Risk Assessment and Risk Management Record

Offsite Activities and Educational Visits *Outdoor Education, PE & DfE Service*

Risk Assessment for COVID-19 National Lockdown starting 8th March 2021
Date: Version 13 Reviewed 14.03.2022

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: *(e.g. related to: setting, activity, travel, accommodation, behaviour, weather)*	**Associated Risks:**	**Who is at Risk?**	**List existing controls or attach information. Identify action needed for risks for which these controls are not adequate:** *(e.g. school policy re: behaviour on school trips administering medicines, accident procedures)*	**Responsibility:** *(This could relate to specific teachers, adults or groups)*
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**

	Not following guidance – risk spread and potential to close school Closing year groups/schools impact on education and wellbeing of children			
Poor implementation of Mass testing for staff at home due to start week of 25th January 2021 - Ongoing	Spread or transmission of Covid-19 to others at school, home or in the community.	All staff All children	• Testing kits to be stored inside school in staff office • Covid Coordinators are Charli and Nikki • Video available for all staff to explain how it works and benefits • Virtual support sessions available for those who need • Use School Forms for staff to report in their results to school to make it as easy as possible for them • Flowchart to be given to all staff so the process is set out in step by step approach • All guidance to be available to all staff via email and on staff shared drive • Visitors who attend school on regular basis to be identified as they will be allocated tests should they wish e.g. play therapy and kitchen staff	**Nikki Napier** **Caroline Sice**

	• Non-Reporting • Poor Uptake			
Children/staff/visitors/contractors, trustees, members– catching COVID 19 or passing on the virus to another party	Spread or transmission of Covid-19 to others at school, home or in the community.	All children All staff All Family members Community LOO: 4 DOH: 4 RR: 16	**<u>MINIMISING & REDUCING CONTACT</u>** • Children will be in classes and allowed to mix with their year group only. • 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 • 1 adult to drop off children from the household, permitted social or childcare bubble or registered childcare provider. • Staff to not hug other children from outside bubble e.g. siblings • 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, limited contact with peers, social distancing in place where possible – have advised families and staff in writing that we will do our best but cannot guarantee social distancing • 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)	All staff All children All visitors All contractors All trustees All members

			• Staggered use of staffroom as per attached plan, additional staff room has been set up. Staff to sit in bubbles during lunch time and tea breaks. If other staff in room, sit on opposite sides of room at a distance apart 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. Main office team can set up kettle in main office or medical room to avoid extra staff in staffrooms as don't have set break or lunch times. • 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 must stay in their classes/year groups (see changes in additional paperwork) • Meetings with outside agencies will continue to be carried out by video call, if not possible can be onsite if pre-booked and guidance plan and hygiene procedures. Pre-booked visitors need to be sent a copy of this risk assessment and required to wear a mask when walking around the building. • Use of outdoor areas for learning when possible, being outside reduces risk • Families are not to enter school building for drop off or collection. • Families have been asked to advise the Headteacher if staff are not permitted to comfort their child e.g. hug	

			• 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 • Car sharing not advised by staff unless living in same household If Car sharing staff MUST wear mask • Staff entering and exiting the building must adhere to the 2m social distance when signing in, please don't congregate, please wait in turn 2m away from each other. Staff entering the building are to be prioritised over families needing to see the office. • On arrival to school before doing anything else staff MUST use anti-bac • Staff to sign in using lanyards rather than touch screen, if lanyard system not working then sign in on paper at main desk, please clean pen between uses. • Movement around school and classrooms to be minimised. Children not to visit the main office or wandering around school, establish new rules as they are used to freedom and independence in our school. • Walk on the left around school in single file	

			• 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 for social distance handover outside the classroom for KS1. KS2 children to be walked to main gate for handover. Den opens at 2.45pm, children must not be taken before this time. • Staff meetings to take place socially distanced on Mondays. • PPA to be in bubbles only if possible if 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	

			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.	

			• iPads MUST be cleaned before and after child or staff member uses • Soft furnishings or resources which cannot easily be cleaned can be returned to classrooms but 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. **SOCIAL DISTANCING IN SCHOOL OFFICE, SHARED OFFICES AND COMMUNAL AREAS** • School is cashless • Office door to remain closed • One parent at any one time in main reception	

			• Only office team, Caroline and Angela to be in main office unless social distancing and necessary need. • 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 • Staff meetings and morning meetings social distanced or via forms. • 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! **HEALTH AND SAFETY CHECKS IN PLACE** An addendum to the Health and Safety Policy is in place during the Covid pandemic **Public Health advice to minimise Covid19 (at all times we will take advice from Public Health and NHS, we will advise families to do the same)** **Mandatory all of the time** • A requirement the people who are ill with Covid19 symptoms stay home and get tested or who have someone in their household with symptoms they must stay home	

			• Robust hand and respiratory hygiene • Enhanced cleaning arrangements • If you have COVID-19 symptoms you should test and self-isolate immediately if positive. You can arrange to have a PCR test as soon as possible. If this PCR test result is positive, you must continue to self-isolate. • If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate. • If you live in the same household as someone with COVID-19 you are at significantly higher risk of becoming infected yourself. • If you have been vaccinated with a COVID-19 vaccine, you are less likely to become severely ill if you catch COVID-19. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen. Therefore: if you are aged 18 years 6 months or over and you are not fully vaccinated, and you live in the same household as someone with COVID-19, only if you are positive. • If you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results are positive • LFD tests are very good at identifying people who have high levels of coronavirus and are most likely to pass on infection to others, even if you do not have symptoms.. • You can return to your normal routine and stop self-isolating after you have isolated for 5 days if you have tested negative on a Lateral Flow Test on Day 5 and 6 or thereafter or your ten day isolation ends, which ever occurs first. • You should not take an LFD test before the fifth day of your self-isolation period, and you should only end your self-isolation after you have had 2 consecutive negative LFD tests which should be taken at least 24 hours apart. You should stop testing after you have had 2 consecutive negative test results. • Schools should not request evidence of negative test results or other	

			medical evidence before admitting children or welcoming them back after a period of self-isolation. **Response to any infection** • Active engagement with NHS Test and Trace process as needed although responsibility for track and trace no longer falls to the school. • Schools must contact the local health protection team; this team will also contact schools if they become aware of someone who has tested positive who has attended the school. • Contain any outbreak by following local health protection advice. **Containing an outbreak** • If schools have 10% of the school with confirmed cases of Covid -19 or 5 or more children in 1 class with a confirmed case, they may have an outbreak and continue to work with the local protection team. Whole school closure should ONLY be considered on the advice of health protection teams. **Cleaning Regimes** • All staff - Sanitising spray to be used to clean areas where wipes cannot be used. Do NOT use spray whilst children present. • Premises team - Contact points such as door handles, taps, light switches, toilet locks and keyboard entry pads to be sanitised once during the school day in addition to the evening clean • Premises team - Hand sanitiser, hand towels and soap to be checked and refilled as necessary twice daily, in addition to the evening clean • Premises team – outside bins to be emptied twice daily in addition to the evening clean • All staff - Catch it bin it kill it, to be implemented • Premises team - Twice weekly stock check of all cleaning and PPE products and equipment	

			• Premises team – desks and phones to be sanitised every evening • All staff – stock up own first aid kits and request replenishment of cleaning boxes from premises team • Office team – stock up medical room • All staff – classrooms will be provided with cleaning box to ensure resources can be wiped down as needed through the day • All staff – shared resources to be cleaned between use • Office teams to clean own desk areas – cleaning products provided **Hygiene Measures** • Upon arrival of school and when leaving school, hand gel must be used and/or hand washing. Outside handwashing will be in place for children. • Children and staff - Regular hand washing during the day for 20 secs, before and after each transition, before and after food, after using the toilet, before leaving school. • Limited jewellery to be worn (advise wedding ring only) • No jewellery for children • Please clean own glasses upon arrival and before leaving • Please consider lanyards and all the bits hanging from them – should be easily wipeable and limited to name badge • All areas to be well ventilated, windows and doors to be open where this doesn't present a safeguarding issue. Change in uniform policy so that children may wear their outdoor uniform hoodies indoors.	

			• Hand gel, soap, tissues and hand towels to be available in all classrooms and staff areas • Catch it bin it kill it, to be implemented if child coughs or sneezes and hasn't used tissue then please hand gel their hands immediately before washing their hands **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.	

			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. • • 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 • If child is vomiting then isolate away from other children in the music room and do not bring down to main office until adult arrives to collect. • 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 washed between use – to be signed in and out by office staff.	

			Minibuses • Minibus can be used, masks to be worn by all, hand sanitiser to be taken on minibus by staff member, all adults and children to sanitise hands before and after using minibus, Children from same year group may travel on the bus as the same time. Minibus to be cleaned after using by staff member. Please dispose of masks immediately after using by double bagging in bin bags. Please use gloves when collecting masks to be disposed of. **Behaviour Policy** • 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 **Safeguarding Policy** • 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 bulling 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.	

			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 where possible • Family tours can take place • All visitors to school to be asked to wear masks when walking around the building – see plan for when • If family member needs to see family team or inclusion team please call staff member to main reception, they will then meet outside with parent adhering to 2m rule • In an emergency a room will be found in school where social distancing can be followed • Contractors, can attend.Office team must be informed of time of visit. Sign in and then call Paul or Scooby to accompany with 2m social distancing in place. Must be booked at a time when premises team are available. • No families will be allowed to enter the building unless a pre-booked appointment is made and only when a video call isn't possible • 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 • 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. • Record of visitors to be kept for NHS Test and Trace purposes and QR scanning code at front office **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	

			<u>BREAKFAST/50p/£1 CLUB AND AFTER SCHOOL CLUBS AND DEN</u> • **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. Keep children apart as much as possible as these children and staff are from different year groups across the school. • **£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.	

			PRECAUTIONS WHEN LEAVING SCHOOL • Wash hands before leaving school • Wash hands when home • Change clothes when home wash clothes advised (60 degrees if possible) **MONITORING** • 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	• 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	All staff members

		LOO: 4 DOH: 4 RR: 16	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. • Any children or staff with Covid 19 symptoms should do a Lateral Flow Test. • PPE must be worn by staff caring for a child who tests positive in school if a distance of 2 metres cannot be maintained. • Any staff who have helped someone with symptoms and any children who have been in close contact do not need to go home and self-isolate unless they develop symptoms themselves (in which case, they should carry our a Lateral Flow Test) or if the symptomatic person tests positive or if they are requested to by NHS Test and Trace.	
Staff – Symptomatic and displaying COVID 19 attributes 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 LOO: 4 DOH: 4 RR: 16	• If adult feels unwell temperature to be taken, if temperature over 37.8 then please seek advice from Caroline Sice, or Nikki Napier • If adult 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. Lateral Flow Tests to be taken. 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 SLT**

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	• Home visits can take place but not in homes of households with a positive case/awaiting a test result	Staff SLT
Staff – Pregnancy	Risk to pregnant women	Pregnant Women	• 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	• Social and emotional needs priority as children return to school • TAC team ready to support children and families.	All staff
Visitors to site – meetings	Spread or transmission of covid19 to others at school, home or in the community	Staff Community Families children LOO: 4 DOH: 4 RR: 16	• Meetings happening virtually where possible. • If staff meet in school, meetings will be held in large rooms and space out in line with bubbles. • 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 • No families will be allowed to enter the building unless a pre-booked appointment is made and only when a video call isn't possible. • f fam~~ilies need to see TAC team members the office will call them to attend~~ and they can meet the family member outside adhering to social distancing. If in an emergency they need to come inside a suitable room with social distancing will be put in place.	**Staff**

			• 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. If they are double jabbed and take a covid test that day then this can go ahead. 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	

Alternative Plans (plan 'B', plan 'C')

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