



Warberry C of E Academy Summary Risk Assessment: September 2021

This risk assessment outlines the proposed risks and measures we have put in place to minimise the risk of transmission of COVID-19 during the third national lockdown.

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| School: Warberry C of E Primary School | Risk Assessor: Karen Southard Head of Academy and Trust Health and Safety Lead (Damien Stothard) |
| Description of Risk Assessment | <p>"Assessment of COVID 19 related risks involved in the usual operations within the school and nursery site.</p> <p>The UK government have announced that England will move to Step 4 on the roadmap towards removing the tighter restrictions following the COVID 19 pandemic on 19th July 2021.</p> <p>As such, schools must work through the updated System of Controls, re-assess and adapt measures which address the risks of COVID 19 whilst delivering a full curriculum, using the updated guidance for schools released August 2021.</p> <p>In addition to this risk assessment, the school has an Outbreak Management Plan which details the planned response to any potential local outbreak (several confirmed cases within 14 days)"</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> |

| Identified Risk | Measures To Manage and Reduce Risk | Risk after measures in place | Who is Responsible |
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| 1. | <p>Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.</p> <ul style="list-style-type: none"> ● Staggered drop off and collection times (from 8:30 - 8.45 and 3.00-3.15) ● Signage to explain entrances and exits. ● Multiple exit points for children to exit the academy. ● Staff members in the car park to support parents and children. ● The car park will be closed to vehicles at all times to enable a one-way system to occur. ● Signage will indicate where parents and children should stand and queue (two metres apart). | | <p>Head Senior leaders Academy Staff Crossing patrol Parents</p> |
| 2. | <p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p> <ul style="list-style-type: none"> ● Staggered drop off and collection times will reduce the number of people gathering at any point. ● Parents should not gather at entrance gates, doors or enter the school site (unless they have a pre-arranged appointment). ● Signage and markers will indicate where parents and visitors should stand in order to remain two metres apart. | | <p>Head Senior leaders Academy staff Parents</p> |
| 3. | <p>Parents gathering at the school gate not social distancing.</p> <ul style="list-style-type: none"> ● A member of staff will be on duty on the gate to ensure that parents follow social distancing guidelines. ● Staggered entry and exit times ● Parents will be encouraged to continue to wear face coverings when dropping off and collecting children. | | <p>Head Senior leaders Academy staff Parents</p> |

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| 4. | Increased numbers during breaks compromising social distancing. | <ul style="list-style-type: none"> Staggered break times on a rota basis which will be strictly adhered to. | | All staff |
| 5. | Increased numbers during lunchtime, including food service and consumption compromising social distancing and increasing the risk of transmission | <ul style="list-style-type: none"> Staggered lunchtimes will continue. Lunches will be delivered to classrooms in Years 5-6 initially. For EYFS - Year 4, lunches will be served in the hall initially. All children will wash their hands before eating lunch. | | All staff |
| 6. | Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape | <ul style="list-style-type: none"> Temporary one-way system in place within some areas of the school. Signage to direct children and staff. Cedars toilet for Years 5 & 6 changed from unisex to same sex Yr5&6 boys and Yr5 & 6 girls. Signage has been updated to reflect this | | Head Senior leaders Premises staff |
| 7, | The configuration of classrooms and teaching spaces does not support compliance with system of controls | <ul style="list-style-type: none"> Children will be organised into 'year group bubbles' and use their year group classrooms as their base with the exception of lunchtime when double year groups will be in place for outside break. Windows and doors will be propped open, where safe to do so, (bearing in mind fire safety, security, and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational. In nursery and EYFS, teaching and outdoor spaces will be kept apart from other bubbles. Where possible, the area will be screened. Internal doors between the nursery and EYFS will be closed during teaching time. Classrooms will be utilised for RWInc where required. | | All staff |
| 8. | Social distancing guidance is breached when pupils circulate in corridors | <ul style="list-style-type: none"> Children will be encouraged to only use the bathroom during their break and lunchtimes which are staggered so that movement around the school is kept to a minimum. Staggered pick-up and drop-off points have been planned | | All staff |

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| 9. | Staff rooms and offices not able to comply with social distancing and safe working practice | <ul style="list-style-type: none"> ● Staggered lunch and breaks for staff. ● Numbers of people reduced at one time on a rota in staff areas to allow social distancing ● There will be no unnecessary gatherings. ● The main academy office will be closed to all staff excluding administration staff. | | All staff |
| 10 | Ventilation to reduce spread | <ul style="list-style-type: none"> ● Windows and doors will be propped open (where safe) to increase ventilation. | | All staff |
| 11 | Risk of transmission from staff when working between bubbles | <ul style="list-style-type: none"> ● Frequent hand washing and use of hand sanitiser ● Staff will maintain social distancing (where possible) and ensure good respiratory hygiene. ● Use of PPE when appropriate. | | All staff |
| 12 | Risk of transmission from staff working 1:1 and small/close group working | <ul style="list-style-type: none"> ● Frequent hand washing and use of hand sanitiser ● Staff will maintain social distancing (where possible) and ensure good respiratory hygiene. ● Use of PPE when appropriate. | | All staff |
| 13 | Classroom layout not prepared and therefore provides opportunities for increased transmission | <ul style="list-style-type: none"> ● Children will remain forward facing in KS2 initially. | | All staff |
| 14 | The mental health and wellbeing of staff has been adversely affected | <ul style="list-style-type: none"> ● Staff briefings and training have included content on wellbeing. ● Staff have been signposted to useful websites and resources. ● Discussion with staff about the current changes have been delivered (for example, safety measures, timetable changes and staggered arrival and departure times) ● The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. ● Full staff audit undertaken ● Counselling service is available to all staff. | | All staff |

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| 15 | Contaminated surfaces spreading virus. | <ul style="list-style-type: none"> • Unnecessary and difficult to clean items from classrooms and other learning environments have been removed where there is space to store it elsewhere. • Regular cleaning especially high touch/traffic areas. • Due to lack of storage, some difficult to clean items will remain in classrooms but will be taped off. • School staff will continue to promote and adopt the 'Catch it, Bin it, Kill it' approach, reminding all pupils to use tissues provided for coughs and sneezes and place in a lidded bin then ensuring hands are washed and surfaces are wiped. | | All staff |
| 16 | Using play equipment - multiple use | <ul style="list-style-type: none"> • Equipment will be frequently cleaned using the correct chemical between groups of children. | | All staff |
| 17 | Cleaning staff and hygiene contractors capacity - providing additional requirements | <ul style="list-style-type: none"> • The site supervisor will complete a thorough end of day cleaning of each room/area being used alongside regular cleaning of areas throughout the day. • Some staff have been redeployed to support cleaning routines throughout the school day. • Senior leaders will monitor the standard of cleaning throughout the school day. | | Premises staff All staff |
| 18 | Children do not return to school due to parental concern | <ul style="list-style-type: none"> • It is compulsory to return children to school (unless statutory reason applies) • Risk assessment will be shared • Protective measures shared with parents and individual conversations where necessary. • Concerns shared with the attendance officer/class teacher so reassurance can be given. • If these strategies fail to encourage children to return, the usual attendance strategies will be used, including penalties for non-attendance. | | Parents Attendance Officer Teaching staff |
| 19 | Pupils will have fallen behind in their learning | <ul style="list-style-type: none"> • At the beginning of term, gaps in learning will be assessed and planning adapted accordingly. | | Teaching |

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| | during school closures and achievement gaps will have widened | <ul style="list-style-type: none"> ● In EYFS, the prime areas of learning are prioritised. ● In KS1 and KS2, gaps are prioritised along with essentials such as phonics, reading, vocabulary, writing and maths ● The curriculum will remain broad and ambitious for all children, with a range of subjects being taught following government guidelines ● Teaching of music and singing require additional protective measures such as additional distancing and use of outdoors. ● In Physical Education, outdoor activity should be prioritised, maximising distance, and following scrupulous cleaning. ● Plans for intervention are in place for those pupils who have fallen behind in their learning. | | staff |
| 20 | Sufficient handwashing facilities for staff and pupils | <ul style="list-style-type: none"> ● Throughout the day, children will wash their hands multiple times using warm water and soap. ● Hand sanitiser will also be based in all classrooms for use throughout the day. ● Hand sanitiser will be used at drop off points on entry into the school. | | All staff Parents |
| 21 | Pupils and staff forget to wash their hands regularly and frequently | <ul style="list-style-type: none"> ● Time for frequent hand cleaning is built into every part of the day, in line with the Government guidance . ● Washing will be carried out; <ul style="list-style-type: none"> - Before and after preparing, handling and eating food. - After using the toilet. - After exposure to any external activities and environments such as playtimes - After coughing, sneezing and nose blowing. - After cleaning. - After dealing with any first aid/illness cases. | | All staff Parents |
| 22 | Sufficient supplies of soap and cleaning products | <ul style="list-style-type: none"> ● There is a sufficient supply of all required hand sanitiser and cleaning products. | | Premises staff |
| 23 | Toilets being overcrowded risking hand washing and | <ul style="list-style-type: none"> ● Visiting the toilet will be on a 1 in 1 out basis. ● Children will wash their hands thoroughly upon leaving the toilet. | | All staff |

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| | not compliant with social distancing | <ul style="list-style-type: none"> Each year group bubbles have designated toilet/s to use except Years 5 and 6 who have girl and boy toilets.. | | |
| 24 | Children with SEND require additional support following school closures | <ul style="list-style-type: none"> Support for individual children has been identified | | All staff Parents |
| 25 | Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | <ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Additional pastoral and extra-curricular activities for targeted children | | All staff Parents |
| 26 | Member of staff or Pupil becoming unwell with symptoms of COVID19 | <ul style="list-style-type: none"> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Parents will be contacted immediately to collect their child. | | All staff Parents |
| 27 | Staff or pupil testing positive for COVID 19 after being in school | <ul style="list-style-type: none"> When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child or staff member tests positive, Track and Trace will inform parents if their child needs to isolate. In addition, Warn and inform letters are to be drafted and issued out | | All staff Parents |

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| | | to parents in light of any potential outbreak within school, as per the updated guidance and Outbreak Management Plan. | | |
| 28 | Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason. | <ul style="list-style-type: none"> Google Classroom used to set work, share video clips of lessons and provide feedback on work immediately if a child is absent due to self isolating. Contact will be made with home to discuss any problems if a child is not completing the work. | | All staff Parents |
| 29 | Face to face CPD and cross trust working increasing the transmission of the virus. | <ul style="list-style-type: none"> In school CPD will continue to take place, either socially distanced, or online. Outside areas can also be utilised while weather and seasons allow. Cross trust meetings will take place online. | | All staff |
| 30 | Provision and use of PPE for staff where required is not in line with government guidelines | <ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Adequate training / briefing on use and safe disposal Those staff required to wear PPE (e.g. SEND intimate care; supervising children with symptoms) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing | | All staff |
| 31 | Visitors: parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety | <ul style="list-style-type: none"> Parents, carers or any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus. Only pre-arranged visits will be allowed on site. A record of all visitors to the site will be kept. Parents will not be allowed on the school site unless to collect an unwell child. | | All staff Parents |

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| | Social worker and therapist visits | | | |
| 32 | Risk of administering first aid contributing to the transmission of the virus | <ul style="list-style-type: none"> • PPE will be worn at all times when providing first aid, including face shield if there is a risk of splashing of bodily fluids. • First aid trained staff will refresh their training on the correct use of PPE (NHS Video) as part of the non pupil day at the start of term. • A record of all first aid will be kept on site to support the track and trace system. | | First Aid trained staff |
| 33 | Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance. | <ul style="list-style-type: none"> • The Risk Assessment is classed as a dynamic risk assessment and any updated changes made by the HOA/AHOA will be shared * immediately with the wider staff. | | Head Senior leaders |
| 34 | Lack of Trustee oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements | <ul style="list-style-type: none"> • Regular communication between the Trust Board and Local Committees. | | Head Senior leaders |
| 35 | policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances | <ul style="list-style-type: none"> • All relevant policies have been revised to take account of the most recent government guidance on social distancing and COVID-19 and its implications for the academy and wider Trust. • Staff, pupils, parents and Trustees have been briefed accordingly. | | All staff Parents |