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Checked by: Whole Staff (1.9.21)

Oxfordshire County Council

School / Establishment:
 New Hinksey C.E.Primary

Venue / Activity / Group specific Risk Assessment

Date of Activity: From September 1st 2021 start of term.	Nature of activity: School open to all age groups with removal of bubbles and new operating guidance from Government.	Venue: New Hinksey C.E. Primary
Educational benefits of visit /activity: Provide consistent education for primary aged children and full range of opportunities.		

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</i> <i>Number of accompanying staff</i> <i>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
Increased risk of covid infection transmission as all children and adults back in school working without need for 'bubbles', social distancing or wearing of face masks	All adults and children in school and using the Morning Club and After School Club Facilities	<p>Maintain use of slightly staggered start times and use of different gates for drop off and collection for the start of the Autumn term so that whole school is not gathering at the same time on the small playground area, until the impact of return to school on transmission rates is clear. This also maintains the better supervision and orderliness of the start and end of the day.</p> <p>Frequent handwashing and/or hand sanitising during school day including on arrival, after playtimes and before eating. 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>Frequent reminders and rigorous adherence to catch it, bin it, kill it message re sneezing and coughing and use of, and disposal of, tissues.</p> <p>Regular talking to children about increased hygiene issues.</p> <p>Enhanced cleaning procedures especially wiping down of 'touch points' such as door handles, desk tops, frequently used equipment. Classroom staff to have access to cleaning wipes for quick and simple wipe down of areas and equipment</p>	M/L

Increase and maintain high levels of natural ventilation by having windows and doors open as much as possible whilst being mindful of impact on comfort and temperature levels.

Where necessary 'purge' classes with fresh air at times that they are not being used e.g. break times, just before school starts etc.

Encourage staff to wear masks in crowded communal places or where a sensible degree of social distancing is not possible.

Meetings between staff to be in spacious, well-ventilated areas and avoid overcrowding.

Encourage staff and parents to wear face masks when face to face chatting, if closer than 2 metres or indoors.

Continue with restricted access to indoor spaces for parents unless by prior arrangement for a meeting or exceptional circumstance.

No general access to playgrounds for parents at drop off and pick up time but an individual parent may be invited by a staff member to come on to site if they are needed to support their child in the case of an accident, illness, distress etc.

There will be a graduated return to use of hall for assemblies and lunches. Assemblies for first half of term to be separate KS1 and KS2 to prevent overcrowding. Only two classes at a time using hall for lunches and each class at a separate end, not mixed together.

PE session to predominantly take place outside for the first half of Autumn Term whilst covid situation on return to school is monitored.

Clear and frequent messaging to parents to deliver message that they must keep a careful eye on their children's health and must not send symptomatic children into school, and must get them PCR tested if they have symptoms or are deemed a close contact of a positive case and are required to get tested on the advice of Test and Trace.

		<p>Morning Club – small numbers mean that the supervisor and children can be quite spread out and windows to be open.</p> <p>After School Club – outside to be used as much as possible for activities, indoor space to be kept well ventilated, regular hand hygiene opportunities, parents not to enter premises at pick up time and adults who are collecting asked to wear a mask when at the doorway.</p> <p>Twice weekly, voluntary home testing by staff using LFDs to resume and staff strongly encouraged to take up.</p> <p>An infection Outbreak Management Plan will be in place to allow scaling up or down of infection control measures if infection numbers increase of public health thresholds are reached triggering requirement for further measures.</p>	
<p>Greater numbers of visitors to school site (professionals and contractors) increasing number of contacts and potential infection spread.</p>	<p>Anyone in the school environment</p>	<p>Deliveries to be accepted through the external gates near offices as far as possible or dropped off quickly into reception area, to avoid close face to face contact in the small office space.</p> <p>Visitors to school site during the school day must as far as is practical, have made appointment via the school office (SBM and HT) so that times for their visits enable sensible use of space, avoid overcrowding, ensure that tradespeople are not having to work in a small space close to pupils and staff.</p> <p>All visitors to school to be encouraged to hand sanitise on arrival and conduct conversations with staff at a sensible distance or outside or wearing a face covering if chatting inside in close proximity.</p> <p>Visiting professionals to adhere to their own organisation’s RA and risk mitigation guidelines when on site and working with children.</p>	<p>L</p>
<p>Adult or child showing symptoms of possible Covid 19 when at school</p>	<p>All adults and children coming into school</p>	<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. School to support family with the latest follow public health guidance on what to do if the test comes back positive.</p>	<p>M</p>

		<p>Room to be cleaned once child has been picked up. <i>If a child is showing symptoms, the attending staff must wear PPE mask and gloves before attending to the child.</i></p> <p>Ongoing information to parents from start of term reminding them to watch carefully for symptoms and not to send ill children into school, and to get children tested straight away if symptomatic.</p>	
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.</p> <p>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 bags. 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

Infection Outbreak Management Plan: How will the school respond if there is a covid outbreak in school?

If the proportionate control measures outlined in the Risk Assessment are not enough to prevent an outbreak and if the numbers of cases in the school reach the thresholds (see below) for implementing contingency plans the following measures will be taken.

- The latest DfE and Public Health guidance and contingency plans will be followed
- Any infection measures in place through the RA may be stepped up such re-instating social distancing, a return to bubbles, increased staggering of school day and wearing of face masks
- Reduce mixing of groups in school and minimisation of contacts including restricting visitors to the school site
- Cessation of larger group activities or activities which increase the risk of respiratory transmission such as assemblies, singing, use of hall for lunches of more than one class, indoor PE etc
- Use of outdoors for activities, learning, assemblies, PE will be used as much as possible
- Ways of further improving ventilation will be rapidly explored and implemented if feasible
- One – off enhanced deep cleaning may be appropriate
- Contact with the LA covid support group and DfE helpline if additional Public Health Advice is required

In extreme cases a return to remote learning for affected classes/groups/whole school. This would only happen in collaboration with, and as directed by, the Local Authority and Public Health bodies.

TVPH threshold for seeking public health advice is:

- 10% or more (approximately) of a class or year group (or equivalent other group) been confirmed as positive for COVID-19 in the previous 10 days*
- 5 or more confirmed COVID-19 cases in a single class or year group (or other equivalent groups) in the previous 10 days*
- 10% or more (approximately) of all staff been confirmed as positive for COVID-19 in the previous 10 days*
- 2 or more cases in 10 days in students who are boarding in a school or in a residential setting such as holiday camp or in a SEND educational setting*
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your student or staff population due to COVID-19.

*At least one of these cases should be PCR positive i.e., laboratory confirmed.