

## Radley CE Primary School Covid-19 Risk Assessment: Updated 3 January 2021

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This Risk Assessment is based on current government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans in mainstream schools)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Implementing preventative measures in education settings](#)
- [Safe working in education settings](#)
- [Face coverings in education](#)

### **RAG rating of control measures**

- Green: this measure was able to take place immediately the school re-opened as of September 2020
- Amber: this measure was to be put in place during the Autumn Term 2020
- Red: this measure cannot be put in place at Radley CE Primary School

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come to school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process. (Or they can utilise one of the tests held by the school.)</p> <p>If a symptomatic person comes into school, they will be sent home immediately or (if a child) isolated until they can be picked up in the Office Reception area.</p> <p>In the case of a symptomatic child who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Home testing kits in school will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one increases ease of testing.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a child or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person,</p>	Headteacher	By the start of term Autumn 2020	Discussed at INSET days on 1+2 September 2020 with all staff Reminders given on a regular basis to staff

		<p>and these people asked to self-isolate. To help with this, records will be kept of:</p> <p>The children and staff in each group and any close contact between children and staff in different groups</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
<p>Contact with coronavirus when getting to and from school</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone is encouraged to walk/cycle to school, and anyone, including members of staff, who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Staggered starts and finish times at the beginning and end of the school day are in place.</p> <p>Separate entrances for different 'bubbles' are in place to minimise risk of contact. Markings on the ground indicate where parents should wait with their child to maintain social distancing.</p> <p>Parents/carers who need to drop off / pick up children will be told via email/letter:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• To minimise adult to adult contact, adults waiting to collect their child do so at different exits, maintaining social distancing by</li> </ul>	<p>Headteacher</p>	<p>By the start of term</p>	<p>Discussed at INSET days on 1+2 September 2020 with all staff</p>

		<p>using marked spacing. Only one parent/carer to come onto the school grounds to collect their child.</p> <ul style="list-style-type: none"> <li>• Parents/carers are not to access the school buildings without a pre-arranged appointment</li> <li>• Parents / carers asked to consider wearing face masks when bringing or collecting their children on the school site.</li> </ul> <p>Any member of staff wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day, if they remove them during the working day. If using disposable face coverings, these will be put in a covered bin. Anyone wearing a face covering when arriving at school will wash their hands on arrival (as all individuals will), dispose of/store the covering if they remove it during the working day, and wash their hands again. Everyone will be made aware they must not touch the front of the covering during use or removal. A supply of spare face coverings will be kept for any visitor or contractor who arrives without one or has a covering that's unsafe to wear.</p> <p>The school will work with providers and children to ensure that, for example on a school visit, wherever possible:</p> <ul style="list-style-type: none"> <li>• Children are grouped together on transport to reflect the groups that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> </ul>			
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Handwashing facilities and hand sanitisers will be provided at entrances/exits to the school and in classrooms</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, after sneezing or coughing</li> </ul>	Headteacher	By the start of term	Discussed at INSET days on 1+2 September 2020 with all staff

		<ul style="list-style-type: none"> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing/hand sanitising.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be used and emptied each day.</p>			
<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Areas of the school that are used by children and staff, such as staffrooms, classrooms toilets and corridor areas will be cleaned thoroughly each day.</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons/handles) / door and window handles / furniture / light switches / ledges</li> </ul> <p>Any resources shared between groups, such as sports equipment or dining tables will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p>	<p>Headteacher</p>	<p>By the start of term</p>	<p>Discussed at INSET days on 1+2 September 2020 with all staff</p>

		<p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Equipment in shared rooms, such as tables in dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and the surfaces being used before and after handling children's books.</p> <p>Items that need laundering (e.g. tea towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting.</p> <p>Children and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats and bookbags. (No pencil cases.)</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Class 'bubbles' will be kept separate and will use different doors to access the field and playground: Thames to use main entrance and through side gate by the bicycle store; Isis to use the hall door; Cherwell to use the door at rear of classroom and FSU to use their own doors.</p> <p>Children will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards in Thames and Isis classrooms and seated diagonally or side-by-side in Cherwell and EFYS, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, or playing instruments (particularly wind instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned</p>	<p>Headteacher</p>	<p>By the start of term</p>	<p>Discussed at INSET days on 1+2 September 2020 with all staff</p>

		<p>either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared.</p> <p>Whole school assemblies will not be taking place. For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or the hall used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart).</p> <p>This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. Temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Pupils will be kept in the same bubbles at all times each day, and be kept separate from other groups</p> <p>Class bubbles will have staggered timetables, including for start and finish times, and lunch times in the dining hall to avoid too many children being in one place at the same time. There will be zoned areas on the field / playground for each bubble. Movement around the school site will be kept to a minimum. Children will be supervised at all times to ensure mixing between groups doesn't occur, and reminded of the rules through the day.</p> <p>Rooms will be accessed directly from outside where possible, and corridor areas will only be used by the bubbles requiring their access. The dining area in the hall will be kept at half capacity to</p>	<p>Headteacher</p>	<p>By the start of term</p>	<p>Discussed at INSET days on 1+2 September 2020 with all staff</p>

		<p>allow bubbles to keep apart when using it and tables will be cleaned between each use by different groups.</p> <p>Toilet use will be managed to avoid crowding. There will be separate toilet cubicles and sinks for Thames and Isis children in the Key Stage 2 toilets. Cherwell and FSU children will use only their designated toilet areas.</p> <p>To limit the number of staff accessing shared areas at any one time, there will be two staff rooms, four areas for tea and coffee making and three sets of staff washroom facilities in use.</p> <p>Use of the School Office will be staggered where necessary, to limit occupancy. (Eg for Stuart Wicker – IT Consultant)</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Breakfast Club will operate by separating bubbles onto separate tables spaced apart, so that children maintain small, consistent groups and stay within their class bubble.</p> <p>After-school clubs will operate only in separate class bubbles.</p>			
Spreading infection due to the school environment	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed on the INSET days of 2 + 3 September 2020 to make sure they can still be followed with changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding are not compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	Headteacher	By the start of term	<p>Discussed at INSET days on 1+2 September 2020 with all staff</p> <p>Regular reminders given</p>

		<p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the requirement of 2.3m<sup>2</sup> per child for children aged 3 to 5 years old.</p>			
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Otherwise essential meetings will be conducted outside, or in a room large enough to allow for social distancing, following current government guidelines as to numbers of people able to meet together at any one time.</p>	Headteacher	By the start of term	Discussed at INSET days on 1+2 September 2020, with all staff Regular reminders given
Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>	Headteacher	By the start of term	Discussed at INSET days on 1+2 September 2020, with all staff Regular reminders given