



Risk Assessment Title	Assessor name	Assessment date	Review date
Operational (return to school 8.3.21) COVID-19 Risk Assessment	Caroline Evans	1 March 2021	Weekly (or sooner if circumstances change or government advice dictates)

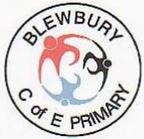
Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
Awareness of policies and procedures	Staff, visitors, contractors and parents	<p>All staff, parents and visitors are aware of relevant hygiene procedures on entering the premises:</p> <ul style="list-style-type: none"> • Signage and posters • A one-in one-out system is in place in the reception area. Signage is in place. • QR test and trace • Test and trace paper form • Face coverings • Hand sanitising • Hand washing • Distancing • Non-contact temperature taking • Premises sanitisation • Following briefing and sign-in, visitors will be escorted to the meeting room via the outside of the building to maintain distancing. • Lateral Flow Testing kits can be offered to frequent visitors to the school. <p>The Executive Headteacher, Consultant Headteacher and administrative staff are aware of the guidance, legislation and procedure for reporting known positive cases and informing staff and parents, through advice of the following bodies:</p> <ul style="list-style-type: none"> • DfE



		<ul style="list-style-type: none"> • NHS • Department for Health and Social Care • Public Health England • Oxford Diocesan Schools Trust • Oxfordshire County Council <p>All staff are briefed and are made aware of the school’s control procedures in relation to coronavirus via email and staff meetings and advised to contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</p> <p>The Confidentiality Policy has been issued to staff and advised to follow at all times – this includes withholding the names of staff, volunteer’s and pupil’s personal information.</p>
<p>Poor hygiene practice</p>	<p>Staff, visitors, pupils, contractors</p>	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE. • Premises cleaning staff, kitchen staff and CE have undertaken COSHH training. • Hand sanitiser supplies are kept in the locked COSHH cupboard (marked and located in the KS2 corridor). This is a flammable substance of which a hazard data sheet is recorded in the COSHH register and fire folder. • Posters are displayed throughout the school reminding pupils, staff and visitors to sanitise and wash hands, e.g. before entering and leaving the school. • Essential Visitors are permitted on to site. This includes Social Workers, Counsellors, supply teachers and support therapists, prospective new parents etc. Permitted visitors must sanitise and follow the school procedures in accordance with advice on arrival to the school premises (face masks, distancing, temperature taking, hand washing, sanitising etc). • Staff and visitors will have their temperature taken on arrival (non-contact infra-red thermometer). • Sufficient amounts of soap, hot water, paper towels and sanitiser are supplied in all washrooms, wet areas, classrooms and kitchen areas. • Pupils (where necessary) are supervised by staff when washing their hands to ensure it is carried out correctly. Pupils are expected to frequently use hand sanitizer (particularly when moving areas), under the supervision of a member of staff. Help will be given to those who are unable to administer themselves.



		<ul style="list-style-type: none"> • Pupils and staff are discouraged from sharing cutlery, cups, food, stationery items and equipment. Staff are encouraged to bring their own flasks for hot drinks and thoroughly wash and clean any kitchen items they have used. All surfaces should be sanitised after food preparation. • Cleaners (x2) carry out daily, thorough cleaning that is compliant with the COSHH procedure and Health and Safety Policy. Additional cleaning takes place daily of all touch points including door handles, tables, toilets etc. Daily conversations are held between the office manager and staff to determine any additional or urgent cleaning/hygiene requirements that need to be carried out. Regular meetings are also held between the office manager and caretaker to ensure covid hygiene measures are in place. • All classes have cleaning products to sanitise tables, touch points etc throughout the day. All products are checked and replenished on a daily basis by premises cleaning staff. • In the event of a positive case reported, the identified area will be sealed off, deep cleaned and quarantined. The library will be identified as a 'holding bay' for any known outbreaks during the school day, until the person has left the school premises. This room will be fully cleaned afterwards. All cleaning staff will wear the appropriate safety-wear (apron, gloves, mask).
Ill health	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"> • Children who feel unwell whilst in school will have their temperature taken immediately using a non contact thermometer • Any pupil or member of staff who displays signs of being unwell, coronavirus (COVID-19) symptoms, have a cough, fever, or has a loss of, or change in, their normal sense of taste or smell (anosmia), or difficulty in breathing, and believes they have been exposed to coronavirus seek immediate medical advice. They are advised to follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which sets out that they must self-isolate for at least 10 days (following government guidance) and arrange to have a test carried out. • The school have a supply of home testing kits for parent and pupil use (if they are unable to book or attend testing at an authorised testing station). After tests are carried out, these should be sent off by the user for testing as per the advised guidance. • If a pupil displays symptoms whilst in school, the parents will be informed as soon as possible. Unwell pupils who are awaiting collection are kept in the meeting room (library) where they can be isolated behind a closed door (with



		<p>appropriate adult supervision, wearing PPE and maintaining 2-metre distance where possible). This room has roof ventilation, accessed by the rod opener (located by the door).</p> <ul style="list-style-type: none"> • If unwell pupils and staff are waiting to go home a toilet will be allocated for their sole use to minimise the spread of infection (door notice to be displayed). Following use, the toilet will be closed until cleaned and disinfected by cleaning staff. • Trace and test procedures will be carried out following any positive cases reported (as advised by PHE). • The Department for Health and Social Care Self-isolation Service Hub is available for the school to provide contact details of individuals who have been asked to self-isolate (and are likely to be eligible for the Test and Trace Support Payment or discretionary payment– 020 3743 6715 (seven days a week 8am – 8pm).
Confirmed Case of Covid-19		<p>As soon as school becomes aware of a confirmed case of Covid-19 the school will contact the DFE Helpline, 0800 046 8687 or 0121 569 4719 if between 7.30 – 9.30. Public Health will contact the school directly if they become aware of anyone who has been on the premises and tests positive.</p> <p>The school will also contact Oxfordshire County Council to report any positive cases (via the school portal) and ODST (via live spread sheet).</p>
Spread of infection	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"> • Lateral Flow Testing kits are available and issued to all staff who have ‘opted-in’. Staff are asked to take tests twice-weekly. All results are reported on-line: https://www.gov.uk/report-covid19-result (and also to the school office for logging). A separate Lateral Flow Risk Assessment is in place (please ask the school office for a copy). • Clear visors are available for the staff to use. These can be worn in the classroom on their own. For use in communal areas (corridors, staff rooms), face masks are required to be worn in addition to visors. Visors are not compulsory, but masks are required to be worn in communal areas. Distancing must be observed at all times. • Spillages of bodily fluids are cleaned up immediately using protective wear at all times. Parents are called and asked to collect children who are displaying signs of illness. • The ‘catch it, bin it, kill it’ approach is communicated to children and staff. Reminders are also displayed by posters on bins and throughout the school. • For younger children and those with complex needs, staff may help with respiratory hygiene (wearing PPE). Protective wear is located in the marked cupboard in the area between the hall and office. • The bodily spillage kit is available in the office. Office staff to ensure kits are replenished.



		<ul style="list-style-type: none"> • Appropriate plastic bags are available in the school office to dispose of any contaminated items, protective wear (or first aid material). • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Parents will be encouraged to follow government advice. • Parents/staff to notify the school if their child/they have an impaired immune system or a medical condition that means they are vulnerable to infections. An individual risk assessment will need to be completed.
Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"> • Staff are vigilant and are to report concerns about their own, a colleague's or a pupil's symptoms to the Executive Headteacher or Consultant Headteacher. Staff are briefed and updated via staff meetings and email. • The office manager monitors the standard of school cleaning and discusses/implements any additional measures required with regards to preventing the spread of coronavirus.
Lack of communication	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"> • The Executive Headteacher and Consultant Headteacher will keep staff, pupils and parents adequately updated about changes in relation to guidance/procedures and any associate change to the operational school day and/or teaching arrangements. • Staff are informed by email, word-of-mouth, notices and phone (for urgent communications). • Parents are informed by ParentMail, website and signage. • Communications are uploaded to the website. The new website is due to be launched soon. • QR code and paper test and trace procedures are in place (maintained by office staff).
Emergencies	Staff, pupils, parents	<ul style="list-style-type: none"> • Parents are contacted as soon as practicable in the event of an emergency. • Office staff to ensure all pupil emergency contact details are up to date on Integris and by paper copy (to be kept in a file, accessible to all staff). • Ensure that staff are wearing appropriate protection (gloves, aprons, masks/visors) when dealing with a medical emergency where distancing cannot be observed. All protective wear and medical supplies should be monitored and replenished on a regular basis (including hand wash and sanitizer). • First aid certification expiry dates are checked and training arranged accordingly.



<p>Managing distancing</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> • Staff are encouraged to leave site as early as possible in order for thorough cleaning to take place, discourage grouping and encourage distancing. • Staff are asked to maintain a 2 metre distance (where possible) throughout the building, particularly in confined smaller areas. Triple layer face coverings are to be worn in all areas (exception – when teaching / medical exemption). Clear visors are also available (see information above re. clear visors and mask wearing). • Signs and posters are displayed to remind staff and visitors of social distancing. • Parental queries, where possible, will be dealt with over the phone or via email/See Saw to avoid contact at the beginning and end of the school day. • Staff limited to x3 in the school office to maintain distancing. All work stations to be sanitized before and after use (labelled cleaning products in place) • The photocopier has been moved out of the office to the corridor area to eliminate crowding in the office. This equipment is to be wiped down after each use (labelled cleaning products in place). • Triple layer masks to be worn by staff when dealing with visitors. • Staff car-sharing is not advised. • Pupil home-time is staggered to 2-3 departing at a time to avoid contact and maintain distancing. • Pupil bubble structure: Bubble 1 -Reception/Year 1/Year 2 (Da Vinci and Goldsworthy classes) Bubble 2 – Year 3/Year 4/Year 5 (Picasso and Klimt classes) Bubble 3 – Year 5/Year 6 (Banksy class) • Due to any identified staffing capacity levels it may be that staff who are not teachers are deployed to lead groups or cover lessons, under the direction and supervision of a qualified or nominated teacher. • Staggered lunchtimes/play and zone playtimes will be put in place. • Staff are permitted to move across bubbles to facilitate the delivery of the timetable and any specialist provision. Where staff do need to move between groups they should try and keep their distance from pupils and other staff as much as they can (ideally 2-metres from other adults). Staff should try to minimise the number of interactions or changes wherever possible.
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Sharing of Resources / equipment etc.	Staff, pupils	<ul style="list-style-type: none"> • Classrooms have access to their own resources. • Equipment not needed to be removed where possible or do not use signage/tape displayed. Unused equipment can be stored in the Cedar building. • All equipment is wiped down after use. • Resources and equipment that is shared between bubbles is wiped down and left for a period of 48 hours (72 hours for plastics). • All sports, art, science equipment etc. should be wiped or sprayed after each use. • Pupil cups/drinking bottles etc. should not be shared. Staff are encouraged to use thermos flasks from home for hot drinks consumption. • Early Years toys/equipment may be shared but within smaller groups of children and resources are disinfected at the end of every day and between sessions. • All classrooms have their own first aid kit (teaching staff will inform the office staff when additional supplies are required). First aid kits also include masks, aprons and gloves. • Prior to lunch, all tables are sanitised. Premises cleaning staff/Lunchtime Supervisors sanitise the tables and sweep the floor following lunch consumption. Floors are mopped by Premises Cleaning Staff at the end of the day. • Musical instruments may be used, but must be sanitised before and after use. Pupils must wash their hands prior to use. It is recommended that this activity takes place outdoors where possible.
Shared spaces	Staff, pupils, visitors	<ul style="list-style-type: none"> • Shared entrances/exits/touch points are cleaned on a regular basis. • Children access their learning bubble via the green metal gate to the left of the building (greeted by a member of staff). Hands are sanitised prior to classroom entry.



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 Westbrook Street, Blewbury, Didcot, Oxon. OX11 9QB
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		<ul style="list-style-type: none"> • Parents use the one-way system when dropping off and picking up their children. Entry via the green metal gate (left of the building) and exit via the wooden gate (right side of the building). Parents are reminded not to group, distance when waiting and to leave the premises swiftly. • The staffroom is cleaned on a daily basis. Staff are asked to clean after using the kitchen area. All equipment including kettle and microwave should be wiped and sanitised after use. • Singing activities in groups should take place outdoors wherever possible. • Group activities may take place in the hall (high ceiling). Ensure windows are open for ventilation of the learning space. Any equipment should be sanitised. It is advised to take PE lessons outdoors if possible.
Visitors		<ul style="list-style-type: none"> • A one-in one-out system is in place in the reception area. Signage is in place. • There will be no unnecessary visitors allowed access into the school building. • Statutory / essential visits, where possible, are conducted at the beginning or end of the school day (in the meeting room accessed via the outside of the building to maintain distancing and minimise contact). • Supply staff, peripatetic staff, speech and language specialists, etc are permitted to visit school and work with identified children. • All visitors must wear a mask (signs displayed), sanitise hands, QR code or complete paper test and trace form, sign in using clean pen (dispose of in dirty pen pot). All visitor's will have their temperature taken (non-contact) . Social distancing to be informed and recognised. Distanced meeting areas (pre-cleaned and ventilated) will be allocated (if arranged in advance). • Self risk-assessment forms are available for visitor completion. • Staff are not be permitted to visit other work places for meetings/conferences (unless this is deemed completely necessary). This will be reviewed as the Spring term progresses and following latest government guidelines.
Physical Environment/ Ventilation	Staff, pupils, visitors	<ul style="list-style-type: none"> • All areas are to be ventilated. Open windows and doors where possible (even if it means a small amount). Doors and windows should be opened fully during break and lunch times. This applies to all rooms (including staff rooms). • External doors can be used for ventilation, but ensuring these are not fire doors (and where safe not to do so). CE can assist with door queries.



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		<ul style="list-style-type: none"> • Currently the school is heated during the day. Staff and pupils are advised to wear additional layers to keep warm during colder outdoor temperatures. • Balance increased ventilation whilst maintain a comfortable temperature by opening high level windows and increasing ventilation during break times. • Windows may be shut for a short period of time, then opened to re-fresh ventilation. • Increased frequency of bin emptying. Bins to be emptied at lunchtime and at the end of the day (by premises cleaning staff). Gloves and aprons to be worn when emptying bins. Hands to be washed after emptying. • Premises cleaning staff to sanitise frequently touched areas at lunchtime, including all door handles. • Staff must continue to frequently sanitise their work areas and equipment. • An additional staff room (blue room) has been set up for staff breaks / meeting purposes. This eliminates grouping and encourages distancing.
Staff unable to work		<ul style="list-style-type: none"> • Staff should access government guidelines: current advice on shielding and speak with the Executive Headteacher or Consultant Headteacher. • Quarantine duration and care should be taken following current government https://www.gov.uk/coronavirus. • Individual Risk Assessments are put in place for those members of staff who are considered more at risk, with particular medical conditions and those who require them for varying personal reasons.
Stress, anxiety, wellbeing, pregnancy. Pupil attendance	Staff, pupils, parents	<ul style="list-style-type: none"> • Staff are aware that they can share any concerns surrounding personal well-being 1:1 with the Executive Headteacher or Consultant Headteacher. • Pastoral support is in place provided by Rachel Woods (Chaplain, ODST). Support is provided remotely and confidentially. • Occupational Health advice is available for all members of staff via the bought-in service. • Wellbeing support is provided by the staff absence insurance scheme (please contact the school office for on-line log-in details). • Individual risk assessments will be raised for staff if they request additional support.



		<ul style="list-style-type: none"> • Pregnant staff should follow the specific advice outlined in the following link. This is because pregnant women are considered CV (clinically vulnerable) https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees • It is likely that some pupils, parents and households may be reluctant or anxious about returning to school on Monday 8 March 2021. Pupils who are reluctant or anxious about attending or who are at risk of disengagement will require plans for re-engagement. All concerns should be directed to the Executive Headteacher or Consultant Headteacher, who will advise on providing reassurance measures to reduce any risks. • Additional pupil support should be considered where the rebuilding of friendships and social engagement is identified and with providing approaches to improve physical and mental wellbeing. • Pupil and parent anxiety may have an effect on attendance. We will continue to communicate clearly the expectations around school attendance to families. • From 8 March 2021 attendance will be mandatory for all pupils and will be recorded in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils. It is possible that remote learning may still be undertaken by any identified pupils. Pupils will be required to wear usual uniform. • Staff are reminded to use attendance code X if a child is self-isolating or quarantining.
Face Masks	Pupils, staff, parents and visitors	<ul style="list-style-type: none"> • Staff and visitors (including parents) are required to wear face coverings whilst on the school premises and when communicating with other members of staff, parents and visitors. • Staff are required to wear face masks. Paper masks are currently supplied to staff and visitors who may not arrive with one. Staff will be informed if there is a change to the supply of masks. Staff are reminded that paper masks are for single (day use) and fabric masks are to be washed as advised by the supplier/ manufacturer. • Please see advice above regarding the wearing of face masks and clear visors in school. • Children are not expected to wear a face covering, but if parents request this they will be required to bring a sealable plastic bag for storage when not in use. • Information on wearing masks can be found by following the link below. <p>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</p>



		It is noted that face coverings are not classified as PPE. PPE is used settings (i.e. medical and industrial) where surgical masks or respirators are worn.
Off Site Activities/After School Clubs	Staff, Pupils	<ul style="list-style-type: none"> • Off-site activities, events and trips are currently suspended and will not be arranged or take place (on advice from Public Health), until further notice. Walks around the village may take place providing parent authorisation has been received and a separate risk assessment is carried out. • Breakfast and After School clubs will re-open from Monday 8 March 2021. Children can attend from different bubbles, but staff will monitor distancing, and hygiene. Children will be encouraged to play outdoors (weather pending). The clubs room (class 2) should be ventilated. All equipment, tables and surfaces to be sanitised after use.
Mini bus	Staff, pupils	<p>The mini bus will resume journeys to pick up and take home pupils. It will not be used for additional school activities until further notice.</p> <ul style="list-style-type: none"> • Driver to wear a face mask. • Children may mix bubbles, but it is advised they sit next to a bubble partner where possible. • Children are not required to wear face masks but may do so for medical or family preference. • The driver and children must sanitise hands before getting on the bus. • The driver must ensure the touch points of the minibus (internal and external) are sanitised.
Safeguarding	Staff, pupils	<p>Staff must continue to have regard to the statutory safeguarding guidance https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 .All concerns should continue to be reported to the Executive Headteacher or Consultant Headteacher in accordance with the school’s safeguarding and related policies (copies can be viewed in the school office).</p>



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Additional actions taken to manage this risk				
Action required	Action target date	Person responsible	Notes Comments	Date completed
Notes of ongoing issues or concerns relating to this assessment				
Action required	Action target date	Person responsible	Notes Comments	Date completed

NOTE:

This document will be reviewed and amended according to government guidance updates and will be re-circulated to staff.

