

Date completed: 2.3.21
By: Charlotte Haynes (HT)
Checked by: Tracey Haslam (SBM)

Oxfordshire County Council

School / Establishment:
 New Hinksey C.E.Primary

Venue / Activity / Group specific Risk Assessment

This RA is designed to record the significant findings of the Risk Management Plan for a specified activity.

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| Date of Activity: March 8 th 2021 | Nature of activity: School Open to All Age Groups. | Venue: New Hinksey C.E. Primary |
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Educational benefits of visit /activity: Provide consistent education for primary aged children

| 1. Significant Hazards and Identification of Risks <i>Detail any specific hazards relating to this visit / activity and/or group</i> | 2. Who might be harmed? <i>Number / age of participants Number of accompanying staff Any others at risk</i> | 3. Control Measures <i>Specific control measures for Col 1. This should result in a risk that is at the lowest acceptable level. Anything other than this will require further Control measures to be put in place</i> | 4. Residual Risk H / M / L |
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| <p>Children and adults coming into school increasing the risk of social contact and therefore contracting Covid 19</p> | <p>All adults and children coming into school</p> | <p>Handwashing/sanitising when entering school for children and staff as soon as they arrive and at key, regular points during the day including before and after playtimes and before and after eating, as well as hand sanitising just before leaving at end of day.</p> <p>Any other visitors by appointment to observe same sanitising methods as staff and to keep two-metre distance from staff and children.</p> <p><i>There will be staggered starts and ends to the day with different entrances and gates for different groups.</i></p> <p>Children in years 3 to 6 will have set places in forward facing seats.</p> <p>Children will be reminded to socialise and play without physical contact such as hugging, play fighting, giving piggy backs etc.</p> <p>Classroom activities that involve, singing, shouting, loud chanting (and therefore increased respiratory transmission risk) should not take place.</p> <p><i>All classroom areas where children have been to be sanitized by staff at times throughout and at the end of the day including door handles, surfaces, desks/tables, taps, chairs, stair banister, shared equipment and resources, using spray and cloth or disposable wipes provided. This includes break out spaces such as hall for Kingfishers and art room tables for Doves etc.</i></p> | <p>M/L</p> |

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| | | <p>All areas to be sanitized at the end of the day by cleaners using anti covid products, and HT to clean the toilets at lunchtime. FS staff to wipe FS toilets as needed during day. PPE gloves to be worn for all toilet cleaning tasks.</p> <p>Staff supervising gates or talking to parents outside through railings to wear masks.</p> <p>All staff to wear masks in school at all times other than when in their own bubble during teaching sessions or when working in an empty classroom/office i.e. by themselves. This includes on the playground when staff may need to be in close proximity to children to sort out issues and to support anyone who is hurt.</p> <p>Masks should be the 3 ply/layered ones – either your own if 3 layered or the paper ones provided by school</p> <p>Maintenance of increased ventilation in classes and thoroughfares and toilets by having windows and doors open as much as possible. In cold weather when windows might be closed to maintain warmth classrooms to be ventilated by opening windows before school, at break times and at end of day as a minimum. Try to keep some high level windows open even during cold weather. If this is not possible then ventilation ‘purges’ should take place at times throughout the day so that the air in the room is changed by a short sharp burst of having all windows and doors open.</p> <p>Any doors propped open during day to be fully closed overnight to maintain their usefulness as fire doors.</p> <p>Maximum of 4 staff at a time using staff room for making refreshments and eating – only three seats in there. For socially distanced break time sitting/eating there are spaced out seats available at the end of the school hall.</p> <p>Parents to be frequently reminded about social distancing, wearing face coverings and current restrictions at drop off and collection times by signage and reminders in newsletters and by talking to them as needed.</p> <p>Voluntary twice weekly home testing of staff using Lateral Flow Devices in place and taken up by majority of staff.</p> | |
| <p>Children exercising together increases the risk of contracting Covid 19 due to</p> | <p>All adults and children involved in exercise, through</p> | <p>Social distancing measures should be ‘encouraged’ at all times. Controlled and monitored rotas for playground use at any one time and keep the groups using playground at same time as consistent as</p> | <p>L as will be outside</p> |

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| <p>increased breathing and perspiration</p> | <p>lessons or playing on the playground</p> | <p>possible e.g. always only years 5 and 6 together in same outside space. Other staff can pass through the area but should maintain distancing from other adults and should wear a face mask.</p> <p>No indoor PE for time being as hall is small and children will be exhaling more deeply during indoor exercise.</p> <p>Adults to maintain at least 3 meters from children's faces who are puffing and panting through physical exertion when outside.</p> | |
| <p>Children and adults within the morning club and after school club with mixed ages and smaller space finding it impractical to observe social distancing and so increasing the chances the risk of contracting Covid 19 should someone have hidden symptoms</p> | <p>Children and adults within classroom setting</p> | <p>MC and ASC suspended from March 8th to be reviewed at Easter. Following things in place when review of national and local infection data indicates the risk is low enough to start up the ASC and MC again.</p> <p>Groups using the facilities to be kept as small and consistent as possible. Use different spaces for KS 2 and for FS+KS1. Use of Nest and Art Room so can be spaced out. Outside to be used as much as possible.</p> <p><i>They will have access to both sinks in the art room for handwashing and use indoor route to KS1 toilets which are individual cubicles containing loo, wash basin and hand drier within the cubicle. Only 1 child at a time to go to the toilets.</i></p> <p>Adult staff to be responsible for their own social distancing. Cleaning products to be available for frequent cleaning and wiping of areas touched by children i.e. enhanced hygiene procedures. Equipment and toys used on one day to be put away for 3 days before being used again. Withdraw more risky play items such as dressing up clothes, soft toys that cannot be cleaned so easily. Accurate records/registers kept, to be used in case of need to track, trace, isolate etc.</p> | <p>M</p> |
| <p>Staff and children risking the spread of Covid 19 by not adhering to the personal hygiene protocol</p> | <p>Anyone in the school environment</p> | <p>All staff to have read and be familiar with this risk assessment. Staff to ensure that they and the children are following the protocols and to encourage and remind each other. Staff use of staffroom limited to maximum 4 people at a time.</p> <p>Classroom staff to only work with their own bubble pupils and in their own bubble's spaces.</p> <p>Visiting professionals to school should be kept to a minimum and only if essential and by appointment only.</p> <p>Visiting staff can work with groups e.g. sports coach or individuals e.g. ToD and visitors must adhere to the protocol for visitors as well as their own organisation's risk assessment.</p> <p>Tradespeople not to be on site till after 3.15pm and by appointment only (unless an emergency in which case school staff will ensure that areas needing to be accessed are clear of pupils and people)</p> | <p>L for staff M for pupils but becomes LOW with reminders and supervision from staff</p> |

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| | | <p>Deliveries to be accepted through the external gates near offices and not brought into the school buildings by delivery personnel.</p> <p>School to ensure that soap and paper towels are readily available at all times. Staff to report to office immediately if soap and paper towels need replenishing and/or collect new supplies themselves which will be accessible. Any fabric towels used to be hot washed each day. <i>Hand sanitizer to also be available in strategic places throughout the school buildings.</i></p> <p>On return (March 8th) children to be reminded and shown (in their class by their teacher) about how to use tissues, using the bins, washing hands properly, how to rub in hand sanitiser, not touching their faces, not shouting in each other's faces, catching sneezes etc.</p> | |
| Adult or child showing symptoms of possible Covid 19 when at school | All adults and children coming into school | <p>Child to be isolated in front reception office with window open and parents phoned immediately to take child home. Child to be observed and monitored through the viewing panel. Parents supported to get child tested. The Head to follow clear public health guidance on what to do if the test comes back positive. Room to be cleaned once child has been picked up.</p> <p><i>If a child is showing symptoms, the attending staff must wear PPE mask and gloves before attending to the child.</i></p> | M |
| No DSL available due to illness so that safeguarding concerns are not addressed | | <p>If both DSLs are ill at the same time, the Chair of governors (Harm Jan) and safeguarding governor (Kieran Cox) must be informed. All staff are aware that they can make a MASH referral at any time, even without DSL present. Contact DSLs by telephone if appropriate.</p> | L |
| Use of equipment/utensils/resources that could harbour Covid 19 | Anyone in the school environment | <p>Staff eating and drinking utensils to be washed and dried thoroughly and put away by the staff member using it. Items should not be left dirty next to sink or draining on the draining rack please. Children in class to have an individual named set of frequently used utensils such as pens/pencils/colours/scissors.</p> <p>Frequent handwashing or sanitising including before and after using IT keyboards. Sanitising wipes for keyboards to be used before putting a device away.</p> <p>All children eating their own packed lunch should be bringing any spoons or forks needed from home and taking them home again zipped in their lunch bvags.;. School provided lunches will have disposable wrappings and spoons. All parents asked to supply a lunch with containers, packets and wrappings that children can deal with themselves so staff do not need to handle lunchboxes.</p> <p>Staff to use hand sanitiser immediately before using the photocopier or office phone and office phone to be wiped over with cleaning wipe after use please.</p> | L |

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| <p>Child or parent developing a high temperature or a persistent dry cough after a child has been into school.</p> | | <p>Child not to come back to school until either a negative test or 10 days of self-isolation, following the latest guidance. If it is a confirmed case of Covid-19 in a staff member or child, guidance followed from Public Health, which is likely to be all staff and children in that bubble not attending school and self-isolating for 10 days. PH and DfE will support school with procedures in these instances.</p> | <p>M</p> |
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- Classes will be taught by their own teacher/s and regular TA in the classroom and will not share teaching spaces
- They will be seated in the class forward facing for year 2 to year 6 as far as is practicable.
- They will have their own regularly used pencils and pens etc so not sharing but can move around class to own drawers etc and handle books .
- There will be frequent handwashing and sanitizing of surfaces during the day.
- Tissues and additional waste bins will be available in every area being used.
- Playtime groups to be kept as consistent as possible and no more than two classes using an outdoor space at a time so that there is plenty of space. They will be expected to not be hugging and holding each other but in their outside games and playing it may be that at times they run or play near to each other.
- There will be staggered start and finish times for the school day for each class.
- Thorough cleaning will take place including all the light switches, door handles, surfaces, toilet and wash basin facilities.
- Any child showing symptoms of illness will immediately be isolated from all others in school and sent home. That family will be supported to get testing asap and if a positive result Public Health guidance will be followed.
- Social distancing explanations, signage and reminders will be shared regularly with the children and we will use our best endeavours for social distancing to take place as far as is practicable.
- Children should not attend school if they have any symptoms of illness.
- The FS rooms have been reorganised and surplus furniture moved/taken out to make it more spacious and to encourage pupils not to be so close.
- The outside FS area will be available and in use all day allowing children to be more spaced out and spend plenty of time outside in the fresh air. (FS)
- Frequently used equipment will be swapped over each day so that it is fresh and not harbouring germs (e.g. pencils and pens) (FS)
- As far as is possible soft toys and fabric material resources and toys (e.g. dressing up clothes) have been packed away or minimised. Any fabric material resources that are used will either be washed each day or stored away after use for a period of time to ensure no potential residual 'virus' still exists. (FS)
- Majority of staff are conducting twice weekly lateral flow tests at home