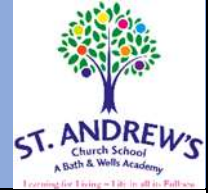




## St Andrew's Church School COVID-19 Risk Assessment – February 2022



This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any St Andrew's Church School. This risk assessment will be regularly reviewed and updated - treated as 'living documents', as the circumstances in our school and the public health advice changes.

This is a Risk assessment for the day to day running of the school and should be read in conjunction with the Outbreak Management Plan Annex A of this Document.

**The following measures are assessed using the DFE Guidance:** [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

Summary of arrangements:

We will:

1. **Ensure good hygiene for everyone.** Frequent and thorough hand cleaning will continue to be regular practice. We will continue to ensure that children clean their hands regularly with soap and water or hand sanitiser. The 'catch it, bin it, kill it' approach continues to be very important.
2. **Maintain appropriate cleaning regimes.** Regular cleaning of areas, with a focus on frequently touched surfaces, remains a priority.
3. **Keep occupied spaces well ventilated.** We will balance the need for increased ventilation while maintaining a comfortable temperature. CO2 monitors have been provided to each classroom, so staff can quickly identify where ventilation needs to be improved.
4. **Follow Public Health advice on Testing, self-isolation and managing confirmed cases of COVID-19:**
  - **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).**
    - If anyone in your school develops [COVID-19 symptoms](#), however mild, they will be sent home and they should follow public health advice.

The main symptoms of COVID-19 are:

1. a high temperature
2. a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours

3. a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Completed by:	Jayne Rochford-Smith, Headteacher
Date:	February 2022

**Control Measure 1. Hygiene**  
 The measures that are in place to maintain hygiene not only for staff working and children but for all visitors to the school. This is mandatory as a part of the ‘system for control’ section of the document. Everyone must: clean hands thoroughly more often than usual; and ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.

**Building these routines into school culture, supported by unified behaviour expectations across the school**

Control Measure 1	Actions taken	Further action	Action by Whom	Date action due	Date action in place
<b>Handwashing</b> Where possible hand wash as the preferred option minimise the use of Hand gel <u><b>All cleaning/gel sanitisers products to be kept out of reach of children.</b></u>	<ul style="list-style-type: none"> <li>Office to check weekly/liaise with cleaning staff and reorder where needed.</li> <li>Cleaning materials list on inside of cupboard – staff to complete when taking resources.</li> <li>Hand cream is available for children and adults (E45)</li> </ul>		Office SBM		Ongoing
Paper towels used for the drying of hands	<ul style="list-style-type: none"> <li>Soap dispensers to be fitted in all washrooms.</li> <li>Paper towel holders in all toilets, classrooms and communal areas</li> </ul>		HT SW		
Gel sanitisers in any area where hand washing facilities are not readily available	<ul style="list-style-type: none"> <li>Gel sanitisers available in all communal areas, classrooms and entrances</li> </ul>	All classroom staff to monitor and support with ensuring good handwashing routines. All staff to remind children to	Office SBM		6/9/21

	<ul style="list-style-type: none"> <li>• Hands must be washed with soap and water before eating.</li> <li>• If children bring in own hand gel this needs to be named and kept on shelf out of reach of children.</li> <li>• Supervision of hand sanitiser use given risks around ingestion.</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• Some classes will use Hand Sanitiser on arrival</li> <li>• Daily reminders for all adults and children</li> <li>• Signage and posters on hand washing in all washrooms and classrooms</li> </ul>	<p>wash hands. Children reminded about keeping washrooms tidy.</p> <p>The <a href="#">e-Bug COVID-19 website</a> contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p>	<p>HT Office SBM</p> <p>All staff</p>		
<p>Ensure younger children including nursery and those with complex needs understand the need to follow them</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.</p>	<ul style="list-style-type: none"> <li>• Separate individual risk assessments for children with highly complex needs if needed.</li> <li>• Social Stories/books to support clear understanding of hygiene</li> <li>• As with hand cleaning, schools must ensure younger children including nursery children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates</li> </ul>	<p>All Individual Risk Assessments reviewed and shared with staff</p> <p>Paper copies printed and held in RA folders in SLT room and main staff room</p>	<p>SENCo/ HT</p>		9/21

Tissues will be available throughout the workplace	<ul style="list-style-type: none"> <li>• Tissues in each classroom and office 2 boxes made available in every room and replenished when required.</li> <li>• Office to ensure adequate supplies in stock</li> <li>• Every classroom/office has a bin clearly labelled with a lid for safe disposal of tissues/wipes/gloves etc- 29/5</li> <li>• Daily clean of bins and replace liner</li> </ul>	.	Office teachers cleaners		ongoing
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Additional cleaning of toilets by Imperial Cleaning company 12:30pm – 1:30pm daily including removal of waste.</li> </ul>	Children to be retrained on return to school (6/9/21) on importance of hygiene and keeping washrooms tidy.  This will continue until the end of Term 4.	All staff		6/9/21
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Sufficient qualified first aiders are available for on-site work, including paediatric.</li> <li>• Majority of staff have now completed the Educare First Aid Training.</li> <li>• PPE is available in the first aid cupboard where required.</li> </ul>	New staff to complete Educare training PPE should be worn if you are supporting first aid especially when a pupil may be poorly even if not COVID symptoms	All Staff		17/1/22
<b>Intimate care of a pupil</b>		PPE should be worn if changing a pupil or supporting their personal hygiene. especially when a pupil may be poorly even if not COVID symptoms and you are in very close proximity.			17/1/22

<b>Drinking Water</b>	<ul style="list-style-type: none"> <li>• Water fountains turned off.</li> <li>• All children to bring own water from home, and water bottles to be kept at their space on the desk or in designated area.</li> <li>• Staff to ensure these are sent home daily</li> <li>• Supply of paper cups in each class for children without water bottle.</li> <li>• Cup named at beginning of day and replaced daily.</li> </ul>	Children to be reminded to bring in own named water bottle (letter to parents - 2/9/21)	TA/ teacher working with group		6/9/21
<b>Face Coverings</b>	Disposable masks are available at the entrance and office.	Face coverings are no longer advised for staff; however, staff may choose to continue to wear these, especially in confined spaces. We are recommending visitors continue to wear face coverings in communal areas.	All		4/1/22

**Control measure 2. Cleaning**  
 Maintaining appropriate cleaning regimes, using standard products such as detergents  
 It is the responsibility of all staff to maintain the cleanliness of the school for the safety and wellbeing of the school community.

<b>Control Measure 3</b>	<b>Actions currently in place</b>	<b>What further action is necessary?</b>	<b>Action by Whom</b>	<b>Date action due?</b>	<b>Date action in place</b>
Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact  <a href="https://www.gov.uk/guidance/covid-19-cleaning-of-non-healthcare-settings-outside-the-home">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a>	<ul style="list-style-type: none"> <li>• Daily clean by Imperial cleaning company to include all high-risk areas (4-8am)</li> <li>• Cleaner to attend 12:30-1:30pm daily to give additional clean to all toilets and washrooms.</li> </ul>		Imperial		ongoing

<p>Have you considered what products are used? If additional products are used are COSHH files up to date? Have suitable and sufficient cleaning products been purchased?</p>	<ul style="list-style-type: none"> <li>• All products ordered are Covid-19 compliant.</li> <li>• Online file of all COSHH sheets set up</li> <li>• All up to date disposable cloths are used HF/SW check COSHH sheets up to date for Sept</li> <li>• Checklist set up for monitoring of stock of cleaning materials to ensure continual supply in place</li> <li>• Dettol refill pouches now in use. Dettol bottles to be kept and refilled</li> </ul>		<p>MC /SBM  All Staff</p>		<p>11/1/21</p>
<p><b>Daily Cleaning</b> How will you manage cleaning of high-risk areas throughout the day?</p> <ul style="list-style-type: none"> <li>• High contact door areas &amp; handles</li> <li>• Bannisters</li> <li>• Printers/ photocopier</li> <li>• Taps</li> <li>• Communal area switches</li> <li>• Kettles</li> <li>• Switches</li> <li>• Phones</li> <li>• Staff IT equipment</li> <li>• Children IT equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Daily clean by Imperial cleaning company to include all high-risk areas (4-8am)</li> <li>• Cleaner to attend 12:30-1:30pm daily to give additional clean to communal areas and toilets from 8/6/20</li> <li>• Wipes and cleaning materials available to clean areas throughout the day. Dettol refill pouches now in use. Dettol bottles to be kept and refilled.</li> <li>• Signage up 'clean up - stay safe' and cleaning checklists in classrooms / communal areas and washrooms</li> <li>• <b>SLT weekly checks/ monitoring of cleaning and organisation of classrooms and communal areas</b></li> </ul>	<p>At St Andrew's we take a collective responsibility for the environment and for maintaining a meticulous cleaning routine.</p> <p><b>Staff to ensure all work surfaces are kept clutter free and clear of resources especially around high touch areas.</b></p>	<p>Imperial cleaning  All Staff  All staff  SLT</p>		<p>Ongoing  In place by 1/6/20 then Ongoing  27/2/22</p>
<p><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>• Teachers are responsible for ensuring cleaning is done as part of the daily routine and staff are given adequate time to do so.</li> <li>• Teacher to assign member of staff in their group to manage cleaning checklists in the</li> </ul>		<p>Classroom staff</p>		<p>2/9/21</p>

	<p>classrooms and ensure cleaning boxes all well-equipped.</p> <p><b>Cleaning twice daily of high touch areas.</b></p> <p><b>Daily Clean 1</b> – Cleaning staff 4-8 am  <b>Daily Clean 2</b> – Classroom staff before lunch.  Staff <u>must</u> ensure surfaces and sinks are clear at end of the day to aid cleaning.</p> <p><b>High touch areas to be cleaned at other times where adults feel appropriate.</b></p>				
<p><b>Staffroom Cleaning</b>  Dishwasher to be used where possible</p> <p>Paper towels to be used instead of tea towels for drying up</p> <p>Effective cleaning of work areas throughout the day</p>	<ul style="list-style-type: none"> <li>All staff must take a collective responsibility in putting own cups etc in dishwasher and tidying/ wiping down surfaces, following cleaning checklist and 'Clean up - Stay Safe' rules</li> <li>Staff must ensure hands are washed prior to using staffroom</li> <li>Staff can bring own lidded cups etc. from home. Staff can bring in own water bottle</li> <li>Cleaning pack in Staffroom areas</li> <li>Used cups etc from classrooms returned and placed in the dishwasher at the end of each day.</li> </ul> <p>Where applicable, paper towels used.</p> <ul style="list-style-type: none"> <li>Dishwasher should be used whenever possible.</li> </ul>	<p><b>At St Andrew's we take a collective responsibility for the environment and for maintaining a meticulous cleaning routine.</b></p>	<p>All Staff</p> <p>All Staff</p>		<p>2/9/21</p>
<p><b>Staff Toilets</b></p>	<p>Where possible – open windows in toilets and leave 2 minutes between use.  All staff/visitors to wipe area after use - toilet seat, taps using disinfectant wipes and put waste in lidded bin</p>	<p><i>Cleaning staff will attend 12:30 – 1-30pm until end of Term 4 and give all toilets additional clean and empty bins - arranged with cleaning company – increased hours 5 per week x 1</i></p>	<p>Imperial</p> <p>All staff</p>		<p>1/9/21</p>

<b>Offices</b>	<ul style="list-style-type: none"> <li>• One person to be in charge of the signing in book in the office (as below)</li> <li>• Mon &amp; Tuesday MC</li> <li>• Wednesday, Thursday &amp; Fri SW</li> <li>• Office (MC/SW) to maintain regular cleaning schedule and spot checks</li> <li>• MC Monday/Tues SW- Weds-Fri</li> </ul>	<b>Daily Clean 1</b> – Cleaning staff 4-8 am <b>Daily Clean 2</b> – Office staff 12pm	All office staff		2/9/21
HT office and SLT room	<ul style="list-style-type: none"> <li>• For workspaces used on a rota basis, area must be cleaned thoroughly before leaving.</li> <li>• No visitors to use space or other staff to use space without prior arrangement.</li> <li>• Face coverings to be worn if meeting with outside visitors in confined space.</li> </ul> <p>TEAMS can be used for meetings where possible.</p>		SLT		2/9/21
Are cleaning materials safely stored?	All cleaning products including <b>washing up liquid and hand gel MUST be kept out of the reach of children at all times during the school day</b>	<b>All cleaning products including washing up liquid and hand gel MUST be kept out of the reach of children at all times during the school day</b>	All staff		ongoing
Ensure that all rubbish is removed daily and disposed of correctly	<p>Cleaners remove rubbish daily and dispose of correctly</p> <p>Process managed by member of cleaning staff to avoid contact.</p> <p>Classes to ensure rubbish is sorted and put in the correct bin for disposal</p>		Imperial All staff		ongoing
<b>Classroom equipment and teaching resources</b>	<ul style="list-style-type: none"> <li>• Classroom resources should be cleaned regularly according to the frequency of use.</li> <li>• Keep resources stored in units/shelving and keep work surfaces clear.</li> </ul> <p>Resources room used for storage of stationery and excess books – all staff to keep this area tidy and ensure good hygiene measures when using the space</p>		All staff		2/9/20



<b>Children bringing in mobile phones (Yr5 &amp; 6 only who are walking home)</b>	Phones must be turned off on arrival at school and handed in to the safe box which will be kept in the school office during the day	Reminder letter to be sent	KS TH Office		2/9/21
<b>Clothing / Uniform</b>	Children to wear full uniform  We will allow additional, suitable indoor items of clothing to be worn under uniform during the winter period in addition to the school's current uniform, particularly where increased ventilation creates colder temperatures. PE kits to be worn to school on PE days. Reminders are sent out on home learning. Children will remain in school clothes if PE kit not worn and just change footwear if available.	Letter for Parents sent 2/8/21 Reminder letter sent 2/9/21 Reminder letter sent 4/1/22	HT / Office		2/9/21
<b>Sharing resources</b>	<ul style="list-style-type: none"> <li>Resources can be shared between classrooms as long as they are cleaned meticulously before transfer (or left for 48 hours – 72 hours for plastics)</li> </ul>		All staff		4/9/20
<b>IT Equipment:</b>	Each class must follow IT cleaning regime: <ul style="list-style-type: none"> <li>Whiteboards to be cleaned twice a day as a minimum</li> <li>Any laptops or iPads used by staff /children need to be cleaned before and after each use with wipes/specialist spray and clothes provided.</li> <li>Children from Year 4 upwards will be trained and be expected to clean the iPads with the provided specialist wipes</li> <li>ICT Suite will be used for photocopying and Intervention space for Year 5 and 6</li> <li>All staff to clean before and after use.</li> <li>Only adults to use and collect printing from copiers Copier to be cleaned after use using wipes.</li> </ul>	Staff to minimise printing - where possible children work directly in their books  Use of Teams for Home Learning to limit the need for printing  Staff to use new IT resource area for prep. Area to be cleared and tidied after use.	Teacher of each class to train children and monitor.  All staff          All staff		From 6.9.21

### Control Measure 3. Ventilation

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

<p><b>Ventilation</b> It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Further information on Ventilation is available here</p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	<ul style="list-style-type: none"> <li>• Windows and skylights opened regularly</li> <li>• Cleaning team / teachers open windows prior to children arriving</li> <li>• <b>Staff to close prior to leaving classroom at the end of day</b></li> <li>• Key holder to routinely check all windows are closed prior to lock up.</li> <li>• Open windows to ensure good ventilation in the classrooms (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air.</li> <li>• Thermometers provided in each classroom to monitor temperatures and humidity.</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ol style="list-style-type: none"> <li>1. Open high-level windows and sky lights</li> <li>2. Increase the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused)</li> <li>3. Flexibility to allow additional, suitable indoor clothing.</li> <li>4. Rearranging furniture where possible to avoid direct draughts.</li> <li>5. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ol>		<p>group teacher/ Keyholders</p>		<p>Ongoing</p>
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	<p>6. Regularly ventilate rooms, especially when unoccupied.</p> <p>7. Fans can be used.</p>				
<p><b>CO2 Monitors</b></p> <p>All settings should by now have access to CO2 monitors and ventilation measures should keep CO2 below 800ppm in all occupied classrooms.</p>	<ul style="list-style-type: none"> <li>Government CO2 monitors placed in each classroom to monitor air quality</li> </ul> <p>If the levels are consistently above 800ppm, and ventilation cannot be improved, naturally or mechanically, then options include reducing the number of people in the room, reducing the length of time groups spend in the room, or temporarily vacating the room.</p> <p>CO2 levels below 800ppm are recommended for areas with continuous:</p> <ul style="list-style-type: none"> <li>talking</li> <li>singing</li> <li>high levels of physical activity such as sport or dancing</li> </ul> <p>Remember that CO2 measurements are only a broad guide to ventilation rather than demonstrating 'safe levels'.</p>	CO2 levels to be monitored by staff in classrooms and any consistent levels recorded above 800ppm to be reported to JRS.			10/12/21
<b>Control Measure 4- Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID 19</b>					
<p>When to Self-Isolate - <a href="#">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a> if they:</p> <ul style="list-style-type: none"> <li>are ill with virus symptoms-</li> <li>have tested positive,</li> </ul>	<p>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</p> <p>If anyone in our school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.</p>		All		27/2/22

	<p><b>Confirmatory PCR tests</b></p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>			
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<p><b>Isolation times for Positive cases and process of ending isolation early.</b></p>	<p>Isolation rules have changed – this diagram provides a clear explanation of the rules as from 17/1/22.</p> <p>*Day your symptoms started or your test was taken if you do not have symptoms  **You can stop self-isolating if you do not have a high temperature</p>			
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<p><b>Managing Symptomatic child in school</b>  Staff to be trained in the correct removal of disposable apron and gloves</p> <p>More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal</p>	<ul style="list-style-type: none"> <li>• If anyone in the school develops COVID 19 symptoms, however mild, <b>they must be sent home</b> and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></li> <li>• If a child is awaiting collection, they should be moved, if possible, to the <b>Front Meeting room</b> where they can be isolated behind a</li> </ul>	<p>Train new staff on PPE and make aware who First Aid trained staff are.</p> <p>List of First Aiders kept in office and on staff rota list on SharePoint</p> <p>Supply of FFP2 masks available in school for use when dealing with symptomatic children.</p>		<p>2/9/21</p>
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<p>protective equipment (PPE) guidance.  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p>closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</p> <ul style="list-style-type: none"> <li>• A window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</li> <li>• <b>Use the Disabled Toilet</b> if they need to go to the bathroom while waiting to be collected. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• <b>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</b></li> <li>• 'Front Meeting room' to be kept well-ventilated and stocked with cleaning materials and PPE*. Room will also be cleaned as part of daily cleaning routine.</li> </ul>	<p>Box in First Aid Cupboard and box in Office store</p>			
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	<ul style="list-style-type: none"> <li>The child will leave, with the parent/carer via the external door of the medical room (onto Julian Road) and will be let out of the side gate to avoid walking back through the school to leave.</li> </ul> <p>*PPE are single use and should be bagged up and disposed of in a lidded bin immediately after use. Hands should be thoroughly washed immediately. Staff made aware of PPE and trained how to use by 5/6/20</p> <p>New staff to be trained as part of induction</p>				
<b>Drop off and collection times</b>					
<p>Guidance states “we no longer recommend that it is necessary to keep children in consistent groups “bubbles”</p> <p><b>Years 1-6</b>  <b>Northampton Building-School Playground</b>  Start time 8:50am (gate open 8:45am)  Pickup 3:20pm (gate open 3:15pm)</p> <p><b>Reception – Northampton St entrance</b>  Start time 8:45am (gate open 8:40am)  Pickup 3:20pm</p> <p><b>Nursery – Northampton St entrance</b>  Start time 8:55am  Lunch pickup/drop off 12pm</p>	<ul style="list-style-type: none"> <li>Staff and children to wash hands upon arrival in school and before departure.</li> <li>Teachers to collect children promptly</li> <li>Parents to vacate school grounds as soon as possible following drop off/collection</li> <li>No children including siblings to play on outdoor play equipment</li> <li>Children who are late need to use office entrance and wait with parents till Foundation Stage are in.</li> <li>SLT to regularly monitor the gate to ensure prompt pick up reminders have been shared with parents.</li> <li>Gate to be opened 5 minutes before drop off/pickup.</li> </ul>				6/9/21

Pickup 3:05pm					
Additional Risk Assessment controls					
<b>Fire Drills/ Lockdown Drills</b>	There are 4 PEEPs within school Fire drill has reverted back to original plan	Fire drills / Lockdown drills revert back to original plan  Fire Drill in Week 1 of full attendance	SLT/ Staff  All Staff		2/9/21
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>Assemblies will resume face to face in hall</li> <li>Hall to be well ventilated.</li> <li>St Swithin's Staff and other visitors leading assembly to follow risk assessment.</li> </ul>				27/2/22
<b>Staff meetings</b>	<ul style="list-style-type: none"> <li>Staff meetings to take place in classroom or outside if possible.</li> <li>Room to be well ventilated.</li> </ul>	Classroom tables/ high touch points to be cleaned prior to meeting.			27/2/22
<p><b>Visitors and contractors on Site</b></p> <p>Normal business tasks to be completed during the school day. Schools should plan for routine visits from the Central Team and external visitors who assist in the running of the school and provide pupils with support.</p> <p>Working areas to be wiped down as necessary</p>	<ul style="list-style-type: none"> <li>All visitors are required to ring the buzzer and wait to be let through the gate.</li> <li>Visitors to wait in the porch/outside until registered.</li> <li>All visitors will be required to wear face coverings unless exempt</li> <li>All visitors will be asked to agree that their mobile phone will be switched off and not visible during their time in school.</li> <li>The Electronic Diary will form our record of visitors. All Staff with access must be vigilant in recording visitors.</li> <li>All visitors/contractors must be put into the electronic diary in advance. Where an 'emergency' meeting has occurred, this must be recorded in the diary after including all names of attendees involved and timings etc.</li> <li>Allocation of visitor sticker:</li> </ul>		HF/SW  HT/SBM/SW		27/2/22  Ongoing

	<ol style="list-style-type: none"> <li>1. Blue if their DBS enables them to be in school without being accompanied</li> <li>2. Red sticker if they need to be accompanied by a member of staff.</li> <li>3. Office to write out stickers in advance. They can be left on the table in reception. <ul style="list-style-type: none"> <li>• Central team risk assessment in place for visits.</li> <li>• HT/office to oversee work and ensure cleaning completed after completion of work</li> </ul> </li> </ol>				
<b>Calling parents by phone</b>	Staff to use the phone in the staff room where possible and thoroughly clean afterwards.	Phone System in place in classrooms and communal teaching spaces can be used to call parents. Office/ classroom staff to ring through messages.	All staff		2/9/21
<b>Post deliveries and parent communication</b>	School office aims to be cashless – Parents who don't have access to online payment can make payments via the office. Any cash will need to be in a named envelope and handed to the office.  Office staff to wash hands after handling any post		Office staff  Staff on Duty		2/9/21
<b>Deliveries</b>	A push top gel dispenser will be available in the entrance foyer and outside the front door for all deliveries.  Office will check off deliveries and any staff checking deliveries need to wash hands immediately afterwards.		Office / SLT		2/9/21
<b>Marking and feedback</b>	<u>Marking and Feedback</u> : all agreed to return to the Marking and Feedback Policy/scheme but to ensure good hygiene/hand washing before and after marking and handling children's books.	.	TS/ KS / Staff		ongoing



<b>Breaktimes</b>		Children in KS2 will mix at playtimes	All Staff		27/2/22
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**Lunches/Lunchtime**

<b>Catering</b>	<ul style="list-style-type: none"> <li>School kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li>Hall to always be well ventilated</li> <li>Disposable aprons to be worn by hall MDSA supporting lunchtimes during service. These are single use per shift and not to be reused.</li> <li>Hands to be washed before and after service of each sitting.</li> <li>SLT weekly checks on provision</li> </ul>	<p>Staff available in playground as soon as first children have finished lunch.</p> <p>Children to go out to play as soon as finished lunch to avoid excess time in hall.</p>	<p>SLT</p> <p>Catering staff/ School staff</p>		6/9/21
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Year group	Location	Hall slot allocated	Location	Handwashing This must be done as part of lunch hour so children are ready for afternoon lessons
Nursery	Classroom	NA	EYFS garden	As per Nursery timetable
Reception Lunch 11:45am – 12:45pm	Hall	11:45am	KS1 playground (Tarmac area only)	12:35pm (hand washing and story)
Year 1 and Year 2 12-1pm	Hall	12pm	KS1 playground	12:50pm
Year 3 and Year 4 12:15pm – 1:15pm	Hall	12:45pm	KS2 playground	1:10pm

Year 5/6 12:15pm – 1:15pm	Hall	12:15pm	KS2 classrooms KS2 playground	1:10pm			
Hand washing before lunch		<ul style="list-style-type: none"> <li>Preparation for lunchtime will include tables being wiped and all children thoroughly washing hands.</li> <li>Sufficient time will be allowed on the timetable to enable this.</li> </ul>			Group teacher/ TA		6/9/21
Have you agreed procedures for cleaning surfaces after lunch service?		<ul style="list-style-type: none"> <li>All lunch rubbish to be collected / and disposed of. Ensure as much waste is recycled as possible to minimise residual waste.</li> </ul>	High touch areas in the hall cleaned after each sitting.  Time allocated for MDSA to complete cleaning of hall including floor to be swept		Lunch staff  Cleaning staff at lunchtime		6/9/21
<b>Before and after school clubs</b>							
<b>Breakfast Club</b>		Bookings must be made at least 48 hours in advance and children must arrive before 8.15am to ensure safety at the start of the day. Hall space to be used for breakfast club <ul style="list-style-type: none"> <li>Nursery and Reception member of staff to collect Nursery/ Reception children from Breakfast Club each morning at 8:45am.</li> </ul>	Normal sessions resume from September. Children to wash hands on arrival and before leaving session. Area to be cleaned after session.		AK leading Breakfast Club		
<b>Percy After school club</b>		<ul style="list-style-type: none"> <li>Booking needs to be made directly to Percy Centre – in advance</li> <li>Hall toilets to be used for all groups</li> <li>Percy has their own Risk Assessment but comply with school RA</li> </ul>	Sanctuary & hall used for all groups and hall toilets.		Percy Centre  Office		6/9/21

	<ul style="list-style-type: none"> <li>Area to be cleaned after use</li> <li>Only children from St Andrew's to attend PASC</li> </ul>				
Food and drinks during breakfast club/ After School Club	<p><b>After School Club</b></p> <ul style="list-style-type: none"> <li>Group will eat in Sanctuary</li> <li>Equipment will be cleaned in the dishwasher</li> </ul> <p><b>Breakfast Club</b></p> <ul style="list-style-type: none"> <li>Resources to be regularly cleaned</li> </ul>		AK leading Breakfast Club		
Parents drop off/collect for breakfast club/ After School Club	<p><b>After School Club</b></p> <p>Parents will collect from Julian Rd and ring buzzer and wait. No parents will enter the building. Any confidential conversations can be held in the 'Front Room' and room to be cleaned after.</p> <p><b>Breakfast Club</b></p> <p>Drop off main door before 8.15am. Office to walk children round.</p>		Office		1.9.20
Procedures in place for cleaning high risk touch points and materials.	<p><b>After School Club</b></p> <p>All materials will be cleaned and disinfected after each session including work surfaces and high touch areas including bell, door handles and tables etc.</p> <p><b>Breakfast Club</b></p> <p>All equipment cleaned at the end of each session. Cutlery/crockery cleaned through the dishwasher daily.</p>		AK leading Breakfast Club		1.9.20
<b>Enrichment Clubs</b>	<ul style="list-style-type: none"> <li>Enrichment clubs will return from September.</li> <li>External clubs to follow school risk assessment expectations</li> </ul>	<p>External clubs to be sent Risk Assessment in advance</p> <p>School to receive all lists of children attending clubs in advance</p> <p>Only children from St Andrew's to attend clubs</p>	MC to send and coordinate communication		6/9/21
<b>Pupil wellbeing and Support</b>					

<p><b>Behaviour</b> Reintegration of classes and the removal of 'Bubbles' may lead to changes in behaviour as children adapt to new routines.</p>	<ul style="list-style-type: none"> <li>• Pen portraits and risk assessments are in place children for children with individual needs.</li> <li>• Guidance on 'Transition objects/ toys' for specific children.</li> <li>• Guidance on the use/provision of 'safe spaces'</li> <li>• Our Behaviour for Learning policy is adapted to ensure that behavioural concerns can be escalated to SLT and clear guidance is in place to ensure child or staff safety in relation to Covid-19.</li> <li>• Transition video shared on Teams to aid transition back into school.</li> <li>• Minimum of 2 x <b>daily</b> Relax Kids mindfulness sessions in all classes.</li> <li>• 1x daily Mindfulness activity at start of assembly</li> </ul> <p>Policy sent home to parents in September</p>	<p>Teachers to remind children of class rules and Behaviour for Learning policy with their classes.</p> <p>Consistent approach by all staff in behaviour management.</p>	<p>Staff/ Children</p>		<p>8/9/21</p>
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<b>SEND Provision</b>					
Risk assessments to be completed for pupils with EHCP, SEN, SEMH needs	<ul style="list-style-type: none"> <li>• Pen portraits and planning from teachers identifying strategies and scripts</li> <li>• Review and ensure Risk Assessments in place for EHCP children and children with SEMH needs in collaboration with parents and outside agencies</li> <li>• Best endeavours will be used to provide consistent adult support to children with High Needs Funding as set out in EHCPs (where applicable). See individual risk assessments.</li> <li>• Guidance on 'Transition objects/ toys' for specific children.</li> <li>• Guidance on the use/provision of 'safe spaces'</li> <li>• Regular review and communication with parents and carers and outside agencies will take place where appropriate.</li> </ul>	<p>RAs already in place have been checked and updated and shared with staff</p> <p>New RAs for new starters may be needed and those that have not been in during lockdown</p> <p>Staff to re-read to ensure awareness of individual needs</p>	CB/JRS		6/9/21
<b>Safeguarding</b> KCSIE (September 2021), and the Safeguarding and Child Protection Policy 2021	All staff, volunteers and governors have read and sign to say they understand. Time in Inset day assigned to read KCSIE Sept 21.				
<b>Attendance</b>					
<b>Children who are symptomatic and have not been tested or have not had a negative result</b>	<ul style="list-style-type: none"> <li>• In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others in contracting COVID .</li> </ul>				

	<ul style="list-style-type: none"> <li>If a parent or carer insists on a pupil attending school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision would need to be carefully considered in light of all the circumstances and current public health advice.</li> </ul>				
School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school.	<ul style="list-style-type: none"> <li>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</li> <li>Further guidance about the use of codes is provided in the <a href="#">school attendance guidance</a>.</li> </ul>	<p>Time keeping must be a priority for all the school community to ensure teaching time is used to its full capacity.</p> <p>Attendance monitoring is fully in place and monitored termly with support from the CMEO (Child Missing Education Officer)</p>	SLT Teachers		6/9/21
<b>School Workforce</b>					
Ensure that all staff are consulted/updated on the updated risk assessment	<ul style="list-style-type: none"> <li>All staff consulted/updated on risk assessment</li> <li>Staff emailed with risk assessment and given time to consult with SLT</li> </ul>	All staff consulted on the Risk Assessment review and to comment by 2/3/22	HT		27/2/22
Clinically Extremely Vulnerable people	<ul style="list-style-type: none"> <li>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.</li> </ul>				

	<ul style="list-style-type: none"> <li>The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</li> </ul>				
<b>Staff Wellbeing</b>	<ul style="list-style-type: none"> <li>Supporting staff wellbeing remains a central part of our strategy.</li> <li>The Care First package remains open to all staff.</li> <li><b>Employee Assistance Programme support that you have e.g. Care First.</b> <ul style="list-style-type: none"> <li>Care first 24/7</li> <li>Tel: 0800 174319</li> <li>Online: <a href="http://www.carefirst-lifestyle.co.uk">www.carefirst-lifestyle.co.uk</a></li> </ul> </li> <li>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li><a href="#">Telephone support &amp; counselling   Education Support</a></li> </ul>	Staff reminded of Care First	HT/DHT		2/9/21
<b>Students and Trainee Teachers</b> What processes will you put in place to ensure that these groups are fully conversant with the risk assessment processes?	<p>ITT trainees can continue to go into their host school or college on placement.</p> <p>They are expected to follow all control measures put in place by host schools.</p> <p>Training on Risk Assessment will be put in place before they attend classrooms.</p> <p>Students will begin placements from Bath Spa and Norland College</p>		SLT / Teachers		6/9/21
<b>Volunteers</b>	<p>Volunteers will resume from September following all DBS updates</p> <p>All Volunteers to follow Risk Assessment</p>	Copy of RA sent to Volunteer prior to starting.			6/9/21

<b>Supply Teachers</b>	In house cover where possible Regular supply teachers used		SLT / Teachers		
<b>Accommodating visiting specialists</b>	Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.				
<b>Performances</b>	Performances can now take place.		All staff		
<b>Music Equipment</b>	<ul style="list-style-type: none"> <li>• Avoid sharing instruments and equipment where possible.</li> <li>• If instruments and equipment have to be shared, disinfect regularly</li> </ul>				
<b>Individual Music Lessons</b>	Music lessons resume from September				8/3/21
<b>Educational Visits</b>	<b>Educational day visits</b> <ul style="list-style-type: none"> <li>• In line with the roadmap, schools can resume educational day visits from 12 April.</li> <li>• Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</li> </ul>	.	HT	19.4.21	ongoing
<b>Physical activity in schools</b>	<ul style="list-style-type: none"> <li>• Sports equipment should be cleaned between each use by different individual groups.</li> <li>• Maximising natural ventilation flows (through opening windows and doors)</li> <li>• Lessons outside where possible</li> </ul>	Any external coaches to follow RA and to be trained on this before attending school.			6/9/21



Remote Learning				
	<p>You should maintain your capacity to deliver high-quality remote education for the next academic year,</p> <p>Education provided should be equivalent in length to the core teaching pupils would receive in school.</p> <p>You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</p> <p>Full expectations for remote education, support and resources can be found on the <a href="#">get help with remote education service</a>.</p>	<p>See St Andrew's Remote Learning Plan</p> <p><a href="#">Remote-Learning-Plan-St-Andrews-Church-School-.pdf (standrewsprimarybath.com)</a></p>	SLT	

**This document has been shared with the following staff groups:**

Teaching Staff	Date: 25.8.21 Updated full Risk assessment
Support Staff	Date: 25.8.21 Updated full Risk assessment
Admin Staff	Date: 25.8.21 Updated full Risk assessment
Lunchtime Staff	Date: 25.8.21 Updated full Risk assessment
Kitchen Staff	Date: Updated Risk assessment [To be shared on return. Employed by contractor] Email to contractor 2/9/21

Name: Jayne Rochford-Smith	Signature: J Rochford-Smith	Date: 20:8.21 Full Risk assessment for September 21
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Action:	School response:
Have you consulted with all staff about the contents of the risk assessment and taken into consideration any views/changes?	Risk assessment Sept 21 sent to staff / Governors 25/8/21

	<b>Updates throughout the year sent to all staff/ Governors and updated on website.</b>
Have you consulted with any union appointed safety representatives or representatives of employee safety about the contents of the risk assessment and taken into consideration any views/changes?	We have used the **'Planning guide for primary schools: NEU/GMB/Unison/Unite Commentary and checklist' to support developing this risk assessment.
Have Governors been involved in the risk assessment process, or will be walking through the risk assessment with you?	Risk assessment sent Chair/Vice Chair and H& S Governors 25/8/21
Please confirm when and how staff are being trained in the arrangements being put in place to return.	Risk assessment September 21 sent to staff / Governors 25/8/21 and training given on Sept INSET day

## Annex A

<b>St Andrew's Church School Outbreak Management Plan</b>		
<b>Covid Risk</b>	<b>Description</b>	<b>Actions</b>
<b>Low Community Transmission. No School Cases.</b>	<ul style="list-style-type: none"> <li>• There have been no cases of Covid within school for 10 school days.</li> <li>• Cases of Covid locally are low and/ or stable.</li> <li>• Hospitalisation/ Deaths due to Covid nationally are low.</li> </ul>	No Covid measures are necessary beyond those outlined in Risk Assessment above.
<b>Rapidly Rising Community Transmission</b>	<ul style="list-style-type: none"> <li>• No current Covid cases have been recorded at school, but...</li> <li>• Cases of Covid are rising rapidly in the community causing disruption to other local schools.</li> <li>• B&amp;NES Public Health / Public Health England issue warnings of expected local / national infection wave.</li> </ul>	<ul style="list-style-type: none"> <li>• Ventilation of classrooms increased, and handwashing supervised.</li> <li>• Large indoor public performance audience numbers reduced.</li> <li>• Reintroduction of 2 staffrooms to reduce capacity.</li> <li>• Whole-school assemblies are replaced with Key Stage assemblies and once weekly Teams whole school assembly.</li> <li>• Any Clinically Extremely Vulnerable staff meet with Line-Managers to review their individual risk assessment &amp; discuss additional protection (e.g., use of face coverings)</li> <li>• Children remain within own classrooms where possible.</li> </ul>
<b>A single child tests Positive</b>	<ul style="list-style-type: none"> <li>• A single child tests positive for Covid in a class.</li> </ul>	<ul style="list-style-type: none"> <li>• The child self-isolates in line with guidance. Remote learning will be provided if they are well enough to complete it.</li> </ul>

	<ul style="list-style-type: none"> <li>• There are fewer than 5 cases in the class.</li> <li>• No other year groups are affected.</li> </ul>	<ul style="list-style-type: none"> <li>• Likely contacts will be contacted by NHS Track &amp; Trace and advised to book at PCR Test. The school will contact parents to advise this if close contacts are known.</li> <li>• Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid symptoms. If they have COVID Symptoms even if mild they need to stay at home await PCR test results or isolate for 10 days.</li> </ul>
<b>5 children or staff within a class test positive within 10 days of each other.</b>	There have been 5 cases of Covid across a class within 10 days which could mean that Covid is spreading within that group of children.	<ul style="list-style-type: none"> <li>• As above for each positive case.</li> <li>• The school will discuss the outbreak with B&amp;NES Public Health / Public Health England and agree strengthening protective measures <u>for 10 school days</u>, including: <ul style="list-style-type: none"> <li>○ Encouraging the use of face masks in corridors and communal areas. Reintroducing face coverings for all visitors</li> <li>○ Adapting, limiting, or postponing indoor sporting events, trips, open days and performances.</li> <li>○ Reverting to Key Stage Assemblies.</li> <li>○ Reducing the number of staff working across classes where practicable.</li> <li>○ Consider reverting to staggered lunchtimes</li> </ul> </li> </ul>
<b>Covid cases continue to increase rapidly within a 10-day period (10 per cent of pupils or staff who are likely to have mixed closely test positive within 10 days)</b>	Despite the measures indicated above, Covid cases within the school continue to rise within a 10-day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.	<ul style="list-style-type: none"> <li>• The school will discuss the outbreak with B&amp;NES Public Health / Public Health England to agree further measures, <u>for a further 10 school days</u>, including: <ul style="list-style-type: none"> <li>○ Re-introducing class bubbles.</li> <li>○ Reverting to staggered lunchtimes.</li> <li>○ Limiting all non-essential visitors to school.</li> <li>○ Postponing all non-essential events.</li> <li>○ Re-introducing remote learning for individual classes for 10 school days considered</li> </ul> </li> </ul>