

COVID19: Partial Opening Risk Assessment and Action Plan

SCHOOL NAME: Stonesfield Primary School

OWNER: Ben Trevail, Headteacher

DATE: 8th January 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the partial opening of the school and ensure the school continues to operate in a safe way and provide remote education for pupils at home.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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

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**The template below includes examples in grey, these are not exhaustive, and schools should adapt/edit/develop this RA to suit their sites on-going requirements informed by the OCC COVID19 schools full opening September 2020 guidance document and GOV.UK guidance-see link at the end of the document.*

**The completed RA should be regarded as a 'working document' and reviewed regularly (determined by the school) particularly at the start of the new term.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff and Governing Body,			Headteacher and Chairs of Governors to meet to approve risk assessment. Staff to have opportunity to engage with risk assessment during inset day.	Staff: 4/1/21 FGB: 13/1/21	L
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements <p>Ongoing maintenance checks to be completed.</p>	Staff unavailable	H	<p>Source alternative suitably trained person</p> <p>Ade Dixon and administrators to complete H&S checks.</p> <p>Contractors to follow Visitor Risk Assessment if required on site</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>L</p> <p>L</p> <p>L</p>
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members.	M	Office staff desks repositioned from office to staff room.	July 2020	L
	Entry and exit routes to the school are in place, any physical changes		M		Sept 2020	L

	and/or signage required to allow social distancing are in place.	Bottlenecks possible at front entrance. Social distancing unlikely to be maintained.		Communicate to parents in order to reduce footfall in school. Signage in place.		
	Consideration given to the arrangements for any deliveries.			Signage in place on front gate.	Sept 2020	
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	M	Revised evacuation procedure shared/practised with all staff and children. Fire drill.	Ongoing	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .	Running out of cleaning materials	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and handwash are to be checked and replaced as needed by administrator and cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	Ongoing	L

	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Cleaning hours are insufficient to clean to level required.	M	School Lunch Company will replace staff in event of illness. Headteacher to review capacity half-termly.	Ongoing	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Cleaning supplies run out eg no hand sanitiser for visitors to reception; classrooms do not have tissues; low supply of soap.	M	Headteacher to liaise with cleaners weekly to check stock. Hand sanitiser available at the school entrance. Waste bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed, and order made.	Ongoing	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	Cleaners are keyholders to allow cleaning to be done when school is clear.	Sept 20	L
	Waste disposal process in place for potentially contaminated waste.		M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are	Sept 20	L

				on site (i.e. after normal opening hours).		
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.		M	Rec/KS1 bubble to use both Oak classrooms. KS2 bubble to use Chestnut classroom hall.	Jan 21	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	Signage in place. Communicated with parents.	Sept 20	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently and before/after the equipment has been used by pupils in a different bubble.</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Soft toys, cushions and beanbags not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	L	<p>Manage tables/chair/furniture - size and positioning to be age appropriate</p> <p>Remove items which cannot easily be cleaned</p> <p>Catch It, Bin It, Kill It posters displayed</p> <p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 	<p>July 20</p> <p>July 20</p> <p>Aug 20</p>	L

	Classrooms are well ventilated.	<i>External doors are closed for security purposes.</i>	M	Windows to remain open. External doors remain closed. Site security: gates to be locked between 9am and 3pm. Children must be supervised by adult when outside.	Ongoing	L
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 		H	<p>2 members of staff required for lunch: 1 with Oak and Willow, 1 with Chestnut and Rowan.</p> <p>Staggered breaktimes: 2 members of staff required with each group.</p> <p>First aid training is up to date for staff.</p> <p>Paediatric First Aid: Anne Ede or Jade Rivett on site every day.</p> <p>DSLs: Ben Trevail and Anne Ede on site every day. In event of meetings, one DSL will always be on site.</p> <p>Senco: Mel Carruthers working from home.</p> <p>Administrators: Shirley Mee in school on Mon. Tues am, Fri pm. Zena Rozee in school Thurs am and working from</p>	Ongoing	L

				home Tues pm, Wed, Thurs pm, Fri am.		
	Asymptomatic testing introduced in line with DfE guidance	Asymptomatic cases increase transmission of virus.	M	Testing guidance shared during staff meeting on 21/1/21. Privacy notice and letter to staff emailed on 22/1/21. Parent letter out on 26/1/21	Jan 21	L
	Staff prevention measures: Face coverings used Hands Face Space	Increase transmission of virus	M	Staff on site encouraged to wear face coverings during transition times and in communal spaces. Staff reminded of Hands Face Space – good hand hygiene and 2m distancing.	Jan 21	L
	Approach to staff absence reporting and recording in place. All staff aware.		L	Role of administrators. Staff reminder on who and how to contact in event of absence	Sept 20	L
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	4 members of staff were shielding and will return to work.	H	Individual risk assessments completed and shared with relevant staff.	Reviewed in January 2021	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.		M	Supply list of local teachers available at short notice. 2DSLs trained: 1 to always be on site	Sept 20	L

Consideration given to staff clothing expectations and information shared with staff.		L	Shared with staff at inset day.	In place for Sept start	L
Approaches for meetings and staff training in place.		M	Whole staff meetings to take place in school hall to ensure distancing. Teacher meetings (up to 8 staff) can be in a classroom.	Ongoing	L
Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.		L	Communicated at inset on 11/1/21 Remote Learning Policy agreed.	January 21	L
Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks, they are unfamiliar with.	Not enough staff at lunchtimes to adequately supervise pupils with staggered lunch arrangements.	M	Staff redeployment required to support lunchtimes eg administrator / Teaching Assistants supporting Lunchtime Supervisors	Sept 20	L
Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Without support staff wellbeing, staff attendance could be low.	M	Supervision meetings scheduled. Staff signposted to Education Support Employee Assistance Programme (EAP) Staff are aware of support and advice for schools and pupils available from OCC.	Sept 20	L

	Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.		M	Staggered breaktimes. Signage: max of 2 staff in staff room in order to adhere to social distancing.	Jan 21	L
	Staff are clear on returning to work guidance. Process in place for use of the limited number of self-testing kits.		M	Inset day training: 2/9/20 https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	Sept 20	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	New starters and volunteers have been directed to online training (Safeguarding, Prevent) and provided links to relevant policies.	Sept 20	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	Completed by bursar, headteacher.	July 2020	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			N/A		
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		M	Signage on front door. Individual risk assessment for administrator. Prior to scheduled visits, administrators to check with contractors any requirements their employer has. Share school protocols.	Sept 2020 Ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g.		M	Cancellation of Oxford Utd in the Community; La Jolie Ronde French.	Ongoing	L

	sports coaches, music tutors, forest school leaders. Protocols and expectations shared. DfE Guidance Curriculum, behaviour, pastoral support			Prior to first session organise meetings with: Sarah Walker (Forest School). Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.		
Group Sizes	All children are included in distinct groups/ 'bubbles' that do not mix with other groups.	Demand places burden on group sizes	M	Bubble 1 = Oak and Willow [max = 12] Bubble 2 = Chestnut and Rowan [max = 16] Restrictions in place to keep bubbles apart: lunch, play, toilets etc.	Jan 21	L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.		M	Teaching Assistants assigned to bubbles. Lunchtime supervisors assigned to bubbles.	Jan 21	L
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design 	Too many adults on site at drop-off and collection. Unclear or congested routes to classrooms.	M	All adults on site to wear face covering at all times – communicated in parent letters. Due to pupil numbers and 2 site access points staggered drop-off and collection not required – children can arrive between 8.45 and 8.55.	Sept 20	L

	<ul style="list-style-type: none"> • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<p>Staggered break and lunch to avoid classes mixing.</p> <p>Stopping points clearly marked on corridor floors.</p> <p>Signage on toilet doors.</p> <p>System to limit to 2 boys and 2 girls accessing toilets at any 1 time. During lesson time only 1 boy and 1 girl from Chestnut and Beech to visit toilets at same time = max of 2 boys / 2 girls.</p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>External doors not supervised. Children arriving too early.</p>	<p>M</p>	<p>On arrival, students line up with social distancing. Teacher invites pupil in 1 at a time to wash hands and collect equipment.</p> <p>Children not to enter school site before 8.40.</p>	<p>Sept 20</p>	<p>L</p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>		<p>M</p>	<p>Discussion re behaviour expectations with teachers during inset on 1/9/20</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	<p>Sept 20</p>	<p>L</p>

	Approach to assemblies – if still occurring, plan in place to manage social distancing. DfE guidance		M	Assemblies are in class.	Ongoing	L
	Social distancing plans communicated with parents, including approach to breaches.		M	In reopening letter	Aug 20	L
	Arrangements in place for the use of the playground, including equipment.		M	Play equipment assigned to each class.	Sept 20	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			No public transport use		
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			Organised by OCC.		
	Support in place for pupils who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			N/A		
	Arrangements in place with transport providers to support any agreed staggered start/end time, where reasonably practicable to do so.			N/A		
Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.		M	School Lunch Co to provide packed lunches for eligible pupils.	Jan 21	L

	Arrangements for when and where each group will take lunch (and snack time if necessary).	Risk of children mixing with children from other bubble.	M	2 bubbles to have lunch in hall but distanced. From 25/1 2 bubbles to have lunch in separate classrooms	Jan 21	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Shortage of PPE from suppliers. OCC no longer providing PPE	M	Stock of PPE for each class and central store. Administrators to stock check weekly.	Sept 20	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action? • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 		M	<p>School will follow <u>PHE flowchart</u> in event of suspected / confirmed cases.</p> <p>Headteacher informed. Class teacher wears PPE and stays with child in Room1 (outside where possible). Signage to stop entry. Disabled toilet to be used. Room 1 not used until deep cleaned.</p>	Ongoing	L
	Process in place for all staff to engage with the NHS Test and Trace process.			<i>Refer to GOV.UK and public health guidance for more information.</i>		

Remote Education Plan	All students have access to technology and remote learning offer is agreed and communicated.	Limited technology. Family work commitments		Remote learning policy agreed and shared. Staff training (8/1/21) Protocols shared with parents. Offer of chromebooks for home use if required.		
Safeguarding	Consideration given to any pupils who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Low attendance / reluctance to attend.	M	Review safeguarding records to identify any support or arrangements needed for return to school.	Jan 21	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training (2/9/20) session on processes and procedures.	Sept20	L
	Updated Child Protection Policy in place.		L	2020 policy to be shared with staff during Sept inset and approved by FGB on 23/9/20	Sept20	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupil to return to school.			N/A		
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		M	Review behaviour policy. Class teachers to identify pupils requiring individual management plans - ensure they include protective measures.	Inset: 1/9/20	L
	Current learning plans, revised expectations and required		M	PE lessons to be outdoors where possible.	Ongoing	L

Curriculum / learning environment	adjustments have been considered.					
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated insert link</p> <ul style="list-style-type: none"> EVC advice guidance states non overnight visits acceptable https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings 			<p>Teachers to be supported by subject leaders in identifying risk. Risk assessments to be completed by class teachers using resources below.</p> <p>Practical science lessons DT/ FT</p> <p>Meeting with OUFC in Community to discuss PE RA.</p> <p>PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust Swimming</p> <p>No swimming planned for Autumn term. Liaise with Windrush pool in Nov to risk assess swimming in Spring.</p>	Ongoing	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done 			<p>English curriculum adapted with support Hampshire advisor.</p> <p>Maths curriculum adapted using White Rose materials</p>	<p>July 2020</p> <p>Sept 2020</p>	

	<ul style="list-style-type: none"> capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes 			PSHE curriculum revised to include wellbeing curriculum	July 2020		
	Student behaviour policy reviewed and reflects the current circumstances.		L	Reviewed by teachers	Inset day: 1/9/20	L	
SEND pupils	Approach to provision of the elements of the EHCP including health/therapies in place. Temporary changes to SEND legislation		L	1 pupils with EHCP on role. Regular contact with pupil and parents.	Jan 21	L	
	Annual reviews.			N/A			
	Requests for assessment considered.		L	Senco to meet with parents.	Ongoing	L	
	Consider any SEN pupils who may need support and consult with the family and other agencies involved. <i>Including any support required for pupil to understand new rules i.e. social distancing.</i>	High anxiety and low wellbeing.		M	Class teacher / Senco to identify. Meetings with parents as required. Parent communication asks parents to identify and share wellbeing concerns.	Jan 21	L
	Risk Assessment published on website		L	RA to be shared after governor / staff input.	Ongoing	L	
On-going regular communication plans determined to ensure parents are kept well-informed		M	All correspondence shared with parents on parentmail also to be published on website.	Jan 21	L		

				Weekly updates in newsletter.		
Governors/Trust Board of Directors/ Governance	Meetings and decisions that need to be taken are prioritised.			All meetings to have COVID-19 update on agenda.		
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			M Weekly communication and updates between headteacher and Co-chairs of governors	Ongoing	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. DfE travel guidance for educational settings	The Department for Education is currently advising against domestic trips (residential and non-residential) for children under 18 organised by educational settings.		M Year 3 and 4 trip currently scheduled for 2021.	<i>Ongoing</i>	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures. DfE guidance: Protective measures for holiday and after-school clubs	<i>Breaking the bubbles with pupils mixing.</i>		M Arrange meeting with Stonesfield Pre-school to agree arrangements re drop-off and collection. No afterschool clubs provided	Jan 21	L