

## School Covid 19 Risk Assessment – March 2021



Name of School	Pewsey Vale School
Name of Headteacher	Neil Pritchard
Assessment completed by	Neil Pritchard
Assessment date	1/3/21

**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](#)

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
<b>Symptomatic or other high-risk personnel attending school site</b>		
	<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"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul>	<p>Staff and students are aware of these rules as they are communicated regularly.</p> <p>All visitors who are allowed in the building (by appointment only) are informed of this through signage in reception and around the outside of the school.</p>
<b>1. Maintaining distancing and reducing contact – entrance and exit routes</b>		
<p>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</p>	<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>	<p>Key Stage 3 will enter &amp; exit the school through the main student entrance and then use the Hall and outside the LRC as their holding area. The Hall will be further divided into year group spaces. Key Stage 4 will enter and exit the school via the green gate at the side of the school by the Vale Sports Centre.</p> <p>Parents will be contacted to communicate the expectation regarding all transport of students to and from school to reduce congestion.</p> <p>We have increased the number of duty staff by 100% to help facilitate and support students during the first half term (this will be reviewed).</p> <p>There is clear signage visible at drop off and pick up explaining where the students need to go. As students arrive on the buses, they immediately enter via the respective entry point and go to their designated waiting area.</p> <p>At the end of the day, students either get straight onto their bus or wait in their designated area, in their bubbles.</p> <p>Masks should be worn during this process.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p>Parents have been informed via letters and FAQ documents to minimise the number of drop-offs and pick-ups.</p> <p>Staff are on duty at the start and end of the day. Each have designated areas and roles which have been reviewed to reflect CV19 practise.</p>
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<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>	<p>All parents have been sent information in a FAQ document explaining what the school's expectations are regarding pick up and drop off. Signage is visible at the entrance and reception explaining rules and procedures.</p> <p>We have not introduced a staggered start/finish due to the number of students on buses and also the smaller size of our school. However, we have liaised with the primary school and Children's Centre to coordinate different times and changed our entry / exit points to reduce overlap regarding footfall.</p> <p>KS3 will enter at the front of the building &amp; KS4 via the green side gate by the Vale Sports Centre. Only one parent to drop off their child where necessary.</p> <p>An increased staff presence will be strategically placed to supervise and support.</p> <p>Clear signage displayed throughout the school.</p>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<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>We have liaised with the primary school and Children's Centre to reduce cross contamination potential.</p> <p>Parents have been encouraged not to come with their child if possible and students to walk to school where possible.</p> <p>Students who catch a bus at the end of the school day will either exit the school via their exit point or</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		wait in the designated 'Bus Bubble Waiting Area'. This will be monitored by the duty staff.
<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 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 upto year sized groups.</li> <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> </ul>	<p>Students have been grouped into two overarching bubbles – Key Stage 3 (222) and Key Stage 4 (120). The Key Stage 3 bubble will be further divided into separate zones during non-teaching times into the different year groups. Year 7 – 9 will be taught in the different class groups for different lessons; setting in some and tutor in others (a change from previous RA due to disaffection and T&amp;L). Years 10 &amp; 11 will be taught in their curriculum classes.</p> <p>There is a one-way system for movement around the school which all staff and students will adhere to. Clear signage indicates this.</p> <p>Every class will have a seating plan and this will be recorded on Classcharts which will enable us to track which students have sat next to each other.</p> <p>Desks are arranged all facing the front with students sitting side by side and a 2-metre space clearly marked out for the teacher.</p> <p>Tables and chairs will be cleaned by staff / students upon entering the classroom using an appropriate cleaning product – sprays and wipes available.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <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> </ul>	<p>There will be a briefing session led by the tutor / SLT for students during their first day and then regular reminders via lessons / virtual assemblies.</p> <p>Each classroom has signage reminding students about the procedures and their safety as well as around the school building.</p> <p>Students are returning in a staggered manner so that they can be briefed appropriately and that the school can administer CV19 Flow Testing.</p> <p>Staff do not have to wear PPE unless they are administering first Aid.</p> <p>Some doors and windows will be opened to allow a flow of air but not all. On colder days, coats may be worn inside should individuals require it.</p>
<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"> <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>	<p>All staff and students will move around the school using the one-way system - up the English stairs and down the MFL stairs, in Maths block and exit from the Textiles door, in the Science block and exit via the fire exits.</p> <p>Each Key Stage has a different block of toilets to use. Students will be expected to wash their hands regularly during the day as well as using hand sanitiser.</p> <p>Lane markings, signage and barriers are used around the site to show routes and designated areas.</p> <p>Students will be expected to keep all belongings on them under their tables or in allocated spaces</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Face coverings to be worn by staff and students in Secondary schools where distancing cannot be maintained indoors.</li> </ul>	<p>where appropriate. Students also have access to lockers but must use the one-way system when going to them.</p> <p>Any whole-school assemblies will be delivered using Microsoft Teams. Year group assemblies can be done in the hall with students distancing and facing the front.</p> <p>Face coverings should be worn by staff and students whilst moving around the school (other than outside). In lessons, students should wear facemasks in lessons.</p>
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<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>	<p>There is only a maximum of 4 people in each toilet block at any one time.</p> <p>KS3 will use the Drama block toilets and KS 4 the Tech block.</p> <p>Markings are on the floor to indicate where students should queue.</p> <p>The Science toilets will be a reserve block for either KS.</p>
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<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>• Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>	<p>Each Key Stage has a different zone to go to for break and lunch; KS 3 has the Hall, the LRC (at times) and the Courts. KS 4 has the New Canteen, outside of Science and Tech as well as the back field (at times).</p> <p>We are positively encouraging students to be outside during break and lunch when weather permits.</p> <p>There is no outdoor play equipment accessible for students, other than the football posts in the</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p>Courts. Seating areas will be available in the different zones.</p> <p>SLT and lunch-time staff will be on duty during the lunchtime every day.</p> <p>There will be 2 serving points for school meals at breaktime and a rota system for lunchtime with allocated times.</p> <p>Canteen staff will facilitate the serving of food and the delivery distribution. All packaging &amp; cutlery will be disposable.</p> <p>The Primary School staff will collect their food from outside of the green gates so that they do not cross contaminate our site.</p>
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<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>	<p>The staff room has been changed so that it is only available to make drinks; all seating areas have been quarantined. We have opened the Meeting Room for staff to use as a work room but again, with social distancing. Food and any drinks will be consumed in the staff's own offices / work areas or the canteen. There is an additional staff area in the Science block that can also be utilised.</p> <p>Staff briefings are done remotely three times per week using Teams.</p> <p>Cubicles within the staff toilets allow for social distancing. A one-way system is in place in the male toilets.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Other	<ul style="list-style-type: none"> <li>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.</li> <li>Mixing of volunteers across groups should be kept to a minimum, and they should remain two metres from pupils and staff where possible.</li> <li>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.</li> <li>Schools should not host any performances with an audience and follow latest guidance for music, dance and drama (within the main <a href="#">guidance for schools</a> Feb 2021).</li> </ul>	<p>Our school has chosen the model of operating the timetable as normal; this has been the case since September 2020 and has proven successful so far.</p> <p>The school has made a decision not to use any volunteers in school, other than in the testing centre.</p> <p>Homework club will resume from the week commencing the 15<sup>th</sup> March but will run on a bubble / day basis.</p> <p>Any performances or events during the forthcoming months will be done virtually. There will not be any audiences in the coming terms.</p>
<b>3. Hygiene and Cleaning</b>	<b><a href="#">Guidance on cleaning non-healthcare settings</a></b>	
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>	<p>The school has a team of cleaning staff who have allocated cleaning zones daily.</p> <p>The school will also deliver a schedule of regular Thermo Fogging in the different classrooms (where appropriate) which will be prioritised based on footfall and usage. There is additional PPE worn by staff trained to use the Thermo Fogger.</p> <p>All cleaning staff have been provided PPE which is worn when cleaning.</p> <p>The cleaning schedule will be reviewed regularly to assess whether it needs to be further increased.</p>



RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<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> <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> </ul>	<p>Students will have access to their allocated toilet block to wash their hands regularly.</p> <p>Each classroom will have hand gel available for students to use on entry and in every classroom.</p> <p>Signage is in place to remind students the importance of hand hygiene.</p> <p>Any resources used will be cleaned thoroughly, fogged or left for 48 / 72 hours to decontaminate.</p>
<p>Exposure to new hazardous substances (products)</p>	<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>	<p>Full COSHH done by company on Thermo Fogger. QR code available for any parent who has questions. The company have agreed to field any questions or concerns that we have.</p> <p>Any staff using this equipment have been trained by the company.</p> <p>Hazardous materials are stored either in Science Prep Room or caretaker's lockable workshop.</p>
<p><b>4. Site and Buildings</b></p>		
<p>Visitors/contractors/suppliers on site increase the risk of transmission.</p>	<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> </ul>	<p>Site visits are only done by prearranged appointments and a member of the support team will facilitate this in the absence of our caretaker. These will be scheduled before or after school where possible.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <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> <li>• Adult visitors to wear face covering unless exempt.</li> </ul>	<p>All meetings will try to be done remotely. However, we acknowledge that there may be occasions where SLT will need to meet parents / professionals on site. Therefore, a dedicated room (KPr office 1) will be used with windows open and then sanitised after the meeting.</p> <p>All visitors sign in using our electronic system; a record is kept on file.</p> <p>2 m exclusion zone is adhered to in reception – 1 metre either side of the threshold for any people coming in to the school.</p> <p>Hand sanitiser is available in reception.</p> <p>All post will be left in reception and stored safely until staff can collect.</p> <p>Face coverings will be worn by visitors on site.</p>
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"> <li>• All fire doors are operational at all times</li> <li>• Fire alarm system and emergency lights have been tested and are fully operational.</li> <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>	<p>All fire doors are operational. Fire alarms and lighting are tested regularly.</p> <p>We have moved our fire assembly point to our Courts. Each year group has a designated zone where students will meet in alphabetical order in their tutor groups.</p> <p>Every year group have been briefed and have had a fire drill in the first few weeks of the academic year. These are regularly done.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		Lockdown procedures and other emergency plans have been reviewed and remain suitable during Covid.
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> <li>• Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation.</li> </ul>	<p>The staff will need to be more vigilant as our site will potentially be more accessible at certain times of the day. Therefore, staff presence at these points is essential.</p> <p>All windows will be shut at the end of the day by the teachers and checked by the site staff.</p>
All building checks, schedules, etc are maintained by our substitute caretaker. Legionella checks occur every month by external contractor.	<ul style="list-style-type: none"> <li>• All building checks, schedules, etc are maintained by our substitute caretaker. Legionella checks occur every month by external contractor.</li> </ul>	All building checks, schedules, etc are maintained by our substitute caretaking staff. Legionella checks occur every month by external contractor as well as other routine checks.
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> <li>• Make use of existing mechanical ventilation systems preferably drawing on fresh air.</li> <li>• 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).</li> <li>• Opening internal doors can also assist with creating a throughput of air (but not Fire Doors)</li> <li>• Opening external doors may also be used provided security is not unduly compromised</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	<p>Windows and doors will be open in every classroom (although we will be using alternate windows from March 8<sup>th</sup>).</p> <p>Electronic entry doors will not be left open but will be on a button entry. Students will be advised to use their clothed elbow or sleeved hand to push the button.</p>
<b>5. Equipment and furniture</b>		
Shared play equipment increases the risk of transmission.	<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>• Outdoor equipment should be cleaned more frequently than normal.</li> </ul>	Each piece of equipment will be wiped down and sanitised before another individual can use it. This will be particularly relevant in PE, Music, Technology, Computing and Art. Science will

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> <li>Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously.</li> </ul>	<p>demonstrate practical lessons but student practical lessons will not be happening in the first instance.</p> <p>Everything else will be isolated for 48 hours / 72 hours where necessary.</p>
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> <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 enter/exit buttons, communal surfaces and touchpoints.</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 in minimised.</li> <li>Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>	<p>Students will sanitise their hands at the start of each lesson.</p> <p>Classrooms have been laid out so that all students are sitting facing the front in either rows or separate desks.</p> <p>The school is utilising a clean desk policy so that all teachers' desks in classrooms have only the fundamental equipment on them.</p> <p>Students and staff will have access to wipes and cleaning products to sanitise their desks and chairs upon entry.</p> <p>Students have been asked to bring in their own stationary equipment.</p> <p>Where required, equipment will be sanitised every evening or fogged where appropriate.</p> <p>Lesson and curriculum plans mean that teaching has been adapted to minimise the sharing of equipment.</p> <p>The staff mugs and spoons are cleaned in the dishwasher.</p>
<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 and competent to do so.</li> </ul>	<p>Key support staff have been identified to help move items around the site when required and where appropriate.</p>
<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> </ul>	<p>All staff are required in unless they are showing symptoms of Covid 19, self-isolating or ill. We anticipate that most staff will be available for the</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Introduce a process for staff to inform you if their health situation changes.</li> <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>	<p>first day back. (one in off due to family circumstances).</p> <p>Staff will use the normal process to allow the school to know if they are unwell but will also be asked to email the Head Teacher if it is Covid 19 related so that he can then liaise with Public health England. Staff are now testing for CV19 twice a week at home.</p> <p>The school accepts that should there be a spike in staff absence, then closure of the Isolation Room may be required or utilising additional staff. We have employed an additional member of staff to help with cover.</p>
<p>Vulnerable / Extremely vulnerable children at higher risk of infection.</p>	<ul style="list-style-type: none"> <li>• Parents should follow current medical/government advice if their child is in this category.</li> </ul>	<p>We had several students who fell into this category when we first went into lockdown. We have been liaising with these families and are expecting these students in at the start of term. However, we will be able to assess this in the first week back.</p>
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<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>	<p>The male PE changing room is our designated room to isolate an unwell person. It has good ventilation, a separate toilet and a completely different entrance and exit which can be accessed from outside.</p> <p>PPE is in place in the changing room in preparation of any event.</p> <p>The parent will collect their child from the PE entrance at the front of the school by the Vale Sports Centre thus minimising the risk of contact with the rest of the school community.</p> <p>Only the Head Teacher or Deputy Head Teacher will be expected to supervise a potentially unwell member of the school in isolation in the first instance (if available).</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p>PHE and LA will be contacted following a case. The area will then have a deep clean and be fogged.</p> <p>We have had a false alarm during lockdown one and know that this system works.</p>
<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"> <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> <li>• Engage fully with NHS Test &amp; Trace.</li> </ul>	<p>In the event of a situation where we have 2 confirmed cases within a fortnight, we will follow PHE and Wiltshire’s local outbreak management plan. Initially we will contact PHE helpline to report the cases and then Helean Hughes (Head of education at Wiltshire) will be informed.</p> <p>In the event of an outbreak, all staff will be ready to deliver online learning to every class if we are to go in to another lockdown scenario using live streaming through Teams.</p> <p>The school will engage with track &amp; trace via the staff and student testing.</p>
<p>Staff wellbeing affected by the working experience.</p>	<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>	<p>2 staff originally fell into the higher risk group; these are no longer isolating. One staff member is initially off work.</p> <p>Staff have access to the risk assessment and protocols have been covered during a Teams briefing and briefing paper.</p> <p>There will be weekly updates for staff during the briefings.</p> <p>Staff who are vulnerable have been given access to other areas for quiet reflection time and line managers will monitor all staff’s wellbeing.</p> <p>Any staff struggling will be offered support and signposted to appropriate professionals where necessary.</p> <p>There are additional staff rest areas available around the school.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Volunteer wellbeing affected by the working experience</p>	<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>	<p>Any volunteers (including governors and mentors) will be offered appropriate training and briefings regarding safeguarding and Covid 19 response. This will be reviewed and adapted accordingly. One volunteer is currently working in the school in the testing centre.</p>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p> <p><a href="#">School Effectiveness guidance on Right Choice</a></p>	<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>	<p>The SENCO has mapped all students and TAs so that students who are eligible for support can still access it even in the class bubbles. Students who are vulnerable / parents who are struggling will be given a reduced timetable to support their return to school. NPr has discussed this previously with the LA. Students’ well-being will be a focus for PSHRE and tutor time with the role of the tutor being more of a mentoring approach. Hence, each tutor group will have their mentor. Each year group will have an assembly during their first day. We have completely changed our PSHRE curriculum to address Covid 19 issues and addressed missed curriculum aspects and social / pastoral issues. Mentors will record any issues / concerns / aspirations on a SIMS document that we can track. Additional drop-down days will be delivered where appropriate.</p>
<p>First aid provision</p>	<ul style="list-style-type: none"> <li>• Ensure all staff know First Aiders on site if less coverage 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>	<p>We have First Aiders on site and have sent more staff on the advanced training over lockdown. We want to build further capacity within our school moving forward. PPE and first aid packs are placed strategically around the school site.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> <li>• Paediatric First Aid provision is available for under 5's.</li> <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>	<p>Key staff have received epi-pen training during lockdown so that we can administer medication when required.</p> <p>Student allergy information updated.</p> <p>All medication kept in reception by front of house staff.</p>
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>	<p>There are student profiles which have been updated on all key students.</p> <p>PPE has been purchased and all staff will have access to it.</p> <p>If individual student's or group's behaviour compromises staff or peers' welfare, then they will be either excluded or put on a reduced provision and the governing body support this.</p>
<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 covid-19 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> <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 will be subject to a separate risk assessment.</li> </ul>	<p>H&amp;S RA will continue to be undertaken for additional activities and subject specific activities as the needs arise.</p> <p>All Subject Leaders will take responsibility for assessing risks of learning activities and make suitable changes or introduce additional control measures.</p> <p>Practical subjects will pay particular attention to allowing curriculum delivery without compromising students and staff safety.</p> <p>All trips, visits and residentials have been cancelled for the coming terms. This will be reviewed regularly, taking in to consideration national policy and trends.</p> <p>Events such as Options evening, Parents' Evening and Presentation evening are being delivered</p>



RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Behaviour policy amended to reflect covid-19 protocols.</li> <li>• Off-site learning outside of the classroom activities and events are suspended.</li> </ul>	<p>remotely at the moment. We will follow PHE advice regarding this and make reasonable adjustments. We will not be offering breakfast club at the moment. This will be reviewed monthly. The Behaviour Policy has been re-written to take into consideration the potential issues caused by Covid19. This will be reviewed regularly.</p>
<b>8. Monitoring</b>		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<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>	<p>The procedures and Risk Assessment will be reviewed regularly and adapted accordingly. The Head Teacher will meet with SLT regularly to assess effectiveness using student, staff and parent feedback to advise. The Head Teacher and COG will review and make necessary adjustments to RA and policies. Staff and students will be monitored by SLT and failure to adhere to policy will result in initially support followed by warnings leading to sanctions. Our school is always open to non-bias third parties assessing our practice.</p>
<b>9. Other risks – specific to your school</b>		
<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> </ul>		<p>We are liaising with the Sports Centre so that our students can access PE lessons within the Sports Hall. Our students will not be changing and will be engaging in non-contact sports. This will be assessed regularly. (See separate Risk Assessment)</p> <p>There is a separate RA for the Lateral Flow testing.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<ul style="list-style-type: none"> <li>Recruitment procedu</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>	<b>Neil Pritchard</b>	
<b>Signature of Headteacher</b>	NPr	<b>Date: 5/3/21</b>
<b>Name of Chair of Governors / Trustees</b>	Tracy Richards	
<b>Signature of Chair of Governors / Trustees</b>	TRi	<b>Date: 5/3/21</b>
<b>Date of review</b>	5/3/21	