



**Stanford in the Vale CE Primary School Opening Risk Assessment –written
August 24th 2021 (Updated 13.1.22)
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The risk assessment has also been updated to include the new testing measures and controls, contingency plan and parent guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#mixing-and-bubbles>

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges#face-coverings>

The risk assessment has been updated in accordance with established protocols and DfE/ Gov guidance.

Identify significant hazard	Who might be harmed? And type of injury?	Risk level	Control measures	Responsibility	New risk level
Government guidelines and preparation					
National or local guidelines are updated but school lapses in following advice	All parties	Medium	<ul style="list-style-type: none"> - AW to ensure regular checks are made using DfE government updates - Website information is swiftly updated by AW - Pupils updated via teacher announcements - Any changes in information to be shared with Chair of Governors and passed on to parents and staff by email - Revert to previous risk assessment (Jan 21 or March 21 as required) - As a result: The school will have the most recent information from the government, and this will be distributed throughout the school community promptly and effectively. 	AW	Low
Lettings may increase risk of spread	All site users	Medium	<ul style="list-style-type: none"> - Lettings can resume in full. - Ensure facilities are cleaned thoroughly after use and checked by Caretaker/AW before opening to pupils 	AW DR	Low

			and staff	Lettings agreements	
Hygiene and Health					
School Mixing	All parties	High	<ul style="list-style-type: none"> - Pupils no longer need to be in bubble groups under Step 4. Pupils can have a whole school assembly, attend whole school events etc. - Use previous risk assessment (Jan or March 21) if the DFE announce that schools need to revert into bubble groupings – seek advice before doing so as it may have a detrimental impact on curriculum delivery 	AW	Low
Face coverings and PPE	Teachers Parents Staff Children	High	<ul style="list-style-type: none"> - Face coverings are no longer required by the DFE in school under step 4 - Face coverings will be advised during an outbreak in the school or local/national concerns. Face visors to be worn by those who are exempt only - PPE not required aside from a suspected case of COVID-19 - Staff / adults to wear a face covering in communal areas, when carrying out intimate care and during first aid. - Vulnerable staff and pupils to wear face coverings. - Face coverings to be worn on coaches by adults. - Face coverings required by adults while in attendance at school events eg. Christmas Performances. 	AW	Low
Handwashing / Respiratory	Teachers Parents Staff Children	High	<ul style="list-style-type: none"> - Frequent and regular handwashing in place across the school – this will be done via soap, water and hand sanitiser. Handwashing on entry to school, before eating, after breaktime and lunchtime, before leaving the school. - Catch it, Kill it, Bin it in place (signs to continue). - Handwashing to happen as regularly as stage 3 measures - Teachers and DR to monitor supplies and office to order handwashing products as required 	AW DR	Medium
Drop off and Pick up	Teachers Parents Staff	High	<ul style="list-style-type: none"> - Pupils to be dropped off in accordance with stage 4 guidelines. 	AW	Medium

	Children		<ul style="list-style-type: none"> - Revert to a previous risk assessment if social distance measures are reintroduced or if local lockdown measures are implemented. - Parents/ staff are asked to wear a face covering when in the communal areas of the school building and in the school grounds. - We request one parent drops off / picks up and that it is done quickly (no hanging around). Staff will be on both gates in the morning for children to be dropped off. 		
Pupils display symptoms of COVID – 19	Teachers Parents Staff Children	High	<ul style="list-style-type: none"> - Allocated isolation area in the staffroom - Pupils to be isolated if displaying symptoms in school – a member of staff will stay with them if they are extremely unwell (wearing PPE; face mask and gloves); toilets to be cleaned if the child uses the toilet during isolation. - Children to go and get a PCR test once an appointment has been booked - Children to only return to the school if the test is negative or if the test is positive after 8 days. If a negative lateral flow test on Day 6 and Day 7. - No contact tracing required in schools (see below) - <ul style="list-style-type: none"> • <i>School will support NHS Test and Trace when required to help identify close contacts. School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.</i> <p><i>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</i></p> <p><i>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a</i></p>	AW	Low

			<p><i>contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education setting while waiting for the PCR result.</i></p> <ul style="list-style-type: none"> <i>Staff and children with a positive rapid lateral flow test result should self-isolate for 7 days, if their LFD test is negative on Day 6 and 7 (with 24hours in between) otherwise they should isolate for 10 days.</i> <i>Whilst awaiting a PCR result because the individual is showing symptoms, the individual should continue to self-isolate.</i> <p><i>Schools reserve the right not to admit pupils if they are displaying symptoms under the PH Act</i></p>		
Staff or children display symptoms of COVID – 19	Staff and children	High	<ul style="list-style-type: none"> - Children to self-isolate and undertake a PCR test. - Staff to self-isolate and undertake a PCR test. - Close contacts to be identified by track and trace – follow Track and Trace guidelines and take LFD tests for 7 days. 	AW	Medium
Vulnerable and Pregnant staff	Staff	High	<ul style="list-style-type: none"> - All staff to return to work as before - Risk assessment for staff to be conducted as usual including a pregnancy risk assessment for any employees who are pregnant. - Vulnerable / Pregnant staff will keep 2m away from others and wear a face mask. May need to revert to virtual teaching / working if there are a number of Covid cases. 	AW	Medium

School Cleaning	Staff and children	High	<ul style="list-style-type: none"> - All classrooms to be cleaned each day. Tables, door handles, and touch points to be cleaned regularly by staff throughout the day - Tables to be cleaned at the end of the day by class staff and children's chairs which are then put up on tables. - Rooms to be kept as ventilated as possible across the school – ensure CO2 monitors on - Internal doors and external doors to be open - Cleaners to wear gloves at all times - Caretaker to ensure classrooms have necessary cleaning products and hand sanitiser. 	AW DR	Low
Logistics – in school					
Pupil attendance – a pupil's parent may choose not to send their child to school	All parties	Medium	<ul style="list-style-type: none"> - Parents are legally required to ensure children attend school unless they have been informed otherwise – ensure this is communicated and clear. - AW to ensure health and safety guidance is shared and disseminated so parents feel confident. - Work closely with other professionals and as appropriate to support the return to school, including continuing to notify the child's social worker, EWO etc. 	AW EP	Low
Pupils will need to use the toilet regularly	Children	High	<ul style="list-style-type: none"> - Each class will continue to use their own designated toilet areas. <ul style="list-style-type: none"> o Reception to use the toilets within their classroom o Year 1/ 5/6 to use toilets by KS2 shared area. o Year 2 to use toilets outside their classroom. o Year 3/ 4 to use toilets in their cloakroom area. - Toilets to be cleaned at the end of each day – wiping toilet seats and doors with disinfectant. - Children in Foundation who need support with personal care will be supported by staff; staff will encourage and guide the child to be as independent as possible. If further support is needed, staff will wear gloves and may wear a face covering and an apron - avoid face to face 	Each teacher and TA	Medium

			contact. Hands will be thoroughly washed after supporting the child as is usual practice.		
Play time	Teachers and children	Medium	<ul style="list-style-type: none"> - Playtimes closely monitored by staff - Pupils can now play as a whole school / mixed groupings - Pupils are not required to be in bubbles 	All staff	Low
Dining hall	Staff and children	Medium	<ul style="list-style-type: none"> - Social distancing no longer required in hall. - Foundation, Year 1 & 2 to eat lunches between 11.45 – 12.10. Years 3, 4, 5 & 6 to eat lunches between 12.10 – 12.30. - Whole school wet play will take place in year group classrooms. - Children to have own wet play equipment in classrooms. - Windows and doors left open for ventilation 	S W-W & KW – KS1 EP, SG & ZJ – KS2 TS & AM - Hall	Low
External Contractors, visitors or outside specialists	Children, Staff, Visitors	High	<ul style="list-style-type: none"> - External visitors to continue as usual following the usual visitors policy and procedures • Visitors to wear a face covering when in close proximity to school community. • Temperature will be taken on arrival at school. • Visitors to minimise movement around the school. 	AW KK	Medium
Teaching and learning					
Teaching and Learning considerations	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Our full Curriculum will continue to be taught alongside recovery interventions / the use of the catch up premium for pupils as directed - The library has re-opened - Educational visits and residential can be planned and implanted. - Hard work and concentration will remain at the heart of what we do / provide. - Singing can take place in the hall and in classrooms; good ventilation will still be important. - Swimming can resume 	AW and class teachers	Low
Pupils or groups who are not able/ allowed to attend school	<ul style="list-style-type: none"> - Pupils 	Medium	<ul style="list-style-type: none"> - Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer immediate remote education. We will continue to use TEAMS after sending 	Class teachers	Low

			<p>home an initial set of paper based work. We will also provide additional worksheets and books for those pupils who need it. Our Remote learning policy gives full details on the school website.</p> <ul style="list-style-type: none"> - Pupils will be called regularly to be checked on (academically and in terms of mental health) - If a whole group or bubble is required to stay home, we will provide daily content which will be delivered by the teacher through high quality curriculum resources and virtual teaching 		
Pupils moving on to the next phase in their education are ill-prepared for transition	<p>New Reception pupils</p> <p>Existing pupils</p>	Medium	<ul style="list-style-type: none"> - A staffing structure plan has been shared with parents via parentmail - A plan is in place for all staff to speak with pupils and their parents about the next stage in their education and resolve any issues. - There is regular and effective liaison with the destination institutions (e.g. Nursery School/Nursery Class/Reception) to assist with pupils' transition. - Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online videos, virtual meetings and face to face meetings. - A Transition day has taken place - An online transition booklet / pack that covers key information for new Reception class has been sent to parents 		Low
Safety					
Use of face coverings	- All	Medium	<ul style="list-style-type: none"> - Adults are not required to wear a face covering throughout the day (see specifics within risk assessment and guidance). - Staff will wear face coverings when close proximity cannot be avoided, communal areas, when carrying out intimate care or if vulnerable. 		Low

Clothing / personal items being brought into the school	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - No unnecessary items to be brought in to school - Children to bring in their own water bottles which are kept in their classrooms. - Children come to school in their PE kit when it is their PE day. 	All staff	Low
First Aid	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	High	<ul style="list-style-type: none"> - First aid will be dealt with within the classroom/ play ground where possible. - EP will ensure First Aid Boxes are full and replenished. - If support is needed, call the office 	EP	Medium
Safeguarding	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	High	<ul style="list-style-type: none"> - All safeguarding procedures to be followed according to normal policy (amended KCSIE 2021) - All reporting and recording should be on Concern Form - AW to update the safeguarding policy where relevant in relation to any COVID – 19 issues - Follow up any pupils who do not attend, especially vulnerable pupils. 	AW DS	Medium
Fire Safety	<ul style="list-style-type: none"> - Pupils - Teachers - Support Staff - Visitors 	Medium	<ul style="list-style-type: none"> - Fire bell tests to take place weekly by caretaker - Regular fire evacuation tests to be carried out on different days/ times, including lunch time 3 times per year and logged. 	AW and caretaker	Low
Behaviour Policy	<ul style="list-style-type: none"> - Pupils - Staff - Parents - Visitors 	High	<ul style="list-style-type: none"> - Behaviour policy to be amended to include any additional changes that are needed in relation to COVID – 19 e.g. avoid physical interventions, phoning of parents - Policy shared with all staff 	AW	Medium
Health and wellbeing					
Staff may become overwhelmed or worried	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Provide regular meetings and check ins for staff - All staff can return to staff room. During an outbreak in the school or local/national concerns the staff room will not be used. - Any concerns to be discussed immediately - Offer sources to staff to support mental health and wellbeing: extra mental health support for pupils and teachers and Education Support Partnership 	AW	Low

			<ul style="list-style-type: none"> - Ensure staff can access support and counselling services where appropriate 		
Pupil wellbeing	<ul style="list-style-type: none"> - Pupils 	Medium	<ul style="list-style-type: none"> - Specific interventions in place as required - Referral to CAHMS as required, and if the need presents - HSCLW in every Wednesday - Play therapist in to support specific children - Refer to AW or LJ if concerned 	AW LJ	Low
Extra-Curricular					
Wrap around care and clubs	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Breakfast club will take place in the library / playground / field – entry through side gate - Additional sports, music and after school clubs can resume - After School Club (Wrap around care) can continue in the library / playground / field– all school-based measures to be adhered to. 	AW TS SF ZJ VT	Low
Communication					
Communication with parents	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Low	<ul style="list-style-type: none"> - Communication sent directly to parents on a regular basis - Newsletters to go out fortnightly; include safety directions and things that are unrelated e.g. celebrations to maintain positivity and good mental health. - Parents can be invited in to the school/ church for specific events. Parents will be asked to wear face coverings and carry out a lateral flow test before attending. - Surveys and training where necessary 	AW	Low
Travel					
Parking and travel	<ul style="list-style-type: none"> - Staff - Parents 	Medium	<ul style="list-style-type: none"> - Staff to park in school car park. - Parents to park in Village Hall Car Park and then stride into school. 	All staff Caretaker Parents	Low

			<ul style="list-style-type: none"> - If using a coach all pupils and staff to hand sanitise before and after using the transport. Pupils and staff to sit away from the driver. Staff to wear face coverings. 		
TESTING					
<p>Primary staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school to help with contact tracing.</p>					
Testing	- Staff	Medium	<ul style="list-style-type: none"> - Staff will continue to test on a Sunday and Wednesday. If there is an outbreak/concerns in the school, staff will be asked to test daily. - Previous reporting and recording arrangements will continue 		
Contingency framework (in case of local or school outbreak)					
<p>This contingency plan (COVID-19 outbreak plan) outlines how schools <u>would</u> operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in their local area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled, whether onsite or remotely. ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY by DfE, PHE or OCC. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings This framework is separate to the processes in place for managing outbreaks and operational challenges. Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.</p>					
Contingency planning - Local or School Outbreak	All parties Potential high impact on pupils' education	High	<ul style="list-style-type: none"> - The school will follow the Local OCC Lockdown Plan and national contingency measures. - https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings 	AW	Low

			<p>In the event of a local outbreak, follow all local guidelines. Avoid closing where possible. Respond to enquiries prevention.</p> <p>The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <ul style="list-style-type: none"> - Work closely with governors and support with communication to parents - Liaise with local OCC and PHE - TEAMS to be used for all who need to isolate 		
Directed restricted access - Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	All parties	High	<ul style="list-style-type: none"> - If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a variant of concern it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions. - No educational setting should move to implement restrictive measures of the kind set out in the 	All to be N/A unless directed to do so by DfE, PHE or OCC.	Low

			contingency framework without the explicit approval of DfE.		
Asymptomatic testing of staff - Extremely high prevalence of COVID-19 / variant of concern	All parties	High	<ul style="list-style-type: none"> - When a variant of COVID-19 is classed as a variant of concern , Department of Health will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants. - An increased use of home testing by staff may also be advised. 	See above	Low
Face coverings – Extremely high prevalence of COVID-19 / variant of concern	All parties	High	<ul style="list-style-type: none"> - Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. - Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt.- Key communal areas which include: staff room, corridors, office and when dismissing children. - Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings. 	See above	Low
Reduce Mixing of Pupils – Extremely high prevalence of COVID-19 / variant of concern	All parties	High	<ul style="list-style-type: none"> - Temporary re-introduction of bubbles so small numbers of pupils mixing – would also mean staggered start and end times, different break and lunch times, separate PE times, year groups using specific toilets. 	See above	Low
Wraparound care/ clubs - Extremely high prevalence of COVID-19 / variant of concern	All parties	High	<ul style="list-style-type: none"> - Providers who run community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children over the age of 5 should be able to continue to open for both indoor and outdoor provision. 	See above	Low

			<ul style="list-style-type: none"> - If attendance restrictions are needed, vulnerable children should be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education or training. 		
Extremely vulnerable pupils – Extremely high prevalence of COVID-19 / variant of concern	- All parties	High	<ul style="list-style-type: none"> - Shielding was paused on 1 April, and those who are clinically extremely vulnerable (CEV) are no longer advised to shield. - In the event of a major outbreak or VoC that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. - Settings should make sure their outbreak management plans cover this possibility. Shielding can only be reintroduced by national government. 	See above	Low
Education workforce and remote learning	- All parties	High	<ul style="list-style-type: none"> - Employers should continue to implement the system of controls set out in our guidance. - They should explain to staff the measures they are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment. - Employers should have regard to the guidance on clinically extremely vulnerable people. - Schools should also consider if the COVID-19 education contingency framework offers more opportunities for staff to work at home, given reduced numbers of pupils onsite and the use of remote education for pupils scheduled to be at home. - Employers should have regard to staff work-life balance 	See above	Low

			<p>and wellbeing.</p> <ul style="list-style-type: none"> - This includes considering how best to balance the demands of on- site teaching and support for remote education, which should be done within the terms and conditions of teachers' and staff employment. - High quality remote education should be provided for all pupils not attending. - Refer to Remote Learning policy 		
Safeguarding and DSL	Children	High	<ul style="list-style-type: none"> - If restrictions are implemented in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely. - Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. 	As above	Low

Reporting COVID-19 Cases (from 23rd August 2021)

Contacting the Local Authority (LA)

You **should** report all COVID-19 cases to Educationcovid19@oxfordshire.gov.uk

If you wish to speak to a member of the team, please provide a direct phone number, they will call you as soon as they are able to do so. The team contains both School Improvement and Public Health colleagues.

Contacting the DfE COVID-19 Helpline

If you need advice or support, you can contact the DfE helpline on 0800 046 8687.

Email: dfecoronavirushelpline@education.gov.uk

It is not mandatory to contact this helpline if you are comfortable managing your own cases.

Helpline opening hours: Monday to Friday from 8am to 6pm (plus Saturday-Sunday 10am-6pm for advice about cases or other COVID-19 related issues). The DfE helpline has an escalation process with the PHE Health Protection Teams and will notify them of any complex cases and issues which might require their input.

Testing update

The management of supply, ordering and delivery queries and issues of test kits has moved from the DfE Coronavirus Helpline to the NHS Test and Trace 119 helpline.

If an education setting has any queries or is experiencing any issues with the supply, ordering or delivery of test kits, they should contact NHS Test and Trace on 119 for further support and advice (opening times: 7am – 11pm each day).