



WATERINGBURY CE PRIMARY SCHOOL RISK ASSESSMENT

This document aims to identify the risk control measures that have been put in place as of 30 November 2020. The measures listed are based on the most recent government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Safe working in education settings](#)
- [Restricting attendance during the national lockdown: schools \(publishing.service.gov.uk\)](#) (updated January 2021)

The risk assessment takes into account:

- The number of staff and pupils expected to attend (179 pupils, 31 staff)
- The risk assessments for individual staff and for individual pupils (e.g. those who are clinically vulnerable)
- All reasonable adjustments required to enable everyone to be able to follow the measures, including for pupils with EHC plans
- The size and layout of our school premises
- The resources available to us (e.g. PPE, soap, cleaning products)

All control measures have been RAG rated to make it clear how prepared we are for each measure being in place for Term 2.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the Spring term
- Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> Staff Pupils Parents Contractors Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. We will take temperatures of staff and children every morning. Medical room has been located to Rainbow Room PHE guidance to be followed. 999 will be called if they are seriously ill or injured or their life is at risk. Member of staff in child's classroom to supervise until paediatric first aider available.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear 	<p>Headteacher/DHT/I HoS</p> <p>All staff HT/DHT/IHoS</p> <p>HT/DHT/IHoS Paediatric first aider</p> <p>HT/DHT/IHoS to oversee alongside First Aiders</p>	<p>1 September 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>1 September 2020</p>	<p>Reminder sent 04/11/2020</p> <p>All PPE Equipment is available for use in the medical room.</p>

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		<p>disposable gloves and a disposable apron</p> <ul style="list-style-type: none"> • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</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 decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE Coronavirus helpline. Further advice can be obtained from local health protection team. The team will carry out a rapid risk assessment to confirm who's been in <i>close contact*</i> with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p><i>*Close contact means:</i></p> <ul style="list-style-type: none"> • <i>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</i> <ul style="list-style-type: none"> ○ <i>Being coughed on,</i> 	<p>HT/DHT/IHoS to oversee</p> <p>GP/FC to oversee with IHoS</p> <p>HT/DHT/IHoS dependent on who on site.</p> <p>HT/DHT/IHoS</p>	<p>From receipt of testing kits</p> <p>As soon as child leaves the room to go home.</p> <p>As soon as HT is notified</p> <p>From 3 September</p>	<p>School has received home testing kits which are stored in the HT office, cupboard on right.</p> <p>IHoS to inform GP/FC</p> <p>Phone: 0800 046 8687</p> <p>Opening hours: Monday to Friday from 8am to 6pm</p> <p>Saturday and Sunday from 10am to 6pm</p> <p>Daily registers and staff attendance registers for each class bubble from SIMs</p>

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		<ul style="list-style-type: none"> ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) ● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ● Travelling in a small car with an infected person <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>Use of LFTs by staff who opt in. LFTs to be use twice a week with results shared with Anneka. Any positive tests to be followed up with a PCR test.</p>	<p>HT/DHT/IHoS dependent on who on site.</p> <p>IHoS with all staff who opt in</p>	<p>As soon as a case is confirmed.</p> <p>22/01/2021</p>	<p>Public Health England to be contacted: Mon-Fri, 9am-5pm: 03442253861 Out of hours, 5pm-9pm & 8-9am: 08449670085 Weekends and bank holidays, 8am-9pm: 08449670085</p> <p>Stored in HT office and logged out.</p>
<p>Contact with coronavirus when getting to and from school</p>	<ul style="list-style-type: none"> ● Staff ● Pupils ● Parents ● Contractors ● Visitors 	<p>Staff and Pupils to be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Staggered start and finish times are in place to help avoid peak times.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p>	<p>All staff to promote walking/cycling/scooting to school</p> <p>HT/DHT/IHoS</p>	<p>September 3rd 2020 with regular reminders</p> <p>September 3rd 2020 with regular</p>	<p>Reminder to be sent with timings 04/01/2021</p> <p>Reminder to be sent with timings 04/01/2021 Recap all advice in</p>

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		<ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times • The protocols for minimising adult to adult contact. • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • Parents to be encouraged to now wear face coverings at drop off and pick up times <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	<p>Parents Class Teachers</p>	<p>reminders</p> <p>3rd September 2020</p>	<p>timings reminder. Include govt guidance.</p>
<p>Spreading infection due to touch, sneezes and coughs</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>Handwashing facilities will be provided for all staff and pupils. Hand sanitiser dispensers have been installed at entrances and exits to the school including all external classroom doors.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their 	<p>All staff, children and visitors</p> <p>All staff, children and visitors</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ordering of more sanitisers following an audit 03/12/2020</p> <p>Reminder for children by class teachers w/b 07/12/2020</p> <p>More posters to be</p>

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		<p>hands</p> <ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <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. Skin friendly cleaning wipes can be used as an alternative. Reception and Key Stage 1 children will be supervised during hand washing at the start of term.</p> <p>Any pupils unable to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, will have additional measures put in place for them and the staff who work with them. See individual risk assessments.</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 emptied throughout the day.</p> <p>Staff may wear face coverings in areas outside of classrooms, for example in staffrooms and corridors, should they choose to do so. Face coverings will not be necessary in the classroom.</p>	<p>Class Teachers to revisit in September with new classes</p> <p>SENCo 1:1 TAs</p> <p>Caretaker</p> <p>Individuals to decide</p>	<p>Ongoing</p> <p>As the need arises</p> <p>Daily</p> <p>Ongoing</p>	<p>displayed around school w/b 07/12/2020</p>

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<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Pupils 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, books, stationery and mobile phones. See year group risk assessments/plans.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. E.g. classrooms, library, toilets, corridors</p> <p>Any resources shared between groups, such as sports, art</p>	<p>Caretaker with Class Teachers/support staff overseeing table cleaning before lunch.</p> <p>Class Teachers</p> <p>Class Teachers</p> <p>Caretaker to oversee Class teachers</p>	<p>Daily from start of term</p> <p>1st September</p> <p>3rd September</p> <p>1st September</p> <p>3rd September</p>	<p>Cleaning audit 03/12/2020</p> <p>Wipes, anti-bac spray to be provided in each class for wiping down I-Pads etc</p> <p>Separate guidance to be read before assessing safe reintroduction of play equipment and trim trail</p> <p>Use of zones for breaktimes to be used for designated classes for short terms and then children to rotate</p>

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		<p>and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <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>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. Children using the library will have their temperatures taken.</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 decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers/support staff will wash/sanitise their hands and surfaces before and after handling pupils' books and other resources which are given out..</p>	<p>Class Teachers</p> <p>Class Teachers</p> <p>Overseen by caretaker and Reading Lead</p> <p>Caretaker with cleaning staff overseen by IHoS/paediatric first aider.</p> <p>Teachers/Support staff</p>	<p>Ongoing</p> <p>Ongoing, daily</p> <p>Daily</p> <p>Frequently throughout the day.</p> <p>1st September</p>	<p>Class teachers encouraged to mark throughout the lesson and not to take books home. Inset day time spent on revised marking guidance.</p> <p>All pupils have had individual resource packs created for them. Class teachers have ordered resources for their classes and their needs.</p> <p>KS/VG/AO to audit on 03/12/2020</p>
Spreading infection due	<ul style="list-style-type: none"> • Staff 	<p>Pupils will be kept to their class groups and remain in these bubbles in their designated classrooms.</p>	<p>Class Teachers</p>	<p>3rd September</p>	<p>See individual year group plans for further</p>

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to excessive contact and mixing between pupils and staff in lessons	<ul style="list-style-type: none"> • Pupils • Parents • Contractors • Visitors 	<p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils in Years 2-6 will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass 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 either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces 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). 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.</p>	<p>Year 2- 6 class teachers, overseen by Phase Leaders</p> <p>Class Teachers, Peripatetic music teachers</p> <p>Class Teachers/Sprint PE and Sport</p> <p>IHoS to oversee</p> <p>SENCo to oversee</p>	<p>3rd September</p> <p>3rd September</p> <p>3rd September</p> <p>7th September</p> <p>3rd September</p> <p>3rd September</p>	<p>guidance and information</p> <p>Sprint PE used for PPA cover in year 2, 5 and 6</p> <p>Conversations with staff who are vulnerable and group set up for staff in this group.</p> <p>Teacher absence to be covered by support staff</p>

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		<p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians 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>Masks can be worn by members of staff in school, particularly in communal areas.</p>	<p>IHoS</p> <p>SENCO</p> <p>All staff</p>	<p>Ongoing from 7th September</p> <p>Ongoing from 7 September</p> <p>08/03/2021</p>	<p>and IHoS in order to minimise visitors to the school; peripatetic teachers to return during term 2</p> <p>regular supply teacher used as much as possible during AO IHT role.</p> <p>To be shared with staff in staff communication week beginning 22/02/2021</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"> • Staff • Pupils • Parents • Contractors • Visitors • Staff • Pupils • Parents • Contractors • Visitors 	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and children will be taught to keep to the left in any corridors.</p> <p>All shared rooms, e.g. halls, will be kept at half capacity to</p>	<p>Class Teachers</p> <p>Headteacher</p> <p>All staff</p> <p>All staff</p>	<p>3rd September</p> <p>3rd September</p>	<p>See separate plans for each year group</p> <p>Assemblies to be held via Zoom</p> <p>See lunchtime plan</p> <p>See rotas for break and lunch duty supervision</p> <p>See lunchtime plan</p>

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		<p>allow groups to keep apart when using them. They will be cleaned between each use. Lunch to be eaten in classrooms. Meals will be delivered by MDMS and IHoS</p> <p>Toilet use will be managed to avoid crowding. Each class to introduce rota system to limit numbers at any one time. Adult toilets to be designated between teams in school.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. See separate plans for designated spaces.</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. Visitors will be asked to sign in providing their contact details as well as scanning the QR code and taking their temperatures.</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 and after-school provision to resume. Pupils to be kept in their same groups where possible or alternatively small, consistent groups. Guidance for out-of-school settings has been used for planning purposes.</p>	<p>IHoS/MDS</p> <p>IHoS and CTs</p> <p>Headteacher</p> <p>IHoS/Office Staff</p> <p>IHoS Wateringbury and Nettlestead Pre-school</p>	<p>3rd September</p> <p>3rd September</p> <p>1 September</p> <p>1 September</p> <p>3rd September</p>	<p>See Year group plans</p> <p>Room/space for lunch to be reconsidered.</p> <p>Electronic check in system to be investigated.</p> <p>Thermometer and QR code introduced October 2020</p>
Spreading infection due to the school environment	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>Checks to the premises will be carried out to ensure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p>	<p>Headteacher/IHoS Caretaker</p> <p>IHoS/caretaker</p>	<p>1st September</p> <p>1st September</p>	<p>Fire evacuation plan to be created/found 12/2020</p>

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		<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 wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</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 following requirements:</p> <ul style="list-style-type: none"> • 2.3m² per child for children aged 3 to 5 years old 	<p>Class Teachers</p> <p>Caretaker</p>	<p>1st September</p> <p>1st September</p> <p>3rd September</p>	<p>Reminders to staff regarding Covid safe procedures to be shared w/b 07/12/2020</p>
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>Where possible, all meetings will be conducted by telephone or using video conferencing, Microsoft Teams or Zoom. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>During lockdown, staff meetings (PDMs) will not be held in school. These will continue to be remote using video conferencing platforms or uploaded as videos to be viewed later.</p> <p>Masks can be worn by members of staff in school, particularly in communal areas.</p>	<p>All staff</p> <p>All staff</p> <p>ExLoS/SLT</p> <p>All staff</p>	<p>1st September</p> <p>1st September</p> <p>04/01/2021</p> <p>08/03/2021</p>	<p>PDMs reduced for well-being.</p> <p>To be shared in staff communication week beginning 22/02/2021</p>
Individuals	<ul style="list-style-type: none"> • Staff 	<p>The school will continue to follow any shielding guidance in</p>	<p>Headteacher/DHT/</p>	<p>1st September</p>	

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vulnerable to serious infection coming into school	<ul style="list-style-type: none"> • Pupils • Parents • Contractors • Visitors 	<p>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. some 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. individual risk assessments will be completed for these staff</p>	<p>SBM</p> <p>Headteacher/DHT/ SBM</p>	1 st September	