

The Warriner MAT

Coronavirus (COVID-19): Risk Assessment Action Plan Updated 28th June 2020, 5th March 2021

Farthinghoe Primary School- Risk Assessment

Assessment conducted by: Wendy Whitehouse	Job title: Head teacher	Covered by this assessment: Farthinghoe Primary School
Date of assessment: 25 th May 2020	Date of next review: 1 st July 2020 Reviewed early 28 th June 2020 Review February 2021	

The sole purpose of this risk assessment is to support Warriner MAT schools in preparing for opening to some year groups on 1st June, **whilst reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Additional information and considerations for leaders is given in the 'Reopening of Schools (Final)' discussion document.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11th of May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

Key:

Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Risk Controls	Impact	Likelihood	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice.	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. Emails checked every day- any updates printed out. When we are in school this could be noted on the diary, Information on the school website is updated.- Any communication that goes out is put on the school website by Katie Thompson. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. Any communication that goes out is put on the school website by Katie Thompson. <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	<u>M</u>	<u>L</u>	<p><u>Wendy Whitehouse-communication to parents</u></p> <p><u>KT- to put this on the website</u></p> <p><u>ST, SE, WW- put English and Maths plans on their class pages</u></p>	<u>Ongoing</u>	<u>Completed weekly check with chair of governors</u>
Poor communication with parents and other stakeholders	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Whole school letter/update written every second Monday- written by WW and KT Class pages updated with English and Maths work on Thursday night 	<u>H</u>	<u>L</u>	<p><u>Wendy Whitehouse-communication to parents</u></p> <p><u>Updating governors with any significant</u></p>	<u>Ongoing</u>	<u>Completed weekly check with chair of governors</u>

	<p>Family afternoon tasks to be updated and put on the website on Wednesday by WW</p> <ul style="list-style-type: none"> • Head teacher to share Risk Assessment with all staff. • Risk assessment plan shared with parents via website. <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>			<p><u>changes</u></p> <p><u>Katie Thompson- to put this on the website</u></p> <p><u>Sharon Turner , Steve Elson - put English and Maths plans on their class pages</u></p>		
<p>Lack of awareness of policies and procedures.</p>	<ul style="list-style-type: none"> • All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy <p>Important key Policy file will be kept in the Office with PPE equipment</p> <ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>This will be kept in the file to refer to.</p> <ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus. Specific guidelines printed to have in each classroom. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social 	<p><u>H</u></p>	<p><u>L</u></p>	<p><u>All relevant policies displayed in the library. 26th May</u></p> <p><u>Posters displayed by 1st June</u></p> <p><u>Daily email update</u></p>	<p><u>Daily</u></p>	<p><u>Wendy Whitehouse</u></p>

	<p>media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> • Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1st of June. All are informed that they must tell a member of staff if they begin to feel unwell. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
<p>Poor hygiene practice in school.</p>	<ul style="list-style-type: none"> • Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (eg washing hands before entering and leaving school). • Pupils to wash their hands with soap after break times and lunchtimes for no less than 20 seconds. • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, in classrooms and other key locations for staff and pupils- Provided by the MAT <p>Each classroom will have- bucket, tissues, nappy sacks, antibacterial spray, antibacterial Gel</p> <ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. <p>Hand washing facilities are supervised by staff when pupils are</p>	<p><u>H</u></p>	<p><u>M/L</u></p>	<p><u>All staff</u></p>	<p><u>Daily</u></p>	<p><u>Wendy Whitehouse-</u></p>

	<p>washing their hands to avoid overcrowding in hand washing areas- Keystage 1 and Year 6, have their own sink. Key workers to use the sinks in the toilet.</p> <ul style="list-style-type: none"> • Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups and utensils. • All utensils are thoroughly cleaned before and after use. <p>Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly.</p> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> <p>Kitchens split between Keystage 1 and Keystage 2.</p>					
Ill health in school.	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Posters displayed in the school in all classrooms. These will be 'at a glance' sheets- further guidance will be kept in the library. All staff have been reminded about their responsibilities to themselves and the children in their care.</p> <p>Appropriate PPE sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do is a pupil or staff member becomes unwell.</p> <p>All staff are informed of the procedure in school relating a pupil becoming unwell in school.</p> <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell is immediately referred to Headteacher / SLT. • Any staff member who displays signs of being unwell immediately refers themselves to Headteacher / SLT and is sent home. • Where the named person is unavailable, staff ensure that any 	<u>H</u>	<u>L</u>	<u>Wendy Whitehouse and Sharon Turner</u>	<u>26th May</u>	<u>Chair of governors or</u>

	<p>unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households.</p> <ul style="list-style-type: none"> • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn- This will be kept in the office, along with guidance for use. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p> <p>As the list of symptoms of Covid (especially in children) is now extensive and include diarrhoea, sickness and headache all complaints of illness a phone call to parents.</p>					
<p>A pupil is tested and has a confirmed case of coronavirus.</p>	<p>In line with government advice;</p> <ul style="list-style-type: none"> • The rest of the class/group should be advised to self-isolate for 14 days. • The Headteacher / SLT will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. 	<u>M</u>	<u>L</u>	<u>If this occurs acted upon immediately</u>	<u>Wendy Whitehouse</u>	<u>MAT level</u>

	As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.					
A member of staff tests positive for Corona Virus	<p>**** All staff to conduct home Lateral Flow tests twice weekly. The results are reported via gov.uk and WW and ST.</p> <p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days. The Headteacher / SLT will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<u>L</u>	<u>L</u>	All staff	<u>Staff are responsible for their own testing and reporting</u>	<u>WW</u>
Poor practice leads to the spread of potential infection at the start of the school day.	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Parents informed that they may access Lateral Flow Tests. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff Inform pupils and their parents of their allocated times for the beginning and end of their school day. Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival. Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue maintaining social distancing as they wait for facilities.. Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning. 	<u>L</u>	<u>L</u>	<p>All staff</p> <p><u>Wendy Whitehouse responsible for the writing and sending out of guidance</u></p>	<p><u>Wendy responsible for the writing and sending out of guidance</u></p> <p><u>MAT to deliver resources</u></p>	<u>MAT caretaking team to visit and check environment</u>

	<p>Information 22nd May</p> <ul style="list-style-type: none"> • Reminder sent in a letter 24th/Feb 2021 • Issue information to pupils in relation to restrictions on their movement around the site.- Poster to be displayed across the school. • Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day.- MAT to provide <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend. • Capacity calculations for designated classrooms completed by leaders. Classrooms allocated for provision and arranged so that pupils can remain forward facing when working in KS2. Timetable reviewed and refreshed and programme communicated to teachers and staff. • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms. <p>Leaders to consider how best to supplement remote education for those not in school.</p> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	<u>H</u>	<u>L</u>	<u>Staff group to review procedures</u>	<u>22nd May</u> <u>Subsequent meeting</u>	<u>SMT walk through Daily</u>
Insufficient staff to run face-to-sessions for pupils.	<ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. • Protocols for staff to inform leaders if they need to self-isolate clearly in place. • Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate.- will be completed by the 28th May. We would have enough 	<u>H</u>	<u>M</u>	<u>Wendy Whitehouse and teaching staff</u>		<u>MAT- CEO</u>

	<p>staff to cover if one member of staff were ill.</p> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
<p>Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.</p>	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime- lunch either eaten in classroom or outside, hot meals are distributed to the classrooms/bubbles by the school office. allocated outdoor areas for groups of pupils to be identified for breaktime.- completed and parents and staff informed Pupils to be supervised in washing hands before and after lunch. Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>	H	L	All staff	daily	Wendy
<p>Spread of infection in classrooms/shared areas.</p>	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere. All soft furnishings and items that are hard to clean to be removed. Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible. Tissues and hand sanitiser to be located in each classroom/learning space. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open. Where possible, windows to be opened to provide ventilation. Shared teaching resources (such as science equipment) to be cleaned prior to and after use. Guidance issued to staff on the use of the staff room. Social distancing measures in place. Hand sanitiser to be in place at photocopiers/shared 	M	L	All staff	26th May	Checked by reviewing governor 5th March 2021

	<p>keyboards/telephones etc.</p> <ul style="list-style-type: none"> Staff must wash and dry their own cups, plates and utensils. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor practice leads to the spread of potential infection at the end of the school day.	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up. Information letter 22nd May, Information 24th February 2021 Inform pupils and their parents of their allocated times for the end of their school day. Inform pupils and their parents of the allocated exit points and pick up points. Information letter 22nd May Information 24th February 2021 Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely. Information letter 22nd May Information 24th February 2021 <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<u>L</u>	<u>L</u>	<u>Wendy Whitehouse</u>	Information letter 22 nd May Information 24th February 2021	<u>Checked by reviewing governor on 5th March 2021</u>
Emergency evacuation due to fire etc	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained.- to be kept the same whilst maintaining social distancing Leaders to communicate procedures to all staff. Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>L</u>	<u>L</u>	<u>Wendy Whitehouse</u>	<u>Daily briefings and emails</u>	<u>Katie Thompson to check and complete log</u>
Cleaning is not sufficiently comprehensive.	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. 	<u>H</u>	<u>L</u>	<u>Katie Thompson to monitor</u>	<u>Weekly checks- Thursday</u>	<u>Format for monitoring - Checked by</u>

	<ul style="list-style-type: none"> • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures- KT will monitor the cleaning and liase with Jill Offord, Contract cleaners- Colleen Cleaning • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning. • Disposable gloves/wipes/sprays next to photocopiers/printers etc • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (ie a focus on door handles, toilets, changing room, toys in the EY, etc) – pupils to clean IT equipment (esp keyboards) with anti-bacterial wipes after use. <p>As a result, high standards of cleanliness are maintained in school.</p>			<p><u>Responsibility to check Wendy Whitehouse and Sharon Turner</u></p>	<p><u>and Monday mornings</u></p>	<p><u>WW</u></p>
<p>Children who are particularly vulnerable and have previously shielded may come back to school.</p>		<p><u>M</u></p>	<p><u>L</u></p>	<p><u>Responsibility to check Wendy Whitehouse and Sharon Turner</u></p>	<p><u>Reviewed when next tranche of DFE guidelines are published</u></p>	<p><u>Governor to review 29th June 2020 Review March 5th</u></p>

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>