

School Covid 19 Risk Assessment – September 2021



Name of School	Sutton Veny CofE Primary School
Name of Headteacher	Mr Adam Lewis
Assessment completed by	Mr Adam Lewis
Assessment date	19 th August 2021
Assessment Reviewed	30 th September 2021, 30 th December 2021

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, visitors 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.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site		
	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> a high temperature a new, continuous cough a loss of, or change to, your sense of smell or taste 	<ul style="list-style-type: none"> This will be clearly communicated to parents and carers before the children return to school on 2nd September 2021. This risk assessment will be shared with all members of staff, so they are all aware of their responsibility if they have symptoms of COVID-19. All visitors and contractors will be asked if they have any symptoms before being admitted onto the school site.
1. Maintaining distancing and reducing contact – entrance and exit routes		
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"> Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits) Encourage parents to make other arrangements for travel to/from school other than school transport. Staff on duty to supervise Signage at school transport pick up/drop off point 	<ul style="list-style-type: none"> The entrance to the staff car park will be blocked off (with barriers) during the drop off and pick up times. The area will be zoned off with removable barriers. Leaders and staff will be on hand to supervise the children arriving at and leaving school. Reviewed staggered start and finish times and the school will revert to previous timings of 8.55am – 3.00pm. Classes will all enter school via separate entrances to avoid unnecessary contact. Bus children will join the playground via their separate entrances and will be supervised in a waiting area, after school.
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> Instructions for parents/carers on distancing rules on site. Staggered start/finish times for different groups. Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard Use of different entrances/exits for different groups. 	<ul style="list-style-type: none"> Parents and carers will be allowed to enter the school site and accompany their children onto the playground. 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). The children will line up on the playground when the bell rings at the beginning of the school day.

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	<ul style="list-style-type: none"> • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • At the end of the day, FS2 and KS1 will be collected from their classrooms doors. KS2 teachers will lead their classes around to the front playground for the children to be collected. • Parents and carers will collect their children from the school playground at the end of the school day. • A meet and greet system will run at the start of the day. This will be supervised by two members of staff. • The drop off zone has been extended to include the Bus stop, this ensures the children are closest to the gate and steps. • Leaders will be visible at start and finish times to guide and ensure adherence. <p><u>Morning Drop Off</u></p> <ul style="list-style-type: none"> • Parents and carers will be encouraged to use the 'Meet and Greet' Service provided in the mornings. • Staff will be on duty from 8.45am. Until this point it is the responsibility of the parents and carers to supervise their child/children. • The morning bell will ring at 8.55am. The children will line up and enter the school through their separate, class entrance: <ul style="list-style-type: none"> ▪ Auckland (FS2): Courtyard ▪ Brisbane (Y1): Classroom Fire Exit ▪ Canberra (Y2): Back Playground Door ▪ Darwin (Y3): Classroom Fire Exit ▪ Elliston (Y4): Bell Tower Door ▪ Geraldton (Y5): Office Door ▪ Nelson (Y6): Classroom Fire Exit <p><u>Home Time Pick Up</u></p> <ul style="list-style-type: none"> • Parents and carers will need to collect their child/children from the playground at the end of the school day. • FS2 and KS1 children will be collected from their classrooms: <ul style="list-style-type: none"> ▪ Auckland (FS2): Courtyard Gate

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		<ul style="list-style-type: none"> ▪ Brisbane (Y1): Classroom Fire Exit ▪ Canberra (Y2): Classroom Fire Exit • KS2 will be collected from the front playground. KS2 teachers will lead the children around to the front playground. The children will stay with their class teacher until collected by their parent/carer. <p><u>Children Using the Bus Services</u></p> <ul style="list-style-type: none"> • The children using the bus service will lead around to the front play ground with their class and stay with their class teacher until the other children have been collected by the member of staff on bus duty. • The bus children will then stay together with the member of staff on duty until the bus arrives to collect them. 	
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<ul style="list-style-type: none"> • Parents and Carers will be encouraged to walk or cycle to school. • Provide parents and carers with clear guidance for traffic management and parking. • School leader will be visible to ensure school traffic is managed safely and parking rules are adhered to. 	
2. Maintaining distancing and reducing contact – internal areas and play areas			
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils can 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 up to year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. 	<ul style="list-style-type: none"> • From September 2021, it is no longer necessary for schools to keep children in separate ‘bubbles’. • This means the children can mix for school events: assemblies, workshops and lunch/break times. 	

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	<ul style="list-style-type: none"> • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. • Children to use the same desk each day. • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • Staff to supervise and enforce measures. • 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. 	<ul style="list-style-type: none"> • A box of PPE will be available for staff who may come into contact with a suspected, or confirmed case of COVID-19. • Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. • The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and distancing markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. • Signage. • School assemblies to be completed electronically • Acts of worship and other typically communal events to take place in groups (not whole school) 	<ul style="list-style-type: none"> • From September 2021, it is no longer necessary for schools to keep children in separate 'bubbles'. • This means the children can mix for school events: assemblies, worships and lunch/break times. • Staff and visitors no longer need to wear a face covering when in school. • Staff will be given the personal choice to continue to wear a face covering in communal areas if they feel comfortable doing so.

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	<ul style="list-style-type: none"> • Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom. • Face coverings to be worn by staff and students in Secondary schools where distancing cannot be maintained indoors. 	<ul style="list-style-type: none"> • Staff will be encouraged to maintain social distancing in communal areas (Office, Resources Room and Village Hall)
Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	<ul style="list-style-type: none"> • Different key stages have separate toilets.
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Catering contractors and other food provision has been subject to specific risk assessment. 	<ul style="list-style-type: none"> • There is no longer a requirement to keep groups in separate 'bubbles' at break and lunch times.
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> • All staff toilets are for individual use only.
Other	<ul style="list-style-type: none"> • All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. • Mixing of volunteers across groups should be kept to a minimum, and they should remain two metres from pupils and staff where possible. • Schools should work closely with any external wraparound providers which pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same group they are in during the school day 	<ul style="list-style-type: none"> • There is no longer a requirement to keep groups in separate 'bubbles'

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3. Hygiene and Cleaning	Guidance on cleaning non-healthcare settings	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before wider opening. • Use of contractors or other school staff for additional cleaning. • Agree the new cleaning requirements and additional hours for this. • PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> • 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 is now open to external hirers. • Staff will regularly clean their areas throughout the day. Separate kit boxes, timetables and stock are all in place. This is timetabled. • 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. • A kit box has been created for each class. This will ensure that regular cleaning regimes can continue throughout the day. • Classroom tables will be cleaned at break, lunch time and at the end of the day.
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<ul style="list-style-type: none"> • 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) • Staff have access to the sink as they enter the office. • Hand gel dispensers are placed in the office and shared areas. (For adult use). • Posters will be placed around sink areas and corridors. • We will continue to promote the 'Catch it, Bin it, Kill it' campaign to pupils and staff. • 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. • Lidded bins are now in place in each area.

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Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> • A new COSHH label has been ordered for the COSHH cabinet. • 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. • COSHH cabinet and locked cleaning cabinet will be used to store all materials.
4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to wear face covering unless exempt. 	<ul style="list-style-type: none"> • 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. • 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). • The office has had to be relocated to the staff room to ensure visibility and security. • Any deliveries will be dropped outside of the office. • Hand gel and hand washing is available in the office. • A post box has been purchased and fixed outside of the office. • 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.
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> • All fire doors are operational at all times • Fire alarm system and emergency lights have been tested and are fully operational. • Review of fire assembly points to accommodate reduced contact and distancing where practicable. 	<ul style="list-style-type: none"> • 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). • Fire assembly point will remain the same (on the field) but the children will be spaced out in their lines. • A fire drill will be carried and recorded during the first two weeks. • Senior leaders will review the school's contingency emergency plans including lockdown procedures, major disruption through loss of services.

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	<ul style="list-style-type: none"> • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<ul style="list-style-type: none"> • Staff will be regularly reminded about the importance of additional ventilation (via open doors and windows) but that doors should closed when the room is unoccupied. • Windows and doors will be checked each night before the school is locked up. • The two access points below will remain secure throughout the day (and checked by a member of staff when used during the school day. • Both gates will be locked using a combination lock throughout the school day and in the evening. • 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.
Building checks not taken place	<ul style="list-style-type: none"> • 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"> • All usual weekly and monthly checks have been undertaken by our caretaker throughout the pandemic. • As a Local maintained school we receive checks through the compliance scheme.
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> • Make use of existing mechanical ventilation systems preferably drawing on fresh air. • Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). 	<ul style="list-style-type: none"> • Ensure that all teaching rooms make the best use of natural ventilation, by keeping classroom windows open. • In cooler weather, windows will still be opened to provide background ventilation and then opened more fully during break times to freshen up the air in the classroom. • Windows and doors will be open in the village hall during lunch time and whole school worships. • When staff meet together, windows will be open to provide adequate ventilation.

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	<ul style="list-style-type: none"> Opening internal doors can also assist with creating a throughput of air (but not Fire Doors) Opening external doors may also be used provided security is not unduly compromised Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<ul style="list-style-type: none"> Site security will always be considered when opening any external doors. They will only be opened in secure areas of the school and when rooms are occupied by members of staff. Every classroom contains a Co2 monitor. This allows staff to monitor the air quality in teaching areas and increase the ventilation when necessary.
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. Outdoor equipment should be cleaned more frequently than normal. Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<ul style="list-style-type: none"> FS2 and KS1 staff have removed soft toys and difficult to clean play equipment. Kit boxes of play equipment will limit the children's choice of equipment and ensure ease of cleaning after break times. Cleaning regime checklist will be in place throughout the day and timetabled. The school will supply the children with the equipment they need. Resources and surfaces to be cleaned throughout the day by teaching partners and each night as part of cleaning regime. The children will continue to wear PE kits on days when the class have PE lessons.
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> Handwashing before and after each lesson. Remove unnecessary items from the classrooms and store elsewhere. Cleaning regime for door handles, press to enter/exit buttons, communal surfaces and touchpoints. Children asked to bring in own stationery or have allocated, named, packs of stationery per child. Resources and surfaces to be cleaned each night. 	<ul style="list-style-type: none"> Regular handwashing is timetabled into the school day. Hand gel is also available for the children and staff. Classrooms should be kept clear and uncluttered to allow clean regimes to be carried out efficiently. Where possible the children should use their own stationary and equipment. Particular attention will be given to frequently touched surfaces and touchpoints during cleaning regimes.

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	<ul style="list-style-type: none"> Lessons planned so sharing of resources in minimised. Any crockery/cutlery used must be cleaned thoroughly. 	
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit and competent to do so. 	<ul style="list-style-type: none"> Any moving/handling has been carried out in teams (socially distancing) or with the caretaker, and will continue to be.
6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of teachers, consider use of suitably qualified TAs to lead a group and maintain ratios. Use of staff from other schools (by agreement). 	<ul style="list-style-type: none"> Staff audit has been carried out, regularly reviewed and kept updated. Individual plans have been put in place for staff as required (following guidance from HR). A process for staff to inform leaders if their health situation changes is already in place. 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.
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> One to one discussions have taken place when children fall into this category.
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> Move to a pre-designated room where person can be isolated, with adult supervision if a child. Ventilate the room if possible. PPE should be worn if contact is required. Inform parent/carer to arrange collection. Cleaning regime after each usage of the space. Follow the advice from health protection team 	<ul style="list-style-type: none"> A flow chart has been provided by PHE and will be followed. The child will be supervised outside, or in an appropriate well-ventilated space (e.g. village hall). The PPE box will be kept in the office. Parent will be informed to arrange collection (hence the close proximity to office). The school has purchased a non-contact thermometer. Guidance for cleaning following a suspected case has been placed in each class kit.

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<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE “local outbreak management plan” • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place • Engage fully with NHS Test & Trace. 	<ul style="list-style-type: none"> • 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. • 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. • Schools are no longer responsible for contract tracing after 19th July 2021. • NHS Track and Trace will work with parents to identify close contacts. • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ▪ they are fully vaccinated ▪ they are below the age of 18 years and 6 months ▪ they have taken part in or are currently part of an approved COVID-19 vaccine trial ▪ they are not able to get vaccinated for medical reasons • Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. • The school will continue to seek guidance from Wiltshire’s Public Health Team to help manage any outbreaks and rises in COVID-19 cases.

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Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> Staff risk assessment tool being used to assess those in higher risk groups. Staff aware of risk assessment process and able to contribute. Staff meetings and communication. Defined wellbeing support measures for staff. Designated staff rest areas. 	<ul style="list-style-type: none"> Remote education plans are in place and will be continually reviewed and developed. National guidance/updates will always be shared with staff. 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. Staff will continue to be encouraged to look after each other and report any concerns. The Headteacher will continue to provide 1-1 support. 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. Senior staff will be supported by the Headteacher in regular debriefings. All staff will be timetabled for regular breaks – we will encourage staff to take fresh air and walks during this time. Teaching staff will be required to leave by 5pm each night to support well-being and also because we will need to deep clean. The Headteacher will be supported by governors. All staff attended the Well-Being for Educational Resilience Training offered by the LA.
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<ul style="list-style-type: none"> Volunteers have not been used up until July 2021. A meeting for volunteers will be held before they are allowed to back on to the school site. A risk assessment will be completed and shared with volunteers when they are able to support in school again.
Pupil wellbeing is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> Children to have allocated teacher and TA where possible. Reduced time in school to ensure transition from home to school is successful. 	<ul style="list-style-type: none"> All classes have an allocated teacher and teaching partner. 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.

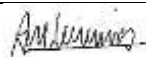

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School Effectiveness guidance on Right Choice	<ul style="list-style-type: none"> Curriculum to support children's well-being. Provide opportunities to talk about their experiences/concerns. Pastoral activities. 	<ul style="list-style-type: none"> The curriculum will continue to be broad and balanced as well as focusing on supporting the children's PSHE needs. After school clubs for KS2 can now resume, led by school staff and outside providers.
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less coverage than normal. If provision is less than usual, minimise hazardous activities which may result in injury. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. Paediatric First Aid provision is available for under 5's. 	<ul style="list-style-type: none"> Hazel Bell, our school MENCO, has ensured that all staff have received the relevant First Aid Training, including Paediatric First Aid. First aid kits have been placed in group boxes. All staff have recently updated their training (as part of home learning training measures). Separate PPE box has been created and will contain guidance for safe disposal. Additional staff have been booked in for paediatric first aid training in September 2021.
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> Required number of competent staff on site Staff training up to date Alternative arrangements in place if staff training/competence has lapsed. 	<ul style="list-style-type: none"> 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. The school will liaise with the School Nurse and other relevant professionals to ensure any required staff training is up to date. All staff have received the relevant training to meet the medical needs of the children that they work with. Additional staff have also been trained to provide enough cover if staff shortages occur.
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"> Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done with reduced contact 	<ul style="list-style-type: none"> 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. Headteacher will continue to liaise with parents (as required) if behaviour becomes a cause for concern. The SENCO and class teachers will ensure that reasonable adjustments are put in place for children with SEND if they are required to be away from school for a period of time.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols. • Off-site learning outside of the classroom activities and events are suspended. 	<ul style="list-style-type: none"> • 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&S requirements. • All necessary Risk Assessments will be updated with additional control measures to counter any significant infection transmission risk (as and when needed). • The Health and Safety Policy has been reviewed and updated to include a section on preventing the spread of infectious diseases. • Teaching staff will continue to meet weekly to plan and organise school events and to pay particular attention to curriculum activities being resumed. <p>From September 2021:</p> <ul style="list-style-type: none"> • After school clubs can resume for KS2 pupils. • Offsite LOtC opportunities and residential trips can resume. The school will work closely with providers and produce the relevant risk assessments to ensure these opportunities resume safely. • Staff will be able to seek advice from Sallie Boyd the school's EVC (Educational Visits Coordinator) and Gary Burn (Wiltshire LOtC Adviser). • School events, like Friends of School fundraisers, will need to be subject to separate risk assessments.
8. Monitoring		
Control measures set out in this risk assessment do not prove effective Levels of compliance are inadequate	<ul style="list-style-type: none"> • 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 • Non-compliance will be addressed immediately 	<ul style="list-style-type: none"> • All staff, children and parents are required to adhere to the control measures set out in this risk assessment. • 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: • Headteacher: Adam Lewis • Deputy Headteacher(s): Sallie Boyd, Leah Gee • Senior Leaders: Ali Dale

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> Regular communication with staff on the outcomes of the monitoring LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> Senior Staff: Hazel Bell 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).
9. Other risks – specific to your school		
<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"> Lateral Flow testing procedures Swimming Indoor gyms Trips and events Recruitment procedures 	<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 has now opened for wider use, meaning the school does not have sole use of this facility.</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>9a) Village Hall</p> <ul style="list-style-type: none"> 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. 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. 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. The school will not permit visitors to the Village Hall during the school's hiring hours. <p>9b) School Swimming</p> <ul style="list-style-type: none"> School swimming will resume from September 2021, for Y2 – Y6. The school will follow the COVID-19 guidelines provided by Warminster Sports Centre when arriving at the sports centre.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	9 e) Reporting LFT Results	<ul style="list-style-type: none"> Coach travel will be used during transport to and from the Sports Centre. Swimming teachers and life guards will socially distance from the children unless they need to administer emergency treatment. <p>9 c-e) Lateral Flow Testing</p> <ul style="list-style-type: none"> Anyone collecting a LFT from the school office must maintain social distance and wear a mask. All tests must be signed for. 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. Staff will email their results to the school admin team, who will keep records of the LFT results. Leaders will keep staff up-dated about the expectations, or any changes, to the LFT procedure. E.g. Testing over the holidays

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.

Name of Headteacher	Adam Lewis	
Signature of Headteacher		Date: 19/8/21
Approved By	Julian Stapleton, Thomas Finnie and Gary Burn	Date: 26/8/21
Name of Chair of Governors / Trustees	Julian Stapleton (Thomas Finnie from September 2021)	
Signature of Chair of Governors / Trustees		Date: 26/8/21
Date of review	30 th September 2021, 30 th December 2021	