**Schools Covid 19 Risk Assessment – September 2021**

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| **Name of School** | **Churchfields, the Village School – Atworth Base** |
| **Name of Headteacher** | **Simon Futcher** |
| **Assessment completed by** | **Simon Futcher** |
| **Assessment date** | **31/08/21** |

**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, vis 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](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Factions-for-schools-during-the-coronavirus-outbreak%2Fguidance-for-full-opening-schools&data=02%7C01%7Cann.durbin%40wiltshire.gov.uk%7Cab8e7d513f3d4b720e2108d81e69dd4d%7C5546e75e3be14813b0ff26651ea2fe19%7C0%7C0%7C637292787311482561&sdata=BFgBw8xH8rljnvW5R56a0IAh5dCSfGPRcg58VhifFzw%3D&reserved=0)

Government guidance for after school clubs and other out of school settings can be found [here](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

Right Choice Coronavirus Resources are available [here](https://rightchoice.wiltshire.gov.uk/P16834).

Science teaching Coronavirus advice is available from CLEAPSS [here](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fscience.cleapss.org.uk%2F&data=02%7C01%7Cpaul.collyer%40wiltshire.gov.uk%7Cc021783494934fd93f8b08d821916dc1%7C5546e75e3be14813b0ff26651ea2fe19%7C0%7C0%7C637296255774485385&sdata=i4monajLdg897wQ9uMHzw58ajei8R70LdCav%2Fg7jMyw%3D&reserved=0)

Design Technology Coronavirus advice is available from CLEAPSS [here](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdt.cleapss.org.uk%2F&data=02%7C01%7Cpaul.collyer%40wiltshire.gov.uk%7Cc021783494934fd93f8b08d821916dc1%7C5546e75e3be14813b0ff26651ea2fe19%7C0%7C0%7C637296255774495381&sdata=WT69RvFYXIi5nGi%2Fh85QPDzXmPIxjrLT0uaCeULy4ss%3D&reserved=0)

Physical Education Coronavirus advice is available from AfPE [here](https://www.afpe.org.uk/physical-education/dfe-guidance-on-the-full-opening-of-schools-in-september/)

**This, and other separate risk assessments required for specialist situations as set out in the template below, do not need to be submitted to the local authority but should be available for scrutiny from the local authority or HSE enforcement officers.**

| **RISK** | **CONTROL MEASURES TO CONSIDER** | **LOCAL APPLICATION OF MEASURES** |
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| **Symptomatic or other high-risk personnel attending school site** |  |  |
|  | 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.   * a high temperature * a new, continuous cough * a loss of, or change to, your sense of smell or taste | * Staff COVID-19 twice-weekly testing timetable and reporting will allow some level of protection using lateral flow testing to screen all staff and volunteers who come into school. |
| **1. Maintaining distancing and reducing contact – entrance and exit routes** |  |  |
| Numbers on school transport impede social distancing. | * Liaise with School Transport Team before changes to school times are made. | * Not applicable – no school transport required. |
| Numbers of parents and children at entrances and exits impede social distancing. | * Instructions for parents/carers on social 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. * Only one parent/carer to accompany child. * Staff on duty to supervise. * Signage. | * Clear communication with parents regularly reminds them of expectations regarding social distancing and/or mask wearing when they are on site. * Pupils are dropped children at the pencil gate so do not enter the school grounds at all. Collection from playground at end of school day, maintaining social distancing. * Staggered start and end times for all groups has now ended. * Parents have been asked to contact the school via email or telephone where possible to minimise contact. |
| Changes to school routine cause vehicular and pedestrian traffic management issues. | * Encourage parents to walk/cycle to school with children. * Stagger drop off / pick up times. * Review traffic management risk assessment where changes to start/end of day apply. * Encourage staff to walk/cycle to school. * Staff on duty to supervise. | * Parents have been encouraged to walk or ride to school on bicycle with their children. * Staggered start and end times have now ended. * Member of staff will always be on the playground when their group is arriving and leaving the school site. |
| **2. Maintaining distancing and reducing contact – internal areas and play areas** |  |  |
| Pupil numbers and room sizes impede the means to reduce contact | * 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. * 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. | * Bubbles are no longer in operation. * Staff, parents and children are reminded of the importance of social distancing. * Visitor guidance has been updated to reflect the August 2021 changes which reinforces the use of masks and social distancing for non-educational visits. |
| Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces | * 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) * 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. | * Children’s movement around the school will be for essential reasons only, such as for lunchtime, using the toilet or educational reasons. * All rooms will be well-ventilated whilst ensuring a comfortable temperature. Effectiveness of ventilation will be monitored using the CO2 monitors provided by the DfE. |
| Number of pupils and size of space impede social distancing when using toilets | * 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 | * Pupils are reminded to socially distance where possible. Other control measures have ended from September 2021. |
| Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime | * 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 * Any crockery/cutlery used must be cleaned thoroughly. | * Staggered break and lunchtimes have ended. * Other control measures have ended from September 2021. * Children will bring their own water bottles into school. |
| Number of staff and size of staff rest spaces impede the means to distance and reduce contact | * 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. | * Staffroom can be used by staff and appropriate visitors. Any equipment used must be cleaned thoroughly afterwards, making use of the hottest setting on the dishwasher using detergent. All staff and visitors are reminded to socially distance where possible. Masks are available if required. * As only one staff toilet exists, staff are responsible for cleaning up after themselves, including wiping down toilet and touch points with disinfectant. |
| Other | * 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. * Schools should not host any performances with an audience and follow latest guidance for music, dance and drama (within the main [guidance for schools](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf) Feb 2021). | * Staff typically work within one bubble. Those required to work across more than one bubble will have movements logged for test and trace purposes. * Volunteers will be required to undertake twice-weekly lateral flow testing and report positive results before they come into school. * Volunteers’ movement will generally be restricted to working within one bubble or logged where this is not the case. * School works closely with wraparound care provider to ensure limited mixing of pupils. |
| 1. **Hygiene and Cleaning** | [**Guidance on cleaning non-healthcare settings**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |  |
| Cleaning staff levels are insufficient to deliver enhanced cleaning regime. | * 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. | * Cleaning is in line with the non-healthcare setting guidance. * Staff are aware of their responsibility to clean all aspects of the school at specific times of the day (e.g. classrooms, touch points, toilets, resources, shared areas). * Cleaning company is to carry out a daily enhanced cleaning regime in line with the non-healthcare setting guidance. * Additional cleaners will be provided by the outsourced cleaning company of required. * Additional resources have been purchased by the cleaning company to support the additional cleaning required. |
| Insufficient handwashing and hygiene facilities increase the risk of transmission. | * 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. | * Children to hand wash: on entry to school, after using toilet, before/after break and lunchtimes and leaving school. * Staff remind children of 20 second rule and handwashing technique multiple times per day. * Pedal bins have been purchased and are in every classroom and key shared spaces. Recycling bins have been removed from every classroom and shared spaces. * Soap dispensers are provided in toilets and classrooms. * Hand sanitiser is provided in every classroom (only used with teacher supervision) and in key places (e.g. office). This is to be used as and when needed. |
| Exposure to new hazardous substances (products) | * 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. | * The usual COSHH data sheets will be available. * Hand sanitiser is only to be distributed in the appropriately marked bottles. Staff have been instructed in their proper use and hazards. |
| **4.Site and Buildings** |  |  |
| Visitors/contractors/suppliers on site increase the risk of transmission. | * 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. | * Deliveries to be quarantined for 72 hours to prevent transmission of coronavirus through packages. * All visitors will be briefed on arrival to ensure they maintain all rules in place. |
| Changes affect normal emergency procedures. | Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:   * 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. * 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. | * Children to congregate in their playground zone upon hearing the emergency alarm. These will already have taking social distancing requirements into account. * Fire drill to take place termly to check staff and children are confident with rules. |
| Site security is compromised by new arrangements. | * Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. | * Normal security standards will apply from September 2021. |
| 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. | * School undertakes all building checks as regularly as normal. |
| Inadequate ventilation increases the risk of transmission of Covid 19 | * 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). * 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. | * Staff are informed on which doors and windows can be opened for ventilation purposes, and that thermal comfort must take precedence. |
| 1. **Equipment and furniture** |  |  |
| Shared play equipment increases the risk of transmission. | * 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. | * Staff to be mindful of how equipment is shared. Formal rules around the sharing of equipment has ended in September 2021. |
| Shared equipment, fittings and resources increase the risk of transmission. | * 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. * Lessons planned so sharing of resources in minimised. * Any crockery/cutlery used must be cleaned thoroughly. | * Cleaning regime covers all areas in use at the school and complies with guidance (non-healthcare setting). * Cleaning team will clean daily at the end of the day. |
| Increased manual handling tasks increase the risk of musculoskeletal injuries. | * Staff must not attempt to move large or heavy items unless they are competent to do so. | * Staff must not attempt to move large or heavy items unless they are competent to do so. |
| 1. **Health and Wellbeing** |  |  |
| Inadequate staffing levels create supervision or safeguarding issues. | * 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). | * Staff numbers have been audited and those with medical conditions have been risk assessed. * If a member of staff is sick, the headteacher will attempt to use staff already on site, known supply teachers/agencies to cover. |
| Volunteer wellbeing affected by the working experience | * 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. | * Volunteers are permitted to return in accordance with DfE guidance although are not required to do so. Those that return will be expected to undergo twice-weekly lateral flow testing in line with other staff. The school will provide testing kits for this purpose. |
| Vulnerable / Extremely vulnerable children at higher risk of infection. | * Parents should follow current medical/government advice if their child is in this category. | * Parents should follow current medical/government advice if their child is in this category. This information has been shared repeatedly with parents. |
| Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight) | * 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. | * PPE (gloves, apron, face mask and visor) has been obtained and staff have been required to watch webinar and view poster that explains how to use these properly in school. * Any sick child or adult with symptoms of COVID-19 should be taken to SF office to isolate them from the rest of the school. Disinfectant must be used to clean up spillages and clean room after use. * If a child or staff member develops COVID-19 symptoms, they must be sent home and advised to self-isolate for ten days. * All staff and children who are attending school will have access to a test if they display COVID-19 symptoms. |
| Staff wellbeing affected by the working experience. | * 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. | * Staff have been included in planning process at every point. * Staff rooms to be used as allocated. Outdoor area can be used for staff groups to sit at 2m distance if they feel more comfortable with this. * SLT to be transparent and supporting of staff. * Staff meetings to take place in-person if possible. Feedback from every staff group will be sought with any issues addressed swiftly. |
| Pupil wellbeing is impacted by the current situation causing physical and mental ill health.  [School Effectiveness guidance on Right Choice](https://secure2.sla-online.co.uk/v3/Service/Details/7632) | * Children to have allocated teacher and TA where possible. * Reduced time in school to ensure transition from home to school is successful. * Curriculum to support children’s well-being. * Provide opportunities to talk about their experiences/concerns. * Pastoral activities. | * Curriculum being designed to support children’s well-being along with specific guidance provided by DfE. * Focus on PSHEE relating to the Coronavirus pandemic. * Outdoor and PE activities encouraged. * SENCo to plan alongside classteacher for pupils who are likely to suffer more emotional difficulty at this time. |
| First aid provision | * Ensure all staff know First Aiders on site if less 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. | * Minimise hazardous activities which may result in injury. * PPE must be worn if contact is required. * First aiders are always on site. |
| Pupils with special medical needs (administering medication) | * Required number of competent staff on site * Staff training up to date * Alternative arrangements in place if staff training/competence has lapsed. | * All medication administration (e.g. epi-pen) training will be kept up to date. |
| 1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation. | * Individual [risk assessments](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance) 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 at 2m distance. | * No children fall into this category although will be reviewed as needed. * PPE is available for staff as required. |
| 1. **Risk assessments and Policies** |  |  |
| Standard risk assessments do not take account of additional covid-19 risks | * 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. | * School will keep all RAs under review in light of COVID-19 risk. * All external provision will be subject to a RA which will be signed off by the HT. * Policy addenda will be used to update relevant policies with COVID-19 information. * Clubs will resume from September 2021. |
| **8. Monitoring** |  |  |
| Control measures set out in this risk assessment do not prove effective  Levels of compliance are inadequate | * 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 * Regular communication with staff on the outcomes of the monitoring * LA H&S Advisers are able to visit the school site to assess compliance | * All staff alongside the SLT will monitor the compliance of this risk assessment and report any concerns to the HT immediately. * Non-compliance will be addressed by SLT to minimise H&S risks relating to COVID-19. |
| **9. Other risks – specific to your school** |  |  |
| 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.  These may include:   * Lateral Flow testing procedures * Swimming * Indoor gyms * Trips and events * Recruitment procedures |  | * Lateral flow testing required of staff twice per week. Reporting to NHS and HT to ensure COVID-19 identified and spread minimised. |

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 relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

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| **Name of Headteacher** | Simon Futcher | |
| **Signature of Headteacher** |  | **Date:** 31/08/2021 |
| **Name of Chair of Governors** | Ed Latimer-Sayer | |
| **Signature of Chair of Governors** |  | **Date:** 31/08/2021 |
| **Date of review** | 12/11/2021 – completed by SF | |