


RISK MANAGEMENT ASSESSMENT FOR:	Arrangements for academic year from September 2021		
Establishment: Steeple Claydon Primary School	Assessment written: Headteacher and Governing Body	Date: 26 August 2021 (version 4.0)	
Benefit from this activity	The school will be able to provide a safe learning environment for all pupils and staff and prevent the spread of coronavirus within the school community		
Who is at risk	Pupils, families of pupils, staff, families of staff, visitors, contractors		
Potential Hazard/Risk	Pupils could catch the coronavirus Pupils could spread the coronavirus to the members of their household Staff/visitors/contractors could catch the coronavirus Staff/visitors/contractors could spread the coronavirus to the members of their household		

	Government Recommendation	School Measures
Effective infection protection and control	<p>1. Ensure good hygiene for everyone Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>2. Maintain appropriate cleaning regimes, using standard products such as detergents You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>3. Keep occupied spaces well ventilated When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p> <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 See below</p>	<p>Staff will supervise hand-washing of all children as closely as possible whilst maintaining privacy in toilet areas. Hand sanitiser will be made available in classes for hand cleaning before and after eating, when they change rooms, on return from all break times, on return from the toilet and on arrival at school.</p> <p>Staff will instruct children to follow the 'catch it, bin it, kill it' approach. After each day, the classroom and toilets will be cleaned and disinfected. The bin bag will be knotted and disposed of. When children use the toilet, they will be supervised where possible and appropriate, told to wash their hands thoroughly and asked to use hand sanitiser on return to the classroom. Only one child from each class is allowed to go to the toilet at any one time. Antibacterial wipes and other cleaning supplies will be provided in the staff toilet for the toilet and sink areas to be wiped before and after staff use.</p> <p>As suggested windows will be kept open, particularly high level ones, whenever possible and always when the classroom is unoccupied. Children are permitted to wear extra layers of clothing under their uniform whenever needed. Heating will be on throughout times of cooler weather as necessary.</p> <p>Once the government has provided CO2 monitors, ventilation will be assessed in areas around the school and action taken to address areas of poor ventilation where possible.</p>
Personal protective equipment (PPE)	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have.</p> <p>-A face mask should be worn if you are in face-to-face contact. -If physical contact is necessary, then gloves, an apron and a face mask should be worn. -Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</p>	<p>No face coverings will be required on the school grounds but adults and pupils may wear them if they choose to. We do, however politely request that visitors wear a face mask on entry to the school office.</p> <p>PPE is available for staff who need to have close contact with a child who is displaying Coronavirus symptoms in line with the guidance opposite.</p>

<p>Test and Trace</p>	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> -they are fully vaccinated -they are below the age of 18 years and 6 months -they have taken part in or are currently part of an approved COVID-19 vaccine trial -they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Confirmatory PCR tests</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	<p>The school will engage with the test and trace process fully if required.</p> <p>All staff will be asked to notify the headteacher in September whether they would be required to self isolate according to the guidance opposite should they become a close contact of someone who has tested positive. This information will be kept confidential and is solely for contingency planning purposes.</p> <p>Whilst it is optional, the vast majority of school staff have engaged with asymptomatic testing twice a week and will continue to do so. This is strongly encouraged at least until the review at the end of September.</p>
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Response to infection (Outbreak Management Plan)	<p>You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p> <p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases.</p> <p>When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	<p>If a child develops any symptom of Coronavirus whilst in school, they will be isolated and their parents will be contacted to collect them immediately, then the child must isolate until a test result for the symptomatic child has been received. There is currently no requirement for other family members to isolate unless they are over 18yrs and not fully vaccinated. In order to check temperatures as accurately as possible, an infra-red device will be used and a child with an initial high temperature only will be isolated and checked again after 10 minutes to confirm unless they are also showing other symptoms.</p> <p>If a child cannot be collected immediately, they will wait in the medical room which will be cleaned as soon as they leave. Young children who require it will be supervised by an adult wearing PPE.</p> <p>If an isolated case is confirmed, all government guidance will be followed and any staff or pupils required to isolate will do so.</p> <p>If more than one case is confirmed, advice will be sought from Public Health England as to whether any additional measures may be necessary to break chains of transmission. These may include:</p> <ul style="list-style-type: none"> - the requirement for adults to wear face masks when outside their working areas and for all visitors on site. - prevention of parents and non-essential visitors entering the school building. - re-instatement of bubbles but in pairs of year groups rather than single. - some pupils remaining in classrooms for lunch. - re-instatement of all previous social distancing measures. - ceasing to use the library. - re-instatement of staggered start and end to the day. - re-instatement of measures to avoid contact between bubbles in cloakrooms and toilets. - closure of bubbles or the school so contacts can isolate as previously required (as a last resort and only in consultation with Public Health England and Buckinghamshire Council School Improvement Team)
Shielded and clinically vulnerable children and young people	<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend</p>	<p>All children will be expected to attend school unless they are in receipt of a shielding letter.</p>

Shielded and clinically vulnerable adults	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p> <p>We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p>	<p>Staff who have previously been identified as clinically extremely vulnerable will be expected to work their full hours on site. They may wish to discuss any further measures they would like to continue to take with the headteacher who will endeavour to accommodate all requests as long as they do not adversely affect the running of the school and the effective education of the pupils.</p>
Class or group sizes	<p>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	<p>The whole school will be cleaned daily as stated previously.</p> <p>We will ensure pupils avoid contact with anyone with symptoms through immediately isolating as previously stated.</p> <p>We will follow good hand-washing and hygiene practices as previously stated.</p> <p>Break and lunchtimes will predominantly be organised in pairs of year groups so that paired year group bubbles can be created should an outbreak occur.</p> <p>Classes can be organised according to teacher preference and communal teaching spaces can be used freely but must be kept well ventilated.</p> <p>Assemblies will resume in pairs of year groups to start with, moving to whole school when the staff are confident and the pupils have re-familiarised themselves with assembly 'etiquette.' Parents will not be invited to attend assemblies at least until October half term when safe ventilation in the hall has been properly assessed and the children are used to the whole school assembly process again.</p>
Before and after school		<p>Pupils will continue enter school via the outside door of their classroom (The Reception class will be greeted on the KS1 playground by their teacher for their first few days until they start attending school full time.) EYFS and Y1 pupils may be accompanied by a parent to start with if needed.</p> <p>Gates will open at 8.40am and pupils should arrive in the classroom by 8.50am with registers closing at 9am.</p> <p>At the end of the day, pupils will continue to leave school via the previous exits (Pre-school, Reception, Y1,3 &4 from KS1 playground, Y2, 5 & 6 from gate opposite the office entrance). EYFS and KS1 will finish school at 3,15pm and KS2 will finish school at 3.20pm. Parents should collect youngest siblings first while older children wait with their teacher if they are leaving from two different exits. Year 5 and 6 pupils are strongly encouraged to gain written permission from parents so they can leave the school site unsupervised either to meet parents outside the school gates or walk home alone.</p> <p>At the end of the day, Wraparound care will be available to children from any class whose parents require it or whose children would like to attend one of the extra-curricular activities offered. Children will be collected from their teachers by the after school club staff.</p> <p>The School Office is happy to help families with any school concerns they may have, but we ask that only one family at a time comes into the office and only if absolutely necessary. Please do contact the office by phone or email.</p>

Staff, Governors and volunteers		<p>Where possible, all staff and volunteers will predominantly work within a pair of year groups so bubbles can be more easily reinstated if required, however this does not need to be strictly adhered to unless bubbles resume.</p> <p>Parents and governors may resume visits to the school building as necessary.</p>
Resources		<p>Staff and pupils will be strongly encouraged to have their own pencils and pens etc and these will not be shared. Year 1-6 pupils will be encouraged to bring their own named resources from home and keep them in school in order to make identification of belongings easier.</p> <p>Where resources are shared, they will be cleaned between uses where possible.</p> <p>Pupils will be strongly encouraged to minimise the equipment/resources they bring to school.</p> <p>PE will take place outside unless the weather is particularly poor when the hall will be used with all windows open and appropriate cleaning between lessons. On days when a PE lesson is taking place, children will be asked to wear their full PE kit (including jumper and long trousers) throughout the school day to avoid the need for separate changing areas and bags of extra clothes.</p>
Catering		<p>Lunch times will be staggered across a 1 ½ hour period.</p> <p>Fresh Start will prepare lunches on site, adhering to their own risk assessment as well as the school's. All lunches will be eaten in the hall.</p>
Other health and safety considerations		<p>Headteacher and H&S Governor will undertake a Health and Safety audit of the school before the 8 March, and carry out any necessary actions needed.</p> <p>Doors and windows must be closed before leaving the building in the event of a fire alarm. Fire evacuation procedures remain the same but children must line up in their groups at the muster point at a two metre distance from other groups.</p> <p>Organisations who use the hall for lettings will only have access to the hall and the toilet in the medical room and will be expected to provide their own risk assessment and clean the areas used, including door handles and surfaces, before they leave.</p>