

## School Covid 19 Risk Assessment – March 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>	Sutton Veny CofE Primary School
<b>Name of Acting Headteacher</b>	Adam Lewis
<b>Assessment completed by</b>	Rachael Brotherton (initially), Adam Lewis, Sallie Boyd
<b>Assessment date</b>	Written 10 <sup>th</sup> July 2020, Updated 13 <sup>th</sup> August 2020, Submitted to LA 14 <sup>th</sup> August 2020 Updated 2 <sup>nd</sup> January 2021, Updated January 10 <sup>th</sup> 2021, reviewed 2 <sup>nd</sup> March 2021, Reviewed June 2 <sup>nd</sup> 2021

### Key:

- **Original and Reviewed Risk Assessment:** Blue font
- **January 2<sup>nd</sup> Update:** Black font
- **January 10<sup>th</sup> Update for the national lockdown:** Red font

**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](#)

**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>		
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	<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>	<ul style="list-style-type: none"> <li>• Start and end times have been reviewed, staggered (and extended for Years 4,5 and 6). These timings are based on the smooth running of a staggered start and home time in July 2020. Cones will be used to mark the extended area for drop off and pick up.</li> <li>• All staff will be on duty to supervise the children arriving and exiting, as well as in the classroom.</li> <li>• School Transport will not start until the Week Beginning Monday 7<sup>th</sup> September to ensure updated guidance is circulated and exact numbers are known.</li> <li>• We will continue to promote walking and cycling through the newsletter and children will be dropped off at the barriers.</li> <li>• Classes will all enter school via separate entrances, regardless of the weather. Holding areas will be in place for any siblings arriving earlier.</li> <li>• Bus children will enter the school via their separate entrances and will be supervised in an outdoor waiting area, after school.</li> </ul>
Numbers of parents and children at entrances and exits impede social distancing.	<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> <li>• Only one parent/carer to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>	<ul style="list-style-type: none"> <li>• The entrance to the staff car park will be blocked off (with barriers) during the drop off and pick up times. No parents will be able to access school beyond this point and leaders will be on hand to supervise. The area will be zoned off with these pictured removable barriers:</li> <li>• New routines will be communicated via the Welcome Back Booklet sent out to parents before the start of term (with pictures to help clarify and provide clear instructions).</li> <li>• A meet and greet system will run at the start and end of day (but staff will wait in the extended drop off zone, rather than open all of the car doors).</li> <li>• The drop off zone has been extended to include the Bus stop, this ensures the children are closest to the gate and steps.</li> <li>• Staggered start and home times will be in place for all year groups.</li> </ul>






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		<ul style="list-style-type: none"> <li>• Staff will supervise the drop off and pick up point, allowing only one car at a time. (Parents stay in the car, unless they need to help their child out).</li> <li>• Pedestrians will be able to drop their child off behind the barrier.</li> <li>• Leaders will be visible during this time to guide and ensure adherence.</li> <li>• The system was trialled in Terms 5 and 6 and runs smoothly – as long as parents/carers adhere to the instructions and timings given.</li> </ul> <p><b><u>Morning Drop Off</u></b></p> <p>Drop Off Timings: (Parents with more than one child will drop off at their eldest child's time)</p> <ul style="list-style-type: none"> <li>• Year 6: 8:45am, Year 5 and Year 4: 8:50am, Year 3: 8:55am, Year 2: 9:00am, Year 1: 9:05am, EYFS: 9.10am</li> <li>• Driving: All parents will drop off in the bus zone/entrance to car park, facing down towards Duck Street. Children must leave the vehicle on the school side.</li> <li>• Walkers/Cyclists: Will be dropped off at the barriers. Cyclists can keep their bikes by the oil tank, but keeping the area clear. Longer term we will look for a permanent bike rack near the bins.</li> <li>• Year 6 and Year 3 will enter school via the foot path, through the gate by the Village Hall and via Nelson or Darwin fire exit. Staff will supervise this.</li> </ul> <div data-bbox="1281 1029 1534 1372">  </div> <p>(Left: Year 6 and Year 3 entrance to school).</p> <ul style="list-style-type: none"> <li>• Year 5 will enter school via the footpath and through the office door. Staff will supervise this. The class teacher and teaching partner will be on hand to welcome and supervise. The children will wash their hands in the new Geraldton sink area before entering the classroom.</li> </ul>

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		<ul style="list-style-type: none"> <li>Year 4 will enter school via the footpath and through the playground side gate (see photo below) and through their classroom door. They will wash their hands in the resource room.</li> </ul>  <p>(Left: Year 4 entrance to school).</p> <ul style="list-style-type: none"> <li>Year 3 will enter school via the foot path, through the gate by the Village Hall. They will walk through their back classroom door and wash their hands in the classroom sink.</li> <li>Year 2 will enter school via the gate and steps, the class teacher and teaching partner will be on hand to welcome and supervise. The children will enter school via Canberra's fire exit. They will wash their hands in their classroom sink area.</li> <li>Year 1 will enter school via the gate and steps, the class teacher and teaching partner will be on hand to welcome and supervise. The children will enter school via Brisbane's fire exit and wash their hands in the new Brisbane sink area.</li> <li>FS2 will enter school via the gate and steps, the class teacher and teaching partner will be on hand to welcome and supervise. The children will enter school via the courtyard, and through Auckland's fire exit.</li> </ul> <p><b><u>Home time Pick Up</u></b> Staggered home times will be in place as follows:</p>

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		<table border="1"> <thead> <tr> <th>Year Group</th><th>Staggered Drop Off</th><th>Staggered Home Time</th></tr> </thead> <tbody> <tr> <td>Year 6 Nelson Class</td><td>8.45am</td><td>3.15pm</td></tr> <tr> <td>Year 5 Geraldton Class</td><td>8.50am</td><td>3.10pm</td></tr> <tr> <td>Year 4 Eilston Class</td><td>8.50am</td><td>3.05pm</td></tr> <tr> <td>Year 3 Darwin Class</td><td>8.55am</td><td>3.00pm</td></tr> <tr> <td>Year 2 Canberra Class</td><td>9.00am</td><td>2.55pm</td></tr> <tr> <td>Year 1 Brisbane Class</td><td>9.05am</td><td>2.50pm</td></tr> </tbody> </table> <p>The new FS2 Class follow an Induction Programme during the first few weeks, to help the children settle in to school. FS2 parents/carers can park up and bring the children to the playground if needed. Or arrive with their sibling. A separate letter will be sent to new Auckland children, over the summer holiday explaining this routine.</p> <table border="1"> <thead> <tr> <th>FS2 (Auckland Class)</th><th>Drop Off</th><th>Home Time</th></tr> </thead> <tbody> <tr> <td>Week 1: Half days from Tuesday 1<sup>st</sup> Sept</td><td>Oldest Group: 9.10am Youngest Group: 1.00pm</td><td>Oldest Group: 12noon Youngest Group: 2.45pm</td></tr> <tr> <td>Week 2: Morning and Lunch from Monday 7<sup>th</sup> Sept</td><td>9.10am</td><td>1.30pm</td></tr> <tr> <td>Week 3: Full days from Monday 14<sup>th</sup> Sept</td><td>9.10am</td><td>2.45pm</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Teachers will bring the children out and will wait in separate class group holding areas (behind the barrier). Children with siblings will stand together.</li> </ul> <div>    </div> <p>The gate (above left) will be the main and only drop off and pick up. Staff will be located here. The photo (above right) shows how clear the visibility is for staff/children waiting to see their parent and to be collected.</p> <p>The gate (see above left) will be padlocked during and after school hours. It will be unlocked for drop off and pick up only. Families will need to wait in cars until they are the in the car nearest to the gate/steps and instructed (by a member of staff) that their child is ready to be collected. This service ran throughout term 5 and 6.</p>	Year Group	Staggered Drop Off	Staggered Home Time	Year 6 Nelson Class	8.45am	3.15pm	Year 5 Geraldton Class	8.50am	3.10pm	Year 4 Eilston Class	8.50am	3.05pm	Year 3 Darwin Class	8.55am	3.00pm	Year 2 Canberra Class	9.00am	2.55pm	Year 1 Brisbane Class	9.05am	2.50pm	FS2 (Auckland Class)	Drop Off	Home Time	Week 1: Half days from Tuesday 1 <sup>st</sup> Sept	Oldest Group: 9.10am Youngest Group: 1.00pm	Oldest Group: 12noon Youngest Group: 2.45pm	Week 2: Morning and Lunch from Monday 7 <sup>th</sup> Sept	9.10am	1.30pm	Week 3: Full days from Monday 14 <sup>th</sup> Sept	9.10am	2.45pm
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Changes to school routine cause vehicular and pedestrian traffic management issues.	<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>The gate (left) will be fitted with a sign: 'No entry – staff and children only past this point'.</p>   <p>Staff will be on duty to supervise. Only staff vehicles will be permitted to park on site. Staff will be unable to drive in to the car park between 8:40am and 9:15am and between 2:45pm and 3:30pm.</p> <p><u>Longer Term</u></p> <ul style="list-style-type: none"> <li>We hope to install a bicycle rack by the bins in order to encourage staff and children to cycle and to keep the bicycles secure during the day.</li> <li>If the morning drop off/home time pick up system runs smoothly we will consider permanently adopting them to help alleviate traffic issues in the High Street.</li> <li>The gate above will need to have a 'push release button' like the one on the gate by the Village Hall. This will fully secure the site. A padlock has been purchased to secure the site at weekends and evenings.</li> </ul>
<b>2. Maintaining distancing and reducing contact – internal areas and play areas</b>		
Pupil numbers and room sizes impede the means to reduce contact	<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. For secondary schools this may be in upto year sized groups.</li> </ul>	<p><u>Nelson (Year 6)</u> Mr Hughes/Mrs Young</p> <ul style="list-style-type: none"> <li>Excess furniture has been removed or repositioned.</li> <li>Tables and chairs have been spaced out.</li> <li>Each child will be allocated a place and pot of equipment</li> <li>Children will remain at their desks (keeping belongings with them).</li> </ul>



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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>Floor markings to illustrate 2m areas around 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> <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> </ul>	<ul style="list-style-type: none"> <li>Year 6 will use the field and picnic tables at playtime and lunchtime. This will be accessed by the Village Hall gate, they will be supervised at all times and a barrier will be used to create a pedestrian walk way.</li> </ul> <div>    </div> <p><u>Geraldton (Year 5)</u> Mrs Bell/Mrs Nash</p> <ul style="list-style-type: none"> <li>Excess furniture has been removed or repositioned.</li> <li>Tables and chairs have been spaced out.</li> <li>Each child will be allocated a desk and pot of equipment</li> <li>Children will remain at their desks (keeping belongings with them).</li> </ul> <p><u>Elliston (Year 4)</u> Mrs Chatwin/Mrs Sheppard</p> <ul style="list-style-type: none"> <li>Excess furniture has been removed or repositioned.</li> <li>Tables and chairs have been spaced out.</li> <li>Each child will be allocated a place and pot of equipment</li> <li>Children will remain at their desks (keeping belongings with them).</li> </ul> <p><u>Darwin (Year 3)</u> Mrs Boyd/Mrs Wolsey/Mrs Barnard</p> <ul style="list-style-type: none"> <li>Excess furniture has been removed or repositioned.</li> <li>Tables and chairs have been spaced out.</li> <li>Each child will be allocated a place and pot of equipment</li> <li>Children will remain at their desks (keeping belongings with them).</li> </ul>



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		<p><u>Canberra (Year 2)</u> Miss Gee/Mrs Johnson</p> <ul style="list-style-type: none"> <li>Excess furniture has been removed or repositioned.</li> <li>Tables and chairs have been spaced out.</li> <li>Each child will be allocated a place and pot of equipment</li> <li>Children will remain at their desks (keeping belongings with them).</li> </ul> <p><u>Brisbane (Year 1)</u> Mrs Stone and Mrs Williams</p> <ul style="list-style-type: none"> <li>Excess furniture has been removed or repositioned.</li> <li>The shared area between Auckland and Brisbane class room has been separated (the doors in to Brisbane have been closed).</li> <li>Colourful spots show the children where to sit.</li> <li>A gazebo has been purchased and the frame has been fixed to the ground (the cover can be removed during high winds). This has created an outside area for Year 1 to promote learning outside. (See below left)</li> <li>Brisbane will now use a sink area in the space where the reception desk used to be. (See right).</li> </ul> <div style="display: flex; justify-content: space-around;">   </div> <p><u>Auckland (FS2)</u> Mrs Dale/Mrs Blair and Mrs Phelps</p> <ul style="list-style-type: none"> <li>Excess furniture has been removed or repositioned and the shared area between Auckland and Brisbane class room has been separated (the doors in to Brisbane have been closed).</li> <li>Colourful spots have been used to show children where to sit.</li> </ul>


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		<ul style="list-style-type: none"> <li>The outside area has been developed to promote learning outside.</li> <li>Staff have created a clear walk way through to a separate sink area.</li> </ul>
Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces	<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 the classroom (under desks) or in suitable storage area.</li> <li>Signage.</li> <li>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>	<ul style="list-style-type: none"> <li>The children and staff will all remain in their groups and areas during the day. A 'walk on the left' policy will be encouraged in the corridor and promoted at Key Stage 2.</li> <li>The separate fire exits and entrances help to ensure the groups will not cross over during the school day.</li> <li>Stars will be used to help queuing at the fence (for home time).</li> <li>Children will keep belongings with them (coats, bags, lunchboxes) to prevent mixing and congestion in the corridors.</li> <li>No assemblies or school events with large gatherings will take place. (Worship will take place in the classroom).</li> <li>Staff are able to access the village hall facilities for refreshments.</li> <li>The Collective Worship leader has developed the school's scheme to enable worship to take place in class.</li> <li>Staff will minimise the amount of time spent with other members of staff from different bubbles.</li> <li>Staff should aim to meet outside wherever possible and ensure social distancing guidelines are applied when doing so.</li> <li>Three members of staff will be the maximum number allowed in communal areas to maintain social distancing and reduce contact. e.g. the school office, village hall and resource room.</li> <li>Staff should wear a face mask when moving around the school in communal areas when they cannot socially distance.</li> <li>Vulnerable Children and the children of critical workers will be taught in the village hall from January 2021. This will ensure the group are isolated from staff that may be working in school, therefore reducing contact.</li> <li>The staffing timetable for teaching the children attending school during the 3<sup>rd</sup> nation lockdown has been carefully considered.</li> <li>The headteacher and governing body worked closely to review the proposed staffing timetable. It was adapted so that the frequency</li> </ul>

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		<p>of contact between staff and the 'bubble' attending school was significantly reduced. As a result, teachers will only come in contact with this group of children every 14 days.</p> <ul style="list-style-type: none"> <li>In the event of a confirmed case within this 'bubble', the number of staff affected is greatly reduced, demonstrating a more favourable model from a school continuity point of view.</li> </ul>
Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<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>	<ul style="list-style-type: none"> <li>Three children will be the maximum number of pupils in the toilets at one time to maintain distancing and reduce contact.</li> <li>KS2 Toilet times will be staggered and signage (footprints) will help the children know where to stand if waiting for the toilet to become free. Year 3 will use the Village Hall toilets to reduce overcrowding.</li> <li>A one-way system has been created for the Key Stage 1 toilets (for FS2, Year 1 and Year 2) and staggered toilet times/playtimes will avoid too many children using the toilets at the same time.</li> <li>Distance markings on the floor (footprints) help the children know where to queue (and the children are familiar with these because they were in place throughout June/July).</li> <li>The village hall has its own toilets; staff will direct the children when using these facilities and ensure that social distancing is adhered to when they do, by limiting the number of children using the toilets at the same time (2 max)</li> </ul>
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<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> <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> </ul>	<p><u>Break times</u></p> <ul style="list-style-type: none"> <li>Breaks times will be in different locations and accessed via different points.</li> <li>FS2 will access the front playground.</li> <li>Year 1 will use the back playground.</li> <li>Years 2,3,4,5 and 6 will use the field. (In separate areas – no mixing). All outside areas are large enough and separate to prevent mixing. All children will be asked to bring a coat and welly boots to school.</li> <li>Each class will be allocated with a box of PE equipment and games which encourage social distancing (but still having fun!) will be promoted.</li> </ul>

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	<ul style="list-style-type: none"> <li>Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>KS2 can access the field via the gate below and follow the route that Year 6 take. (Supervised by staff at all times). This was practised at the end of Term 5 and Term 6 and the children and staff have become used to this.</li> </ul> <div data-bbox="1288 352 1653 627" data-label="Image"> </div> <div data-bbox="1668 352 1993 595" data-label="Image"> </div> <ul style="list-style-type: none"> <li>If it is raining at break times the children will play in their designated internal groups areas.</li> </ul> <p><b><u>Lunchtimes</u></b></p> <ul style="list-style-type: none"> <li>Children will eat in classrooms, or if the teacher decides; outside for a picnic lunch. FS2, Year 1 and Year 2 will eat in the hall at staggered times, sitting on different tables and using different crockery/cutlery.</li> <li>Years 3-6 will have a picnic (if dry) or eat in their group area. Lunches will be packed lunch only.</li> <li>UFSM will be dropped off at the hall (but not entering the premises) lunch staff will hand meals out.</li> <li>Staff will wear gloves and have are all up to date with Food Hygiene Training.</li> <li>Any cutlery, crockery and tables used will be cleaned thoroughly before the next day.</li> </ul> <p><b><u>Longer Term:</u></b></p> <ul style="list-style-type: none"> <li>Invest in picnic tables to create a picnic area and child friendly sized tables!</li> </ul>

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		<p>A separate dishwasher has been purchased.</p> <ul style="list-style-type: none"> <li>The group of children in school will use the school field, or playground at social times of the day. Staff will be on duty and remind the children to social distance.</li> </ul>
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<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>	<ul style="list-style-type: none"> <li>The very small staff room has been removed and is now the office for staff to use outside of the Village Hall hiring hours.</li> <li>The hall kitchen is being used for staff refreshments. Staff will continue to be regularly reminded about the importance of working separately in their groups during the day. (Preventing mixing). Training in this area has been ongoing since the announcement to widen the reopening of school.</li> <li>Staff toilets all contain handwashing supplies of soap and paper towels and disinfectant for cleaning the area before and after use.</li> <li>The sink and sign in station in the office will ensure that all staff can wash their hands thoroughly as they enter and leave school. (See below – the bin shows where the new, additional dishwasher has been fitted).</li> </ul> <p><b>Longer term</b> Consider operating without the staff room, and using the hall for refreshments. Picnic benches are also available on the field and staff are encouraged to get fresh air during their breaks and move. This promotes well-being.</p>







RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<b>3. Hygiene and Cleaning</b>	<u><a href="#">Guidance on cleaning non-healthcare settings</a></u>	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<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>	<ul style="list-style-type: none"> <li>• Sharon Guest will continue to clean before and after school. She has experience in infection control and has proved excellent throughout the Covid-19 crisis. Sharon's hours will remain consistent throughout the reopening. She is also the cleaner of the Village Hall (which currently remains closed to external hirers and groups).</li> <li>• Staff will regularly clean their areas throughout the day. Separate kit boxes, timetables and stock are all in place. This is timetabled.</li> <li>• PPE supply has been ordered and a flow chart will be shared with staff to make sure they follow the required de-contamination process. (This box is kept in the reception office and any child showing symptoms, or feeling unwell, will need to be supervised outside (on the story teller chair) whilst waiting for collection.</li> <li>• Clarification around the wearing of PPE is clarified through the kit boxes in each group area.</li> </ul>  <ul style="list-style-type: none"> <li>• A kit box (see left) has been created for each of the groups. These will be restocked each day.</li> <li>• Checklists have been created to ensure all staff cover the frequent cleaning regime needed in each area.</li> </ul> <p><b><u>Longer Term</u></b></p> <p>Discuss cleaning of the Village Hall when it is reopened and groups may use in the evening.</p>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<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> </ul>	<ul style="list-style-type: none"> <li>• Each group has access to own sink. (FS2 in classroom, Year 1 in new sink area, Year 2 in Canberra, Year 3 in Darwin, Year 4 in the resource room, Year 5 in their new sink area, Year 6 in classroom) All children will hand wash as they enter school, before and after each break and before and after lunch, and as they leave school and after using the toilet). We have created a card to display these</li> </ul>



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Ensure help is available for children who cannot clean their hands independently.</li> <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>	<p>times on the visual timetable. The children will wash their hands after going to the toilet.</p> <ul style="list-style-type: none"> <li>• Staff have access to the sink as they enter the office and a training video was sent to every member of staff in July.</li> <li>• Hand gel dispensers are placed in the office and shared areas. (For adult use).</li> <li>• Posters will be placed around sink areas and corridors.</li> <li>• We will continue to promote the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</li> <li>• Teachers will proactively teach hand washing methods and supervise the children washing their hands. All hand washing sinks are restocked with soap and paper towels each day.</li> <li>• Lidded bins are now in place in each area.</li> <li>• Resources (such as PE and music equipment) is rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> <li>• Tissues are available around the school and in each classroom.</li> <li>• A cleaning station/box has been placed in the village hall.</li> <li>• Teachers and support staff will continue to clean tables and surfaces between lessons and before and after break time/lunch time.</li> <li>• Direct Cleaning staff have been briefed about the spaces the children are accessing. They are deep cleaning these areas at the end of 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>• A new COSHH label has been ordered for the COSHH cabinet.</li> <li>• Direct Cleaning provide COSHH assessment for all products (ordered through them). This already in place – no change to cleaning/sanitising products but our assessment will be updated as needed.</li> <li>• COSHH cabinet and locked cleaning cabinet will be used to store all materials.</li> <li>• Material data sheets will be placed in kit boxes.</li> </ul>
4. Site and Buildings	<a href="#">DfE Guidance on school premises management</a>	

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Visitors/contractors/suppliers on site increase the risk of transmission.	<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>• All visitors to the site will only be by pre-arrangement. All staff, but especially Dawn Elliott and Ros Boath will ensure that this is strictly adhered to.</li> <li>• The school visitor book will be used to record any visitors on site and this record will be kept securely for at least 21 days (we usually keep it for the academic year).</li> <li>• A poster will be displayed for visitors informing them of the infection control procedures.</li> <li>• The site will be strictly for staff and pupils only. The office has had to be relocated to the staff room to ensure visibility and security. Signage has been developed to inform delivery drivers where the office now is.</li> <li>• Any deliveries will be dropped outside of the office.</li> <li>• Hand gel and hand washing is available in the office.</li> <li>• A post box has been purchased and fixed outside of the office.</li> <li>• The 'new office' means that visitor access is limited (the door has to be opened by staff) and the hatch can be used to pass paperwork through. This protects staff and 'gate keeps' the entrance to the playground. See pictures below of completed work.</li> <li>• Any visitors to the school will have to wear a face covering when in the building. This applies to contractors and educational professionals.</li> <li>• Visitors to the school will only be allowed by appointment only. The SLT will decide whether any visit is deemed essential during Term 3.</li> <li>• Staff and visitors must enter the school via the back door, by Canberra (year 2) classroom between the hours of 8.30am and 3.30pm. This will reduce the contact between visitors, teaching staff and admin staff. This is important from a business continuity viewpoint.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		
Changes affect normal emergency procedures.	<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 disruption through loss of services, gas leak etc.</li> </ul>	<ul style="list-style-type: none"> <li>The Fire Procedure will be updated and shared with all staff. All displaced staff and pupils will be fully briefed by the Headteacher (and have been, as per the Key Worker induction).</li> <li>Fire assembly point will remain the same (on the field) but the children will be spaced out in their lines.</li> <li>A fire drill will be carried and recorded during the first two weeks.</li> <li>Senior leaders will review the school's contingency emergency plans including lockdown procedures, major disruption through loss of services, gas leak etc.</li> </ul>
Site security is compromised by new arrangements.	<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>Staff will be regularly reminded about the importance of additional ventilation (via open doors and windows) but that doors should be closed when the room is unoccupied.</li> <li>Windows and doors will be checked each night before the school is locked up.</li> <li>The two access points below will remain secure throughout the day (and checked by a member of staff when used during the school day).</li> <li>Both gates will be padlocked each evening and at the weekends.</li> </ul>


RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		  <p><u>Longer term:</u></p>  <p>We will find a solution to ensure that this gate is secure both during and outside of school hours. It cannot be padlocked because it is a Fire escape route for Elliston Class.</p>
Building checks not taken place	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.	<ul style="list-style-type: none"> <li>All usual weekly and monthly checks have been undertaken by our caretaker throughout the pandemic.</li> <li>As a Local maintained school we receive checks through the compliance scheme.</li> </ul>
<b>5. Equipment and furniture</b>		

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Shared play equipment increases the risk of transmission.</p> <p>Shared equipment, fittings and resources increase 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> <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 is minimised.</li> </ul>	<ul style="list-style-type: none"> <li>N/A – the school does not use the park and it is currently closed.</li> <li>FS2 and KS1 staff have removed soft toys and difficult to clean play equipment.</li> <li>Kit boxes of play equipment will limit the children's choice of equipment and ensure ease of cleaning after break times.</li> <li>Cleaning regime checklist will be in place throughout the day and timetabled.</li> <li>The school will supply the children with the equipment they need.</li> <li>Resources and surfaces to be cleaned throughout the day by Teaching partners and each night as part of cleaning regime.</li> <li>Resources will not be shared in class.</li> <li>FS2/KS1 books will be placed in a box and wiped (as part of deep clean) before being placed back in the book boxes for children to choose.</li> <li>Teachers have worked together (Training day) to ensure sharing or resources is minimised.</li> <li>The following guidance was provided to parents/carers:  <b>Uniform</b>                      The children will need to wear their school uniform and school shoes each day. They will not need a PE kit in school because we will be asking them to wear their PE kit to and from school on the days they have PE. This information will be available on the class timetable in September. Please make sure that your child has a waterproof coat, with a hood, in school every day, so that they can always stay dry at playtimes, during outdoor lessons and when they are waiting to be collected at home time. They will also need a pair of named wellies so that they can use the outdoor area throughout the year. The children in FS2 and Key Stage 1 (Auckland, Brisbane and Canberra Class) will need to bring a Sutton Veny book bag to school to carry their link book and reading book each day. They will also need a named water bottle.                       At Key Stage 2 (Darwin, Elliston, Geraldton and Nelson Class) the children will need to bring a <b>small back pack</b> to school. This will contain their named water bottle, packed lunch, reading record and book, and a small wipe-able pencil case. We will provide pencils, pens and rulers but it would be helpful for the children to have their own sharpener, rubber and a small set of colouring pencils.</li> </ul>
<p>Increased manual handling tasks increase the risk of musculoskeletal injuries.</p>	<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>Any moving/handling has been carried out in teams (socially distancing) or with the caretaker, and will continue to be.</li> </ul>
<b>6. Health and Wellbeing</b>		
<p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<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> </ul>	<ul style="list-style-type: none"> <li>Staff audit has been carried out, regularly reviewed and kept updated.</li> <li>Individual plans have been put in place for staff as required (following guidance from HR).</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <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>A process for staff to inform leaders if their health situation changes is already in place.</li> <li>All staff members have completed an individual risk assessment, produced by the Local Authority. Individual discussions have taken place and adjustments to working conditions have been made where appropriate.</li> </ul>
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> <li>Parents should follow current medical/government advice if their child is in this category.</li> </ul>	<ul style="list-style-type: none"> <li>One to one discussions have taken place when children fall into this category.</li> </ul>
Person becomes unwell with Covid-19 symptoms in school	<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>A flow chart has been provided by PHE and will be followed.</li> <li>The child will be supervised outside. The PPE box will be kept in the office.</li> <li>Parent will be informed to arrange collection (hence the close proximity to office).</li> <li>The school has purchased a non-contact thermometer.</li> <li>Guidance for cleaning following a suspected case has been placed in each class kit.</li> <li>Senior leaders have clear guidance from the DFE and Public Health. These provides the steps schools need to go through to report a confirmed case of COVID-19.</li> </ul>
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<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>A copy of the most up-to-date guidance and the PHE "local outbreak management plan" is all placed on the Head teacher's Office Noticeboard and saved electronically. This means that it can be accessed by all leaders.</li> <li>Remote education plans are in place and will be continually reviewed and developed.</li> </ul>
Staff wellbeing affected by the working experience.	<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> <li>Defined wellbeing support measures for staff.</li> <li>Designated staff rest areas.</li> </ul>	<ul style="list-style-type: none"> <li>National guidance/updates will always be shared with staff.</li> <li>Our open culture of kindness and optimism will help manage this risk and our approach will remain warm and friendly, despite the need to work very differently.</li> <li>Staff will continue to be encouraged to look after each other and report any concerns. The Headteacher will continue to provide 1-1 support.</li> </ul>



RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> <li>Sallie Boyd will provide additional capacity for emotional and pastoral support to parents, staff and children during this time. This will be promoted via the Newsletter.</li> <li>Senior staff will be supported by the Headteacher in regular debriefings.</li> <li>All staff will be timetabled for regular breaks – we will encourage staff to take fresh air and walks during this time.</li> <li>Teaching staff will be required to leave by 5pm each night to support well-being and also because we will need to deep clean.</li> <li>The Headteacher will be supported by governors.</li> <li>Wherever possible, teaching staff and support staff will work from home. Access to school will be allowed as this will allow staff to manage our remote learning offer.</li> <li>Staff meetings and briefings will be carried out via Microsoft Teams to minimise contact between staff members.</li> <li>The HT has taken up the Wellbeing for Educational Resilience training.</li> </ul>
Volunteer wellbeing affected by the working experience	<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>Volunteers will not be used until it is safe to do so. This will be reviewed as guidance is released, and further risk assessments and measures will be put in place when volunteers return to the school site.</li> </ul>
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a>	<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>All classes have an allocated teacher and teaching partner.</li> <li>ELSA and pastoral support, led by Sallie Boyd and Emma Phelps, will be in place. Sallie will receive non-contact time to carry out this role.</li> <li>The curriculum will focus on personal, social and health education and the development of key skills. We aim to keep the routine and environment feeling very familiar to the children and will provide lots of opportunities to talk through this experience.</li> </ul>

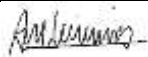
RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
First aid provision	<ul style="list-style-type: none"> <li>Ensure all staff know First Aiders on site if less than normal.</li> <li>If provision is less than usual, minimise hazardous activities which may result in injury.</li> <li>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>First aid kits have been placed in group boxes. All staff have recently updated their training (as part of home learning training measures).</li> <li>Separate PPE box has been created and will contain guidance for collect disposal.</li> <li>Staff will maintain social distancing, wherever possible, when administering first aid on the school site. PPE will be used if a child, or adult, has suspected symptoms of COVID-19.</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>The school will designate a MENCO (Medical Educational Needs Co-ordinator) who will help assist the Headteacher to ensure all pupils with special medical needs are catered for.</li> <li>The school will liaise with the School Nurse to ensure any required staff training is up to date.</li> <li>All staff have undertaken online First Aid Training (April 2020)</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>School Behaviour Policy will continue to be followed (and exclusion if needed). The Headteacher, Deputy Headteacher or Senior Staff will always be on site to manage this risk.</li> <li>Headteacher will continue to liaise with parents (as required).</li> <li>SENCO has liaised with families who have an EHCP</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 have been subjected to risk assessments in line with conventional H&amp;S requirements.</li> <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> </ul>	<ul style="list-style-type: none"> <li>The school has an update to date Health and Safe File and Risk Assessment Register. Each work environment and Risk Assessment will be reviewed on a cycle, with the staff teaching in these areas, in line with conventional H&amp;S requirements.</li> <li>All necessary Risk Assessments will be updated with additional control measures to counter any significant infection transmission risk (as and when needed).</li> <li>The annual residential to Mill on the Brue (due to take place in September 2020) has been cancelled. The deposit has been transferred to a September 2021 booking.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <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> <li>Behaviour policy amended to reflect covid-19 protocols.</li> </ul>	<ul style="list-style-type: none"> <li>All non-residential LoTC activities will be subject to the usual process of risk assessment and authorisation. Staff will be able to seek advice from Sallie Boyd the school's EVC (Educational Visits Coordinator) and Gary Burn (Wiltshire LoTC Adviser).</li> <li>After school clubs will not take place while the children are required to stay in their class 'bubbles'. Lunch time clubs have been introduced since March to provide the children with extra-curricular opportunities.</li> <li>The school will use the Wiltshire Council 'Behaviour Policy: Coronavirus Addendum' to review the school Behaviour Policy and update it to reflect covid-19 protocols. Teaching staff will continue to meet weekly to plan and organise school events and to pay particular attention to curriculum activities being resumed.</li> </ul> <p><b>Longer Term:</b> Risk Assess any Friends of School fundraising events as and when it is deemed appropriate to hold these.</p>
<b>8. Monitoring</b>		
Control measures set out in this risk assessment do not prove effective  Levels of compliance are inadequate	<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>All staff, children and parents are required to adhere to the control measures set out in this risk assessment.</li> <li>The following named staff will be responsible for monitoring the application and effectiveness of the control measures set out in this risk assessment... and compliance by the school community: <ul style="list-style-type: none"> <li>Headteacher: Adam Lewis</li> <li>Deputy Headteacher(s): Sallie Boyd, Leah Gee</li> <li>Senior Leaders: Ali Dale</li> <li>Senior Staff: Hazel Bell</li> </ul> </li> <li>Non-compliance by children and parents will be addressed immediately by the member of staff present. There will be regular communication at staff meetings on the outcomes of the monitoring (minutes circulated to all staff).</li> </ul>
<b>9. Other risks – specific to your school</b>		

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<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> <p>These may include:</p> <ul style="list-style-type: none"> <li>• Lateral Flow testing procedures</li> <li>• Swimming</li> <li>• Indoor gyms</li> <li>• Trips and events</li> <li>• Recruitment procedures</li> </ul>	<p>9a) The School does not have its own hall but the LA hires Sutton Veny Village Hall for the school to use exclusively between the hours of 8am and 4pm. The Village Hall is currently closed for wider groups this provides the school with exclusive access. However, the Hall is likely to reopen on our return to school in September and so we have begun the process of identifying protective measures that will need to be in place.</p> <p>9b) We will add swimming as and when restrictions are lifted.</p> <p>9c) Collection of Lateral Flow Tests from the school office.</p> <p>9 d) Administering LFT at home.</p> <p>9 e) Reporting LFT Results</p>	<p>9a) The School and Village Hall Committee have a close working relationship with each other and will need to continue to liaise closely to ensure that all measures in place protect both the school community (children and staff) and the committee members and hirers. The Village Hall committee will produce a risk assessment, in line with government guidance, to reassure hirers that effective measures are in place to protect them. The School will request a copy of this.</p> <ul style="list-style-type: none"> <li>- The School and Village Hall share the same cleaner – this means that we are in a strong position to create a strict but flexible cleaning regime between groups using the hall.</li> <li>- All of the school's equipment will be kept in a locked cupboard in the Village Hall and will not be accessible to, or shared with, other hirers (so there will be no requirement to clean the school tables, cutlery or crockery after or before school use). The school will clean this equipment after lunchtime and the equipment will remain out of use until the next day.</li> <li>- The school will not run after school clubs to prevent the mixing of year groups and (therefore not use the hall between the hours of 3pm and 4pm) enable an additional hour for cleaning.</li> <li>- The school will not permit visitors to the Village Hall during the school's hiring hours. This includes members of the committee (unless by a prearranged appointment).</li> </ul> <p>School Swimming</p> <ul style="list-style-type: none"> <li>- School swimming will resume from Tuesday 15<sup>th</sup> June for our Year 6. The class will swim for a total of 5 sessions across the term.</li> <li>- The school will follow the COVID-19 guidelines provided by Warminster Sports Centre when arriving at the sports centre.</li> <li>- Coach travel will be used and the children will remain in their class bubble during transport to and from the Sports Centre.</li> <li>- Swimming teachers and life guards will socially distance from the children unless they need to administer emergency treatment.</li> </ul>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p>Lateral Flow Testing</p> <ul style="list-style-type: none"> <li>- Anyone collecting a LFT from the school office must maintain social distance and wear a mask. All tests must be signed for.</li> <li>- Share the PHE guidance and how to report clinical and non-clinical issue when testing. School staff will test twice weekly, on Thursday and Sunday evening.</li> <li>- Staff will email their results to the school admin team, who will keep records of the LFT results.</li> <li>- Leaders will keep staff up-dated about the expectations, or any changes, to the LFT procedure. E.g. Testing over the holidays</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 Headteacher</b>	Adam Lewis	
<b>Signature of Headteacher</b>		<b>Date: 2.6.21</b>
<b>Name of Chair of Governors</b>	Julian Stapleton	
<b>Signature of Chair of Governors</b>	J. Stapleton	<b>Date: 14.8.20</b>
<b>Date of reviews</b>	September 4 <sup>th</sup> 2020, November 3 <sup>rd</sup> 2020, January 2 <sup>nd</sup> 2021, updated January 10 <sup>th</sup> 2021, reviewed 2 <sup>nd</sup> March 2021, April 15 <sup>th</sup> 2021, ongoing and 2 <sup>nd</sup> June 2021	
<b>Date of next planned review</b>	21 <sup>st</sup> June 2021	