

# South Stoke Primary School Return to School Risk Assessment and re-opening plan post Covid 19 - 23/11/2021 11:55:32

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Assessment conducted by: Amanda Rogers	Job title: Head teacher	Covered by this assessment: CV19 guidance/H&S measures
Date of assessment: September 2021	Review interval: 3 weeks	See diary for review schedule:

Related documents
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Social Distancing Policy Statement, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behaviour Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Controls in place	responsible	Risk rating following action H/M/L
Awareness of policies and procedures	<p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Behavioural Policy and Statement</li> <li>Coronavirus (COVID-19) Full Opening Plan</li> </ul> <p>The school has conducted a Coronavirus (COVID-19): Risk Assessment for Full Opening in September, which considers all areas of risk relating to coronavirus.</p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'</li> </ul> <p>Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing.</p>	HT All staff	M

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	<p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>PHE</li> <li>Department of Health and Social Care</li> <li>The school's local health protection team (HPT)</li> <li>Parents receive Full Opening Plan and relevant risk assessments which explains the measures that are in place to ensure the safety of the school community.</li> <li>Pupils are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around schools.</li> </ul>		
Cleaning	<p>The cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>Frequently touched surfaces being cleaned more often than normal.</li> <li>Dining areas are cleaned between use</li> <li>Classroom resources are cleaned regularly.</li> <li>Sports equipment is regularly cleaned</li> <li>Resources to be kept outside as much as possible</li> <li>Eco Clean cleaning provision returns to normal</li> </ul>	All staff	M
Minimising contact with individuals who are unwell	<p>Test and trace visitor information collected</p> <p>Parents who inform the school that their child is unwell is asked CV19 related questions, these are stored in school and will be used to support any test and trace requirements</p> <p>Travel corridors updated daily and any families arriving back from prohibited areas will be informed that they are expected to keep to the quarantine measures, these families are not to be admitted onto the school premises until quarantine time is over or evidence of a negative CV19 test is seen by the school</p> <p>Anyone who displays symptoms of coronavirus in school is immediately informed and guidance from OCC followed</p> <p>Parents are informed via letter not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus.</p> <p>Instances of pupils displaying coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any updates are communicated to staff immediately or as soon as feasibly possible</p> <p>The school does not routinely take the temperature of pupils.</p> <p>Any pupil who displays any symptoms is immediately sent home.</p> <p>The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff.</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</p> <p>Pupils awaiting collection are moved away from other persons and isolated in the little room. Ensure appropriate supervision of anyone isolated are in place</p> <p>If the pupil needs to use the toilet while awaiting collection, they use an identified cubicle. This cubicle to be isolated if used. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE is worn by supervising staff if they cannot maintain a distance of two metres.</p> <p>Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</p> <p>The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</p> <p>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p>	HT All staff	L

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	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.		
Test and trace	<p>Test and trace information taken from parents who inform the school their child is unwell for any reason (CV19 checklist located next to telephone),</p> <p>Test and trace information taken from all visitors (CV19 visitors log located in reception area)</p> <p>Parents are informed, via letter, that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:</p> <p>Test and trace contact will be through the NHS only and they will advise the school and families on next steps</p> <p>Twice weekly testing in place for staff and control/monitoring measures in place.</p>	HT	L
Confirmed cases of coronavirus	<p>Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus.</p> <p>School to follow updated advice from OCC</p> <p>Multiple cases suspected the school will follow updated advice from OCC/HSE/HE</p> <p><b>Unvaccinated adults MUST STAY IN ISOLATION EVEN IF THEY HAVE A NEGATIVE LFD/PCR</b></p>	HT	m
Hygiene practice	<p>Infection control procedures are adhered to in accordance with guidance from the DfE and PHE.</p> <p>Pupils are encouraged to wash their hands regularly, including when they arrive at school, after lunch and leaving school if required.</p> <p>Posters are displayed throughout the school reminding pupils to wash their hands regularly.</p> <p>Sufficient amounts of soap, hot water, paper towels and lidded bins are supplied in relevant areas.</p> <p>Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices.</p> <p>Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</p> <p>Pupils clean their hands after they have coughed or sneezed.</p> <p>In line with current government guidance, face coverings are not required to be worn on the premises unless they are exempt</p> <p>If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises unless they are exempt.</p> <p>The school assesses the ability of EYFS pupils to follow hygiene procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.</p> <p>The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures.</p> <p>Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</p> <p>Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behavioural Policy.</p>	HT All staff	M
Social distancing	<p>Social distancing encouraged for all staff and children</p> <p>Limit numbers of staff in the staffroom office to a maximum of 3</p> <p>Removal of surplus furniture in staffroom to limit number of people</p> <p>Collection of UFSM/FSM from Wallingford School - protocols and rota to be completed during Sept INSET</p> <p>Staff to keep to max of 3 adults per room as much as possible</p>	All staff	L

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Resources	<p>Staff and pupils have their own individual and frequently used items, e.g. pencils and pens provided by the school</p> <p>Home resources are not permitted</p> <p>Sports equipment and outdoor equipment to be regularly cleaned</p> <p>Pupils only bring essential items to school each day</p> <p>Pupils are encouraged to bring 1 bag to school.</p>	All staff	L
Communication	<p>The school keeps pupils and parents updated about any changes to school procedures as necessary.</p> <p>The school communicates with parents via newsletter any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe.</p> <p>Pupils attending school are informed of social distancing and how to maintain good levels of personal hygiene.</p> <p>The staff are actively present around the school to provide additional support, advice and reassurance.</p>	HT	L
Mental health, wellbeing and safeguarding	<p>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</p> <p>Pupil questionnaire to be conducted in school to assess how they feel about being back at school and to enable staff to act on any concerns pupils and parents may have.</p> <p>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</p> <p>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</p> <p>Staff are vigilant in discerning pupil mental health and report any concerns to the class teacher or SENCO</p> <p>Staff are sensitive to pupils' needs and worries.</p> <p>Pupils who are new to the school are provided with the appropriate support.</p> <p>The headteacher to liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</p> <p>The headteacher / SENCO identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</p> <p>The headteacher to ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</p> <p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p> <p>Bereavement is managed in line with the Bereavement Policy.</p> <p>Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils.</p>	HT All staff	L
Extra-curricular activities	<p>The head teacher determines when and how after-school clubs can resume.</p> <p>Clubs resume in line with protective measures under current guidance</p>	HT	L
Behaviour expectations	<p>The school's Behavioural Policy sets out behaviour expectations for pupils.</p> <p>Expectations are communicated clearly to pupils and parents.</p> <p>Pupils who are struggling to reengage with school are supported appropriately by relevant staff.</p>	All staff	L
Attendance	<p>Parents are informed, via newsletter, that the usual rules on school attendance apply from September - this means parents have a duty to ensure that their child attends regularly.</p> <p>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</p> <p>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</p> <p>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</p>	HT	L

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	Any concerns from parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.		
Uniform	Expectations of uniform/clothing are communicated to pupils and parents.	HT	L
Practical measures in early years settings	Children are supervised when washing hands and are taught how to do so effectively. Cleaning procedures in place for before and after lunches/snac Ofsted is informed if there are any confirmed cases of coronavirus in the setting (either child or staff member) and if the setting is advised.	Class teacher	L
Emergencies	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as possible in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies - medical emergencies are managed in line with the policy. The headteacher reviews whether adjustments need to be made to the fire drill - this is practised each time the number of pupils attending school changes significantly.	HT	L
Contingency planning	There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. The headteacher liaises with the LA about local lockdown arrangements.	HT	L