessment on December 7th 2021.</i>

	<ul style="list-style-type: none"> - <i>NCC HR if an employee tests positive. We will be informed if a report under RIDDOR is required.</i> • 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 on a daily basis. All will be reminded that they must tell a member of staff if they begin to feel unwell. Each class will be reminded of their own class rules in relation to Covid-19 and take ownership for helping to keep each other safe. • 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>From September 6th</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 and staff of the hygiene practice required in school (eg washing hands before entering and leaving school). • Pupils to use hand sanitiser or wash their hands with soap 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 September 2nd but reminded again on December 7th as cases are rising in school.</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. • Hand washing is organised in small groups for older pupils 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 at the start and end of the day, with a focus on touch points, door handles and doors. Toilets used by adults are cleaned during the day and paper/hand towels are refilled regularly. • Toilets are deep cleaned every day. • KS2 pupils in Breakfast and After school club use the disabled toilet off the main hall. Extended services staff clean this toilet once the club has finished. <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 remains in place.</p> <p>Additional wash station purchased for Treehouse.</p> <p>Milton and dishwasher used daily for school water bottles.</p>
Response to any infection: Ill health in school	<p>Staff are informed of the symptoms of possible coronavirus infection <i>and the new variants</i>, e.g. a high temperature, cough and difficulty in breathing, loss of sense of smell and taste are kept up-to-date with national guidance about the signs, symptoms and transmission of new variants 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 who will refer to the latest document August 31st. What to do if a pupil is displaying symptoms of Covid-19 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance • Any staff member who displays signs of Covid-19 immediately refers themselves to Headteacher / SLT and is sent home. 	Pupils and staff	HT SLT	<p><i>Procedural update to all staff on September 1st 2021.</i></p> <p>Purchased and ready for use.</p> <p><i>Home testing kits given to all staff members. All staff to test twice a week for the whole of the Autumn Term or until advised by DfE.</i></p>

	<ul style="list-style-type: none"> • 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. • <i>A window will be left open at all times. CO2 monitors in place.</i> • Precautions including plastic chairs, supplies of PPE equipment and first aid are located in the HT office. School admin team to contact parents. If symptoms of Covid-19 are presenting, 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 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 and gloves 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 or SBM) 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 by the Headteacher/SBM once vacated. (HT can work from a different office area if the need arises) <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>In a small school there is limited space for a quarantine area. HT office is the most suitable area. Deep clean is possible after use.</i></p> <p><i>A fogging machine has been purchased and will be used over the Christmas period as part of a deep clean.</i></p>
<p>Engage with the NHS Test and Trace process: 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 Headteacher / SLT will contact PHE. Then PHE's local health protection team to conduct a rapid investigation and will advise school on appropriate action. • <i>SBM will send a letter from PHE to all parents via email to 'warn and inform' them of a confirmed case and actions required.</i> • <i>The school Facebook page will be used to alert parents to look out for updated information regarding an outbreak and/or changes to procedures.</i> 	<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>

	As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus and follow local health protection team advice.			
Manage confirmed cases of Covid-19 amongst the school community: Poor practice leads to the spread of potential infection.	<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. • <i>Issue updated information to parents about changes to arrival and departure procedures, including safe drop-off and pick-up.</i> • Inform pupils and their parents if there are new 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 • All staff to wash hands on arrival in school. • <i>Issue new information to pupils in relation to their movement around the site as required on a daily/weekly basis.</i> • Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day. • School will notify NCC HR if an employee has a confirmed case of Covid-19. • <i>For staff who wear masks on the swimming coach, they need to store the mask in a sealed bag.</i> • Leaders to consider how best to supplement remote education for those not in school if there is an outbreak. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	All staff, children, parents, visitors to school	HT SLT	<p><i>Information from HT finalised and sent to parents once agreed on September 1st.</i></p> <p><i>Staff sent a powerpoint to highlight any changes for specific pupils.</i></p> <p>Ample supplies in place.</p> <p><i>Arrangements communicated to parents on a needs basis and determined by the number of pupils absent due to Covid and how unwell the child may be.</i></p>
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 vulnerable adults for their school and an up to date list of vaccinated staff. • 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	In agreement with staff, a vaccination list will be compiled in September.

<p>Additional support arrangements: Outside agencies working with pupils.</p>	<ul style="list-style-type: none"> <i>Sessions from outside providers for OT, SALT, music lessons etc will be informed of changes to our Risk assessments before coming on to our site.</i> <i>HT will share the school Risk Assessment with outside agencies prior to them coming on site.</i> <i>Arrangements have been made to use the Burrow for these sessions.</i> <i>Cleaning materials will be stored safely for use by adults using The Burrow.</i> <p>As a result, face-face lessons and support can continue safely for pupils.</p>	<p>All staff and pupils</p>	<p>HT</p>	<p><i>Rooms used for therapy and lessons will be ventilated and touch points will be cleaned after use by the adult delivering the lesson. Adults to wear masks.</i></p>
<p>Pupils mixing for Extended services before and after school and eating lunch in the school hall.</p>	<ul style="list-style-type: none"> All pupils will wash hands before and after lunch. Staggered lunchtimes remain in place. If bubbles are reinstated in school, lunchtime arrangements will revert to the previous plans of packed lunches in class and hot dinners in the hall to limit mixing. KS2 will eat packed lunch in their classroom. Pupils eating hot school dinner will sit in the school hall but distanced by age. 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 Kingswood Food Hygiene Information) The main back door remains open and windows are open in the hall for ventilation. <p>As a result, the risk of infection during unstructured time is reduced.</p> <p><i>In agreement with staff, adults using the staffroom will remain vigilant of the number of staff using the facility to reduce the risk of infection.</i></p>	<p>All staff and pupils</p>	<p>HT SLT</p>	<p>From September 2nd.</p>
<p>Spread of infection in classrooms/shared areas.</p>	<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space. Covered bins to be emptied at least once a day. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open <i>unless it is a fire door. Fire doors are not kept open unless this is the only form of fresh air ventilation in a room. Evacuation procedures include the importance of closing all doors.</i> Where possible, windows to be opened to provide ventilation. IT equipment will be sanitised after use. 		<p>HT SLT</p>	<p>From September 1st until any lifting of measures informed by DfE.</p>

	<ul style="list-style-type: none"> • Shared teaching resources (such as science equipment) to be cleaned prior to and after use. • <i>Guidance issued to staff on the use of the staff room to show respect for staff with vulnerable family members.</i> • Products are located in each adult toilet for cleaning after use. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. • Staff must continue to 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>			
Emergency evacuation due to fire etc	<ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to revert back to procedures in place before Covid. • Fire Marshall to communicate procedures to all staff. • Staff to communicate emergency evacuation procedures to pupils. • <i>Internal fire doors to be closed during the day if they are not needed for ventilation in classrooms. Doors are marked as fire doors on the Evacuation map and all staff are informed of which doors should remain closed where this is possible.</i> <p>As a result, staff and pupils will evacuate the building safely and promptly in the event of an emergency evacuation.</p>	All staff and pupils	HT SBM (Fire Marshall)	In place from September 2 nd . Shared at staff meeting.
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 Green – 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. <i>Toilets used by adults will continue to be cleaned after every use.</i> • <i>If lunch is eaten in classes, supervisors will clean tables with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.</i> • Cleaner will continue 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. 	All staff	HT RF	<i>In place from September 1st</i> Shared on Training Day. Governors informed of any policy changes to Premises management policy and Infection Control.

	<ul style="list-style-type: none"> 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>			
Pupils and staff at risk of infection during trips outside of school site.	<ul style="list-style-type: none"> Educational Visits Coordinator qualifications updated as necessary (Mr Gynn) Where necessary, guidance provided by Outdoor Education Advisers Panel will be referred to. Staff and pupils will follow protocols set by Brackley Leisure Centre and Cheney coaches when swimming resumes. <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>	All staff and pupils	HT CG (PE coordinator)	<i>Before swimming resumes in January 2022.</i>
Catering staff on site	<ul style="list-style-type: none"> Food can be taken to the school hall without coming into contact with other people. All school risk assessments and procedures are shared with Catering Provider and staff member via email. <p><i>As a result, school dinners are made on site in the kitchen pod and distributed to the school hall for collection by the children.</i></p>	All staff and pupils	HT <i>Kingswood staff member</i>	<i>By September 2nd.</i>
Physical activity and use of external coaches	<ul style="list-style-type: none"> 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. External coaches will be given updated Risk Assessments before engaging in lessons. <p>As a result, PE lessons and clubs can resume using specialist providers.</p>	All staff and pupils	HT CG	By September 2 nd .
Contingency planning for outbreaks (more than 10 pupils)	<ul style="list-style-type: none"> <i>School will refer to latest DfE guidance and PHE advice (From September onwards with daily advice received in school</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>	All staff and pupils	HT	<i>Whole school Plan B for Remote Learning using Microsoft Teams in the event of a local/regional lockdown.</i>

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- 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/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-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>
- 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>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- 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/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>