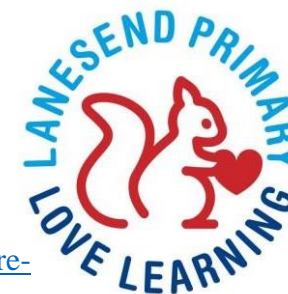


Risk Assessment and Risk Management Record

Offsite Activities and Educational Visits

Outdoor Education, PE & DfE Service



Risk Assessment for COVID-19 - September 2022

Date: Version 14 Reviewed 30.08.2022

Reference <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

Benefits (aims, objectives, intended outcomes) *This is in place unless we receive further guidance from the DFE (daily updates received) which requires us to alter this RA. This will be reviewed regularly using government guidance and DFE advice. Any significant changes will be updated in this RA, however basic updates will be communicated as a daily update email from Caroline Sice.*

NOTE: We will make reasonable endeavours to meet social distancing guidelines, we are however a school and here to care for children, so although every effort will be made we cannot guarantee social distancing for children or staff.

As Covid-19 is new to everyone this has been written with what we know now with the guidance available to us we have also assumed the highest risk rating to all areas as the situation is brand new and constantly evolving

Hazards: <i>(e.g. related to: setting, activity, travel, accommodation, behaviour, weather)</i>	Associated Risks:	Who is at Risk?	List existing controls or attach information. Identify action needed for risks for which these controls are not adequate: <i>(e.g. school policy re: behaviour on school trips administering medicines, accident procedures)</i>	Responsibility: <i>(This could relate to specific teachers, adults or groups)</i>
Spread of covid	Spread or transmission of Covid-19 to others at school, home or in the community. Not following guidance – reputational risk to school	All children All staff All Family members Community LOO: 4 DOH: 4 RR: 16	See below	All staff All children All visitors All contractors All trustees All members

<p>Children/staff/visitors/contractors, trustees, members– catching COVID 19 or passing on the virus to another party</p>	<p>Spread or transmission of Covid-19 to others at school, home or in the community.</p>	<p>All children All staff All Family members Community</p> <p>LOO: 4 DOH: 4 RR: 16</p>	<p><u>MINIMISING & REDUCING CONTACT</u></p> <ul style="list-style-type: none"> • Children will be in classes and mixing will be planned and assessed. • Staggered drop and collection as per attached plan, families to be encouraged to be a distance away from each. Social distance handovers to take place. Staff to keep to timings to ensure gaps in drop off/collection where possible. • Drop off MUST be drop and go • Staff no longer required to wear masks in school or on the gates. • Access points for drop off and collection as per attached plan. • Messages to be taken on message sheet by LSAs and then shared with necessary staff in school • Classroom layouts, resource usage and access to areas as per attached plan – tables spread out as best we can, own resources, ventilation, extra cleaning measures in place. • Monitor and react to cases • Please organise systems to minimise gatherings of children, call them one by one to get coats and lunchboxes and establish new safety rules and how to line up with distance between children and walking around school. (Yr 2-6) • No testing is required for staff or families. 	<p>All staff All children All visitors All contractors All Trustees All members</p>
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			<ul style="list-style-type: none"> • Staggered use of staffroom as per attached plan. Please use sanitiser before and after using the staffroom and ensure all shared areas are wiped down before the next people use that's space. • Each year group has been allocated cubicles and basins in set toilet areas, children are to wait outside the toilets until their allocated cubicle is free. (allocated toilets listed in attached plan) • Children and staff breaks as per attached rota (see changes in additional paperwork) • Children and staff lunches are per attached plan (see changes in additional paperwork) • Allocated outside space for break and lunch times, children and staff to remain in their classes/year groups (see changes in additional paperwork) • Meetings with outside agencies will continue to be carried out by video call or onsite if pre-booked and guidance plan and hygiene procedures. Pre-booked visitors need to be sent a copy of this risk assessment. • Use of outdoor areas for learning when possible, being outside reduces risk • Families are not to enter school building for drop off or collection. • Staff have been asked to advise Headteacher or their Team Lead if they are not happy to comfort children • Staff to work side by side not face to face with other staff or children • Staff not to enter another year group unless authorised to do so by SLT • Staff to stay in their year groups for breaks and lunch and 2m away from other adults when possible • On arrival to school before doing anything else staff MUST use anti-bac 	
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- Walk on the left around school in single file

			<ul style="list-style-type: none">• Children and staff will be reminded about washing hands, social distancing and catch it bin it kill it• Children remain seated at end of day and called one at a time, handover outside the classroom for KS1. Year 3 and 4 collection from classrooms and Years 5 and 6 children to be walked to main gate for handover. Den opens at 2.45pm, children must not be taken before this time.• If you are using I.T Suite, ensure social distancing and wipe down after.• Children and families encouraged to leave as soon as drop off or collection has taken place.• Assemblies will now take place in the Hall with three year groups sat distanced. See Assembly rota.• Interventions can only happen with children within the same year group, cannot mix children from different year groups• MSAs to stay with their allocated classes/year groups of children as per attached plan and Rota.• Year R access is gate in car park – first 2 car park spaces to be cordoned off for safe access. Reception side gate will now be opened but not manned as the external exit gates are manned.• Office team to go to front door to see if families need to enter the building	
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USE OF EQUIPMENT & RESOURCES

- Shoes – please place in cupboards
- Coats – please use cupboards
- Year groups to have their own outside play equipment box not to be shared with other bubbles (Yr 2-6)
- Year groups to make up their own wet play games boxes (Yr 2-6)
- No resources to be brought from home, packed lunch box only and PE kit / Swimming Kit once a week and taken home once used.
- Reading books now going home.
- Resources to be labelled and numbered and kept on each table for individual child to use, no sharing. inc table and chair, pens, pencil, ruler, glue stick, scissors. Coat hanger also to be labelled and only used by that one child.
- Water bottles to be labelled and kept on table
- Water bottles not to be filled by children, cannot touch other Children's bottles. Staff to wash hands and then fill water bottles, sanitise hands before touching the next bottle, being extra careful not to touch the water spout when filling to avoid cross contamination.

			<ul style="list-style-type: none">• iPads MUST be cleaned before and after child or staff member uses• Soft furnishings or resources need regular cleaning• If you use shared resources e.g. paint pots and brushes, they must be cleaned before being returned for next class/year group to use.• Staff to use their own laptop/PC and iPad and not share with other staff• Try to avoid using other people's equipment but if needed then sanitise after use.• School is cashless• One parent at any one time in main reception	
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- Phone calls to be made from portable phone at main office, sanitise phone after use with wipes provided
- Other staff or children to avoid the main office
- If you need anything from office please ask
- Please stick to staffroom rota
- Copier room – no children, 1 staff member at each machine at any one time. Please use hand sanitiser before and after use. Please try to print a batch in one go rather than lots of visits to copier using the hold and print facility.
- Staff toilets no more than the number of toilets in the area eg ladies 3 toilets, max of 3 staff, No hanging around for a chat!

MEDICAL POLICY. FIRST AID AND USE OF PPE

- The medical policy remains in place
- Any medicines to be taken to the front office where forms need to be completed.
- Medicines to be given in the medical room – PPE is provided including gloves, aprons, face shields and mask
- Children and staff to wash hands before and after medication
- If other children due at same time they must wait a reasonable distance away from each other
- First aid kits will have PPE added to them – office to action initially then bubbles responsible for keeping them replenished.
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- First aid MUST be administered in classrooms and NOT brought down to the medical room, the only exception is head injury or serious injury. Face masks, gloves and masks are provided – please use
- Phone calls home to be made using portable phone at main office or ask the office to make the call.
- PPE to be worn for intimate care – both staff
- Ice packs to be collected from fridge by staff only and signed out at office.

			<p><u>Minibuses</u></p> <ul style="list-style-type: none">• Minibus can be used, hand sanitiser to be taken on minibus by staff member, all adults and children to sanitise hands before and after using minibus, <p><u>Behaviour Policy</u></p> <ul style="list-style-type: none">• No changes but children can only be sent to another class in your Year group or call SLT• Addendum in place to the policy regarding children who do not comply with the Covid 19 rules and procedures <p><u>Safeguarding Policy</u></p> <ul style="list-style-type: none">• No changes to existing policy• Addendum for policy due to Covid-19 states: Keeping Children Safe Online. During this period, it is likely that children will be using online platforms and gaming sites more frequently. Extra information and support has been available to help families monitor and identify signs of grooming, online bullying or peer-on-peer abuse. Any incidents reported to school will be followed up with the Family Team and the police will be informed if the school deems it necessary.	
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EMERGENCY EVACUATION

- Adapt to allow for social distancing when exiting and on playground meeting point (mindful that getting out safely supersedes social distancing in an emergency)
- Use closest exit even if this means using a classroom or area not designated for your class/year group

VISITORS

- Meetings to be held virtually or in school
- Family tours can take place
- If family member needs to see family team or inclusion team please call staff member to main reception
- Contractors, can attend. Office team must be informed of time of visit. Sign in and then call Paul or Scooby to accompany, must be booked at a time when premises team are available.
- Most meetings to be carried out by video call and these will continue although professionals supporting children can visit. These visits should be pre-booked. Staff booking professionals visiting school should advise the office so they can add them to the visitor system as a pre-booked visitor, the staff member booking the visitor to attend school should send the current risk assessment to the professional before they attend school
- Coaches such as ballet and dance will be in school for year groups.
- Volunteers are welcome to return to school but must stay in a consistent year group for every visit and use mitigation such as hand gel and hand washing.

HALL HIRE

- Hall hire is permitted

PHYSICAL EDUCATION

- Hall can be used by one class/year group at a time for P.E lessons.
- Swimming will take place – please see separate R/A for swimming
- Outdoor Sporting events – families can now come and watch outdoor sporting events
- Outside areas to be used as much as possible, timetable will be created.
- Once PE has taken place that week then PE kit to be taken home to wash before being returned to school

MUSIC AND PERFORMANCES

- The playing of musical instruments and singing is permitted within bubbles
- Some group lessons are now taking place with IOW Music Hub and children will be track and traced as year group bubbles will cross.

School trips

- Overnight UK Trips and Overseas Trips are permitted

BREAKFAST/50p/£1 CLUB AND AFTER SCHOOL CLUBS AND DEN

- **After school Den and breakfast will be open and normal procedures apply**
- Wash hands on arrival, use hand sanitiser regularly. Wash hands before and after eating. Wash hands before they leave school. Children to be taken to main reception door for handover outside, families not to enter building. Use outside as much as possible to lower risk.
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- **£1 Club will now be for whole school and will now take place in the hall in the mornings. For the after school sessions children to be taken to tables by the side of hall. Once all children there then please use appropriate spare room such as ICT room if required, hall won't be available due to Dance Live. Bookings will be made online and office to provide register am and pm. We will take register for safeguarding and track and trace monitoring. Register to be given to office after each am and pm session. Collection from front office.**
- Staff children who arrive with staff family member must stay with them until their class opens and then parent must take their own child to the classroom
- All other normal procedures and policies apply.

			<p><u>PRECAUTIONS WHEN LEAVING SCHOOL</u></p> <ul style="list-style-type: none"> Wash hands before leaving school <p><u>MONITORING</u></p> <ul style="list-style-type: none"> Covid-19 coordinators – Nikki Napier and Angela Cordon. Checks to be undertaken each day on the control measures in place and reported back to the Headteacher Staff encouraged to report any breaches of H&S protocol they have witnessed to the Headteacher or Covid-19 Coordinators 	
Children – Symptomatic and displaying COVID 19 in our care	Spread or transmission of covid19 to others at school, home or in the community	All children All staff All Family members Community	<ul style="list-style-type: none"> If child feels unwell temperature to be taken, if temperature over 37.8 then please seek advice from Caroline Sice or Nikki Napier If child displays symptoms in school such as high temperature over 37.8, dry persistent cough, or loss or change in smell or taste then please contact member of SLT for advice. if they advise then child must go to the isolation room (music room *) Full PPE to be worn (mask, gloves, apron) if dealing with child who is unwell. Deep clean must take place after room has been used by the staff member who dealt with situation ready for another incident if needed. 	All staff members

Staff – safeguarding of pupils including potential home visits	Becoming ill Passing on to make someone else ill Missing child Vulnerable family who are unwell needing deliveries Safeguarding concern requiring a visit	All children All staff All Family members Community LOO: 4 DOH: 4 RR: 16	<ul style="list-style-type: none"> • Home visits can take place but not in homes of households with a positive case. 	Staff SLT
Staff – Pregnancy	Risk to pregnant women	Pregnant Women	<ul style="list-style-type: none"> • Refer to COVID guidance for pregnant women and individual RA for specifics. 	Pregnant Members of Staff
Poor Mental ill health of children/families	Time out of school and routine due to Covid 19 will have had an unknown impact on the social and emotional needs of children and their families	All children LOO: 4 DOH: 4 RR: 16	<ul style="list-style-type: none"> • Social and emotional needs priority as children return to school • TAC team ready to support children and families. 	All staff

<p>Visitors to site – meetings</p>	<p>Spread or transmission of covid19 to others at school, home or in the community</p>	<p>Staff Community Families children</p> <p>LOO: 4 DOH: 4 RR: 16</p>	<ul style="list-style-type: none"> • Meetings happening virtually where possible. • Contact details to be taken so that if we need to follow Test and Trace we know who has been onsite and who they have been with in cases are in school • Families will be allowed to enter the building with pre-booked appointments made or emergency. • If families need to see TAC team members the office will call them to attend and they can meet the family member • Most meetings to be carried out by video call and these will continue although professionals supporting children will be permitted to visit following hygiene procedures, these visits should be pre-booked. Staff booking professionals visiting school should advise the office so they can add them to the visitor system as a pre-booked visitor, the staff member booking the visitor to attend school should send the current risk assessment to the professional before they attend school • If a visiting professional is required to work with a child or adult within the classroom environment, a separate risk assessment will be carried out to determine if this is possible. Visits we aim to keep short and offer remote observation if preferred if not possible to meet the other requirements. • Coaches such as ballet and dance will be in school for year groups. • Volunteers are welcome to return to school but must stay in a consistent year group for every visit. • Trustee meetings to take place onsite 	<p>Staff</p>
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Alternative Plans (plan 'B', plan 'C')

- Reviewed as we receive any further guidance from the DFE.
- This plan is based on updated guidance received April 2022.

Ongoing risk assessment

1. Apply the control measures
2. Monitor how effective they are
3. Change, adapt, revise and

required Examples:

Monitor group and leaders response & motivation and the response of your supporting adults

Assess group risk awareness in different environments

Copies of this risk assessment should be given to all members of staff