



**Walton Oak Primary School**  
**COVID-19 Risk Assessment (Summer 1 2021, @13/04/21)**

**Review frequency:** Weekly

**Dissemination:** Shared with staff via email and on the staff area of the school network.

**Compliance:** Email reminders sent to all staff regarding expectations. Emails will include importance of supporting colleagues to adhere to the measures outlined and of challenging where they are not. Where necessary, members of the senior leadership team will act to formally challenge colleagues over non-compliance.

Document to be used alongside the government guidance below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<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.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>



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Changes and updates made are documented here:

Date of change	Section, page and change
23/02/2021	<a href="#">Minimise contact</a> , educational visits are currently not advised.
23/02/2021	<a href="#">Ventilation</a> , new sections on ventilation.
23/02/2021	<a href="#">Testing</a> , new guidance on testing in different settings
17/03/2021	<a href="#">Introduction</a> , update on variants and controls
30/03/2021	<a href="#">Introduction</a> , link to updated government guidance on protective measures for holiday and after-school clubs, and other out-of-school settings
30/03/2021	<a href="#">Minimise contact</a> , update on guidance for physical activity in schools
30/03/2021	<a href="#">Educational visits</a> , proposed date and note regarding roadmap
30/03/2021	<a href="#">Wraparound provision and extra-curricular activity</a> , updated guidance
30/03/2021	<a href="#">Attendance</a> , expectations for clinically extremely vulnerable pupils
30/03/2021	<a href="#">Workforce</a> , expectations for clinically extremely vulnerable staff
30/03/2021	<a href="#">Workforce</a> , expectations for clinically vulnerable staff



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Name of School:	Walton oak Primary	Date of assessment:	19/03/21	Date of review:	
Identify those at risk:	<p>Staff Pupils Agency staff/contractors Visitors</p> <p>Vulnerable groups: BAME Underlying health conditions including clinically extremely vulnerable (CEV) and extremely vulnerable Pregnant workers Over the age of 60</p>	How someone could be harmed:	<p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.</p>	Assessed by:	D Sonley

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to	M	<ul style="list-style-type: none"> <li>Health and Safety Policy has been updated in light of the COVID-19 advice – shared on website</li> </ul>	Y	GH/DTS	05/05/20	L
	M	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</li> </ul>	Y	DTS	03/09/20	L





policies and procedures	L	<ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> <ul style="list-style-type: none"> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>	Y	DTS	ongoing	L
	M	<ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. New starters to be given this training</li> </ul>	Y	BL	05/09/20	L
	L	<ul style="list-style-type: none"> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> </ul>	Y	DTS	ongoing	L
	M	<ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus.</li> </ul>	Y	DTS	01/09/20	L
	M	<ul style="list-style-type: none"> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance.</li> </ul>	Y	DTS	01/09/20	L





	M	<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</li> </ul>	Y	Supervising staff	02/09/20	L
	L	<ul style="list-style-type: none"> <li>Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. Shared at INSET session 01-09-20</li> </ul>	Y	All	Ongoing	L
<b>Prevention</b>  1. Minimise contact with individuals who are unwell with COVID-19 symptoms	M	<ul style="list-style-type: none"> <li>Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>Staff invited to participate in twice weekly lateral flow testing programme. Participating staff will conduct home-based COVID 19 tests on Wednesday and Sunday evenings and will report the result of the test to the government testing website and to the school office (<a href="mailto:office.waltonoak@lumenlearningtrust.co.uk">office.waltonoak@lumenlearningtrust.co.uk</a>) If a positive result is obtained, staff members will not attend school, will comply with self-isolation guidance and book a PCR test through the normal channels.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any</li> </ul>	Y	All	ongoing	L





		siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.				
	M	<ul style="list-style-type: none"> <li>If a child is awaiting collection, they are moved, where possible, to the medical room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people (SLT corridor or library, as appropriate).</li> </ul>	Y	SLT & Office team	ongoing	L
	M	<ul style="list-style-type: none"> <li>If they need to go to the bathroom while waiting to be collected, they should use the adult disabled bathroom and this will be locked afterwards until it has been cleaned. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	Y	Office team	ongoing	L
	M	<ul style="list-style-type: none"> <li>Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul>	Y	All	ongoing	L
	M	<ul style="list-style-type: none"> <li>PPE will 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). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</li> </ul>	Y	All	ongoing	L
	M	<ul style="list-style-type: none"> <li>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> </ul>	Y	All	ongoing	L
				All		



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	M	<ul style="list-style-type: none"> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> </ul>	Y		ongoing	L
	M	<ul style="list-style-type: none"> <li>All staff will wear face coverings in communal areas (unless eating in the staffroom or practical room). This includes moving through the school in corridors and when visiting office spaces belonging to colleagues.</li> </ul>	Y	All	ongoing	L
	M	<ul style="list-style-type: none"> <li>The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.</li> </ul>	Y	Office team	ongoing	L
	M	<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> </ul>	Y	Supervising staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance</li> </ul>	Y	Supervising staff	ongoing	L





Prevention  2. Good hand hygiene practice	M	<ul style="list-style-type: none"> <li>The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Hands to be washed each time pupils and staff return to the classroom. Sanitiser will also continue to be available in each classroom.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>Pupils and staff will need to wash their hands and incorporate time for this in timetables and lesson plans</li> </ul>	Y	All	ongoing	L
	M	<ul style="list-style-type: none"> <li>Staff working with pupils who spit or use saliva as a sensory stimulant will need more opportunities to wash their hands.</li> </ul>	Y	Supervising staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes will be available as an alternative.</li> </ul>	Y	Supervising staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. Inc in addendum. Posters in place</li> </ul>	Y	All staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>Ensure adequate hand washing and/or hand sanitiser stations and that they remain well stocked.</li> </ul>	Y	JB/PG	ongoing	L
	M	<ul style="list-style-type: none"> <li>Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</li> </ul>	Y	Supervising staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>Sufficient handwashing facilities are available – sinks are available in all classrooms. Where a sink is not nearby hand sanitisers are available.</li> </ul>	Y	SLT	01/09/20	L
	M	<ul style="list-style-type: none"> <li>Where hand sanitiser is used, this will be supervised, given the risks around ingestion. Skin friendly wipes will be available for use as an alternative.</li> </ul>	Y	JB	ongoing	L



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<b>Prevention</b>  3. Good respiratory hygiene	M	<ul style="list-style-type: none"> <li>• ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> </ul>	Y	Office team + JB	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Younger pupils and those with complex needs are helped to follow this.</li> </ul>	Y	Supervising staff	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. Staff to inform Inclusion Leader if this is required</li> </ul>	Y	RL	As required	L
	M	<ul style="list-style-type: none"> <li>• DfE guidance to be followed on the use of face coverings in education. From 8 March 2021, new advice applies to the use of face coverings by staff, pupils and students in schools and further education in England. Face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Face visors or shields should not be worn as an alternative to face coverings. These will only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Staff will ensure that face coverings are kept dry. Damp covering will not be used.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Staff will clean their hands prior to putting on or taking off face coverings.</li> </ul>	Y	All	Ongoing	L
	M	<ul style="list-style-type: none"> <li>• Face coverings will be stored in a sealable plastic bag between uses.</li> </ul>	Y	All	Ongoing	L
<b>Prevention</b>  4. Enhanced cleaning	M	<ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.</li> </ul>	Y	All staff	Ongoing	L



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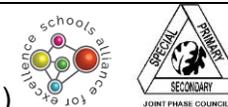


	M	<ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas that are used by different groups. Shared areas limited. Music room to undergo more frequent cleaning (as practical)</li> </ul>	Y	Supervising staff	Ongoing	M
	M	<ul style="list-style-type: none"> <li>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> </ul>	Y	SLT	20/04/20	L
	M	<ul style="list-style-type: none"> <li>Toilets are to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet – pupils to use only one allocated toilet and only 2 pupils to use these room at any one time.</li> </ul>	Y	Supervising staff (JB to arrange)	Ongoing	L
	M	<ul style="list-style-type: none"> <li>The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> </ul>	Y	JB	01/09/20	L
	M	<ul style="list-style-type: none"> <li>Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by Acorns After school club, as set out in the School Lettings Policy/Contract.</li> </ul>	Y	Supervising staff	Ongoing	L
	M	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> </ul>	Y	Supervising staff	As required	L
	M	<ul style="list-style-type: none"> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	Y	JB	01/09/20	L
	M	<ul style="list-style-type: none"> <li>The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> </ul>	Y	JB	01/09/20	L
	M	<ul style="list-style-type: none"> <li>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Cleaning product (Selgine) to be available in every learning space – staff aware of responsibility to use this product to clean surfaces.</li> </ul>	Y	JB	ongoing	L





Prevention  5. Minimise contact	M	<ul style="list-style-type: none"> <li>Under National Lockdown restrictions (where school is open only to vulnerable children and those of critical workers), class sizes will be limited following an assessment of risk by the headteacher. An appropriate number of staff members will be determined on a case by case basis and will meet the level of need in each classroom. A staff timetable will be in operation to minimise the time spent in school and minimise contact.</li> </ul>	Y	All	21/01/21	L
	M	<ul style="list-style-type: none"> <li>Office based staff will also operate on a rota basis to reduce the likelihood of contacts within school.</li> </ul>	Y	All	21/01/21	L
	M	<ul style="list-style-type: none"> <li>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'year group bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:                             <ul style="list-style-type: none"> <li>Pupils ability to distance;</li> <li>The layout of the school site;</li> <li>The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> </li> </ul> <p>More information on groups can be found in COVID-19: <a href="#">Guidance for full opening</a></p>	Y	DTS	01/09/20	L
	M	<ul style="list-style-type: none"> <li>All teachers and other staff can operate across different classes and year groups if necessary in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. This is particularly important in the delivery of music, PE and 1-1 tuition/interventions, where adults are working across year groups.</li> </ul>	Y	All	As required	M
	M	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible</li> </ul>	Y	KG	05/09/20	L



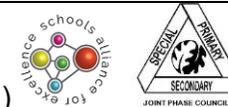


		from other staff. COVID guidance for visiting professionals to be drafted. Use of supply staff will be limited and only used where absolutely necessary.				
	M	<ul style="list-style-type: none"> <li>All adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> </ul>	Y	All staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>Adults should maintain 2 metre distance from each other and from children where possible.</li> </ul>	Y	All staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>Pupils old enough will be supported to maintain distance and not touch staff and their peers.</li> </ul>	Y	Supervising staff	ongoing	L
	M	<ul style="list-style-type: none"> <li>Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> </ul>	Y	staff	02/09/20	L
	M	<ul style="list-style-type: none"> <li>Where possible, pupils are seated side by side and facing forwards, rather than face to face or side on.</li> </ul>	Y	staff	02/09/20	L
	M	<ul style="list-style-type: none"> <li>Large gatherings such as assemblies are avoided, and groups kept apart. Where this is necessary, outside spaces will be used.</li> </ul>	Y	DTS	ongoing	L
	M	<ul style="list-style-type: none"> <li>The timetable is revised to implement where possible:                             <ul style="list-style-type: none"> <li>Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>Maximise the number of lessons or classroom activities which could take place outdoors;</li> <li>Lunch time is staggered so that all pupils are not moving around the school at the same time and separate outdoor spaces have been identified for each year group.;</li> <li>Drop-off and collection times are staggered and communicated to parents, face coverings recommended;</li> <li>Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;</li> </ul> </li> </ul>	Y	SLT	01/09/20	L





	M	<ul style="list-style-type: none"> <li>Pupils use the same classroom or defined area of a setting throughout the day (unless participating in music activity – when the studio may be used), with a thorough cleaning of the rooms at the end of the day (staff to ensure all surfaces are kept clear to enable this), and are seated at the same desk as much as possible;</li> </ul>	Y	DTS	02/09/20	L
	M	<ul style="list-style-type: none"> <li>Mixing is minimised by:                             <ul style="list-style-type: none"> <li>accessing rooms directly from outside;</li> <li>utilising a one-way system within the school and around the outside of the building;</li> <li>staggering lunch breaks. The hall will be used by all years groups but designated staff will wipe down tables, sanitizer will be issued on entry to the hall and a one-way system employed. Pupils with packed lunches will be encouraged to eat outside when possible.</li> <li>The number of pupils using the toilet at any one time is limited;</li> </ul> </li> </ul>	Y	DTS	02/09/20	L
	M	<ul style="list-style-type: none"> <li>The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> </ul>	Y	DTS	Ongoing	L
	M	<ul style="list-style-type: none"> <li>The use of staff rooms and offices is staggered to limit occupancy. Staffroom occupancy limited to 10 people at any one time. Additional space made available to staff – practical room. Staff to wear face coverings in these areas (unless eating)</li> </ul>	Y	All staff	Ongoing	L
	M	<ul style="list-style-type: none"> <li>Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors in the visitor book and a Track and Trace QR code is available for scanning.</li> </ul>	Y	Office staff	As required	L
	M	<ul style="list-style-type: none"> <li>Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are</li> </ul>	Y		Ongoing	L





		shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;		Supervising staff		
	M	<ul style="list-style-type: none"> <li>Pupils limit the amount of equipment they bring into school each day. Essentials such as lunch boxes, hats, coats, and mobile phones (these will be collected by class teachers at the beginning of each day) as well as school bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided and any shared resources are placed in a container for 72 hours before being allocated to another pupil. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Info to be shared with parents</li> </ul>	Y	DTS	26/08/20	L
	M	<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> </ul>	Y	All	ongoing	L
	M	<ul style="list-style-type: none"> <li>Physical Education classes will be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Outdoor sports to be prioritised and school hall used where not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.</li> </ul>	Y	All	ongoing	L
	M	<ul style="list-style-type: none"> <li>Only team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at <a href="#">grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events</a>.</li> </ul>	Y	all	ongoing	L
	M	<ul style="list-style-type: none"> <li>Outdoor competition between different schools can take place. Indoor competition between different schools will not take place until wider indoor grassroots sport for under 18s is permitted.</li> </ul>	Y	all	ongoing	L





		<ul style="list-style-type: none"> <li>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following guidance:                     <ul style="list-style-type: none"> <li><u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport</li> <li>advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u></li> <li>guidance from Swim England on school swimming and water safety lessons available at <u>returning to pools guidance documents</u></li> <li><u>using changing rooms safely</u></li> </ul> </li> </ul>				
	M	<p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Indoor swimming pools, used by settings for education and training, including hydrotherapy pools used for physical therapy, can continue to be used.</p>				
	M	<ul style="list-style-type: none"> <li>Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u>. Further information on music teaching in schools is available in the <u>COVID-19 – guidance for full opening</u>.</li> </ul>	Y	RA	ongoing	L
	M	<ul style="list-style-type: none"> <li>While we are unable to put on live performances to parents live streaming and recording will be considered, subject to the usual safeguarding considerations and parental permission.</li> </ul>	Y	DTS/JB	ongoing	L
	H	<ul style="list-style-type: none"> <li>Schools in other local restriction tier areas planning an indoor or outdoor performance in front of an audience should follow the</li> </ul>	Y	DTS/JB	ongoing	L





		latest advice in the <u>DCMS performing arts guidance</u> , implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering outdoor events.				
	M	<ul style="list-style-type: none"> <li>There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Singing in music sessions will take place only in well-ventilated areas or bubble-specific classrooms. The hall will be used when available. Pupils will be positioned back-to-back or side-to-side for higher risk activities while inside and sharing of instruments will be avoided. Particular instruments will also be allocated to particular bubbles. Windows will be open to ensure good ventilation. Larger groups such as school choirs and ensembles, or school assemblies will not take place.</li> </ul>	Y	DTS	ongoing	L
	M	<ul style="list-style-type: none"> <li>Where a staff member is over 60 years old, they will be classified as “clinically vulnerable” and appropriate precautions taken.</li> </ul>	Y	DTS , KG	As required	L
	M	<ul style="list-style-type: none"> <li>If a staff member is clinically extremely vulnerable they will notify senior leaders. In these circumstances that member of staff will be instructed to work from home, in line with Govt advice.</li> </ul>	Y	DTS	From 25/01/21	L
	M	<ul style="list-style-type: none"> <li>Any pregnant staff member will first have a workplace risk assessment. If less than 28 weeks pregnant, actions that will mitigate the risk will be explored. If above 28 weeks pregnant or with underlying health conditions, a more precautionary approach will be taken and active national guidance around CEV, pregnancy and social distancing will be adhered to. Current guidance is that they do not work in the school. At this point, opportunities to work from home in a different capacity will be explored.</li> </ul>	Y	DTS	Ongoing	L
	H	<ul style="list-style-type: none"> <li>Educational visits are currently advised against and will not take place at this time. DfE have published dates for the commencement of educational visits in line with the government’s roadmap including that no earlier than 12 April schools can</li> </ul>	Y	All	ongoing	L





	M	<p>resume educational day visits. This date is indicative and subject to change.</p> <ul style="list-style-type: none"> <li>Now that outdoor sports and supervised activities for children may open without restrictions on attendance (29<sup>th</sup> March) activities taking place outdoors can happen in groups of any number.</li> </ul>	Y	all	ongoing	L
	H	<ul style="list-style-type: none"> <li>Where parents are using external childcare providers or out of school extra-curricular activities for their children, the school will:                             <ul style="list-style-type: none"> <li>advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</li> <li>encourage them to check providers have put in place their own protective measures</li> <li>send them the link to the guidance for parents and carers</li> </ul> </li> </ul>	Y	KG/DTS	20/03/21	M
	H	<ul style="list-style-type: none"> <li>Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will:                             <ul style="list-style-type: none"> <li>consider the relevant government guidance for their sector</li> <li>put in place protective measures.</li> </ul> </li> <li>Staff encouraged to participate in a twice weekly lateral flow COVID-19 testing programme (this is optional). Staff to be issued with 2-3 tests on a weekly basis and to conduct the tests on a Sunday and Wednesday night. Results to be reported to the school office and via the government reporting website. Staff to notify a member of SLT and NHS test and trace as soon as possible if a positive result is obtained. This staff member will then follow the appropriate self-isolation guidance.</li> </ul>	Y	KG	20/03/21	M
	H	<ul style="list-style-type: none"> <li>We will work closely with ACORNS (external wraparound provider) which their children and young people use, to ensure that as far as possible they can be kept in a group with others from the same bubble they are in during the school day. Where it</li> </ul>	Y	DTS	Ongoing	M





	H	<p>is not possible, or it is impractical, to group children in the same bubbles as they are in during the school day, schools and external providers may need to group children with others from outside their school day bubble and / or from a different school. This may happen, for example, if only one or two children are attending wraparound provision from the same school day bubble and / or where multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible.</p> <ul style="list-style-type: none"> <li>Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare. Extra-curricular clubs will recommence after the Easter holiday but each child will be limited to one club and providers will adhere to all infection control measures outlined.</li> </ul>	N	DTS	19/04/21	L
<p><b>Prevention</b></p> <p>6. Keep occupied spaces well-ventilated</p>	M	<ul style="list-style-type: none"> <li>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:                     <ul style="list-style-type: none"> <li>natural ventilation – opening windows (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). Opening internal doors can also assist with creating a throughput of air</li> <li>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) <u>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u> provides more information.</li> <li>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</li> </ul> </li> </ul>	Y	All	ongoing	M





		<ul style="list-style-type: none"> <li>○ opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>○ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing</li> <li>○ rearranging furniture where possible to avoid direct draughts</li> <li>● Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>● Comfort of pupils and staff will remain a priority.</li> </ul>				
<p><b>In specific circumstances</b></p> <p>7. Where necessary, wear PPE</p>		<ul style="list-style-type: none"> <li>● The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:                             <ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>○ Performing <u>aerosol generating procedures (AGPs)</u></li> </ul> </li> <li>● When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only wear PPE that would be routinely worn, should be worn.</li> <li>● Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow SCC PPE guidance.</li> </ul>				
<p><b>In specific circumstances</b></p> <p>8. Promote and engage in asymptomatic testing, where available</p>		<ul style="list-style-type: none"> <li>● Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings:                             <ul style="list-style-type: none"> <li>○ <u>Primary schools, school-based nurseries and maintained nursery schools</u></li> <li>○ <u>Secondary schools and colleges</u></li> <li>○ <u>Specialist settings</u></li> </ul> </li> </ul>				





<b>Response to infection</b> 9. Test and trace	M	<ul style="list-style-type: none"> <li>NHS Test and Trace process to be followed and designated staff understand how to contact local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to:                             <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> </ul>	Y	DTS	27/08/20	L
	M	<ul style="list-style-type: none"> <li>A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.</li> </ul>	Y	JB/GH	01/09/20	L
	M	<ul style="list-style-type: none"> <li>In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days, along with household members.</li> </ul>	Y	All	As required	L
	M	<ul style="list-style-type: none"> <li>The school will ask parents and staff to inform them immediately of the result of the test:                             <ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> </ul>	Y	SLT or office staff	As required	L





		<ul style="list-style-type: none"> <li>○ If someone tests positive they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least <b>10</b> days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</li> </ul>				
<p><b>Response to infection</b></p> <p>10. Managing confirmed COVID-19 cases</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>• Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.</li> <li>• Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school’s call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</li> <li>• The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>• Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>DTS</p> <p>DTS</p> <p>DTS</p>	<p>02/09/20</p> <p>As required</p> <p>As required</p>	<p>L</p> <p>L</p> <p>L</p>





	L	<ul style="list-style-type: none"> <li>○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> <li>● The health protection team will provide definitive advice on who must be sent home. To support this records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</li> <li>● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They should get a test, and:             <ul style="list-style-type: none"> <li>○ if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</li> <li>○ if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10 day isolation</li> </ul> </li> </ul>	Y	DTS	30/09/20	L
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		<p>period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></p> <ul style="list-style-type: none"> <li>• Evidence should not request of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</li> <li>• In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</li> </ul>				
<p><b>Response to infection</b></p> <p>11. Contain any outbreaks</p>		<ul style="list-style-type: none"> <li>• If two or more cases are confirmed within 10 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>• Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>• In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>DTS</p> <p>DTS</p> <p>DTS</p>	<p>As required</p> <p>As required</p> <p>As required</p>	<p>M</p> <p>L</p> <p>M</p>





Attendance		<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>Shielding advice is being paused nationally from 31 March. From 1 April, all clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</li> <li>Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal.</li> </ul>				
Workforce		<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>Shielding advice is paused nationally (from 31 March). Clinically extremely vulnerable individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</li> <li>Staff in schools who are clinically extremely vulnerable will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</li> <li>People living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul> <p><b>Pregnant women</b></p> <ul style="list-style-type: none"> <li>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <u>guidance for pregnant employees</u>. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</li> </ul>				





	<ul style="list-style-type: none"> <li>• Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</li> </ul> <p><b>Clinically vulnerable (CV)</b></p> <ul style="list-style-type: none"> <li>• Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission.</li> <li>• People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</li> </ul>				
Emergencies	<ul style="list-style-type: none"> <li>• All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>				



**Walton Oak Primary School**  
**COVID-19 Risk Assessment (Summer 1 2021, @13/04/21)**



This risk assessment has been agreed by the following:

Name	Date	Designation	Organisation	Signature
D Sonley	19/03/21	Headteacher	Walton Oak	

