



Uffington Church of England  
Primary School

"Everyone Matters"

Love, Honesty, Courage



# Coronavirus: Risk assessment & Action Plan for opening September 2021

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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

<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
<b>Government guidelines and preparation</b>					
National or local guidelines are updated but school lapses in following advice	All parties	Medium	<ul style="list-style-type: none"> <li>- LB to ensure regular checks are made using DfE government updates</li> <li>- Website information is swiftly updated by SB</li> <li>- Parents might also be informed via Teachers to Parents by MD or SB</li> <li>- Pupils updated via teacher announcements</li> <li>- Any changes in information to be shared with CoG and passed on to parents and staff by email</li> <li>- Revert to previous risk assessment (as required)</li> <li>- 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.</li> </ul>	LB SB MD All staff CoG	Low
Lettings may increase risk of spread	All site users	Medium	<ul style="list-style-type: none"> <li>- Lettings can resume in full, we will not be letting any part of the school, however music lessons can resume and will be used by I Rock/ Brass teacher.</li> <li>- Ensure facilities are cleaned thoroughly after use and checked e.g. on a Monday morning, before opening to Breakfast club pupils</li> </ul>	LB, iRock and SW	Low
<b>Hygiene and Health</b>					
School Mixing	All parties	High	<ul style="list-style-type: none"> <li>- Pupils no longer need to be in bubble groups under Step 4. Pupils can have a whole school assembly, attend whole school events etc.</li> <li>- Use previous risk assessment 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</li> </ul>	LB	Low
Face coverings and PPE	Teachers Parents Staff Children	High	<ul style="list-style-type: none"> <li>- Face coverings are no longer required by the DfE in school under step 4</li> </ul>	LB	Low

			<ul style="list-style-type: none"> <li>- Face covering might be advised during an outbreak in the school (Transparent where possible) Face visors to be worn by those who are exempt only</li> <li>- PPE not required aside from a suspected case of COVID-19</li> <li>- Staff wishing to wear a face covering (especially In communal areas, when carrying out intimate care and/or during first aid may do so,</li> </ul>		
Handwashing / Respiratory	Teachers Parents Staff Children	High	<ul style="list-style-type: none"> <li>- Frequent and regular handwashing in place across the school – this will be done via soap, water and hand sanitiser</li> <li>- Catch it, Kill it, Bin it in place (signs to continue).</li> <li>- Handwashing to happen as regularly as stage 3 measures</li> <li>- Teachers and SB/MD/SW to monitor supplies and office to ensure handwashing products are available</li> </ul>	LB SB MD SW Staff	Medium
Drop off and Pick up	Teachers Parents Staff Children	High	<ul style="list-style-type: none"> <li>- Pupils to be dropped off in accordance with stage 4 guidelines.</li> <li>- Revert to a previous risk assessment if social distance measures are reintroduced or if local lockdown measures are implemented</li> <li>- Parents/ staff may wish to wear a face covering when in close contact and should be respected if they wish to do so</li> </ul>	LB	Medium
Pupils display symptoms of COVID – 19	Teachers Parents Staff Children	High	<ul style="list-style-type: none"> <li>- Allocated isolation room in place (Finance office)</li> <li>- 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.</li> <li>- Children to go and get tested once an appointment has been booked</li> <li>- Children to only return to the school if the test is negative or if the test is positive, after 10 days</li> <li>- No contact tracing required in schools (see below) -</li> </ul>	LB All staff	Low

			<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>From 16<sup>th</sup> August 2021</b></p> <ul style="list-style-type: none"> <li>• From 16 August 2021, children <b>under the age of 18 years old will no longer be required</b> to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li>• Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>• We would encourage all individuals to take a PCR test if advised to do so.</li> <li>• Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> <li>• Staff and children with a positive rapid lateral flow test result should self-isolate in line with the guidance for households with possible coronavirus infection. They will also need to get a free PCR test to check if they have COVID-19.</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>- If the PCR test is taken within 2 days of the positive rapid lateral flow test, <b>and is negative</b>, it overrides the rapid lateral flow test and they can <b>return to the setting</b>, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>		
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			<i>Schools reserve the right not to admit pupils if they are displaying symptoms under the PH Act</i>		
Staff or children display symptoms of COVID – 19	Staff and children	High	<ul style="list-style-type: none"> <li>- Children to self-isolate and undertake a PCR test.</li> <li>- Staff to self-isolate and undertake a PCR test.</li> <li>- Close contacts to be identified by track and trace – follow Track and Trace guidelines and obtain PCR. Staff can return to work whilst awaiting results</li> </ul>	LB	Medium
Vulnerable and Pregnant staff	Staff	High	<ul style="list-style-type: none"> <li>- All staff to return to work as before</li> <li>- Risk assessment for staff to be conducted as usual including a pregnancy risk assessment for any employees who are pregnant</li> </ul>	LB SB	Medium
School Cleaning	Staff and children	High	<ul style="list-style-type: none"> <li>- All classrooms to be cleaned each day, following cleaning rota checklists in each room. Tables, door handles, and touch points to be cleaned regularly by staff throughout the day</li> <li>- Hall to be cleaned after breakfast club prior to usage throughout the day</li> <li>- Rooms to be kept as ventilated as possible (windows open) across the school – ensure CO2 extractors on</li> <li>- Internal doors and external doors to be open</li> </ul>	SW All staff	Low
<b>Logistics – in school</b>					
Pupil attendance – a pupil's parent may choose not to send their child to school	All parties	Medium	<ul style="list-style-type: none"> <li>- Parents are legally required to ensure children attend school unless they have been informed otherwise – ensure this is communicated and clear.</li> <li>- LB to ensure health and safety guidance is shared and disseminated so parents feel confident.</li> <li>- Work closely with other professionals and as appropriate to support the return to school, including continuing to notify the child's social work etc.</li> </ul>	LB SB/MD	Low
Pupils will need to use the toilet regularly	Children	High	<ul style="list-style-type: none"> <li>- Each class will continue to use their own designated toilet areas. <ul style="list-style-type: none"> <li>o Nursery to use the toilets within their classroom</li> <li>o Reception to use the toilets within their classroom</li> </ul> </li> </ul>	Each teacher and TA	Medium

			<ul style="list-style-type: none"> <li>○ Year 1/ 2/3/4 to use their toilets as signed. Years 5 &amp; 6 to use their own toilets.</li> <li>- Toilets to be cleaned at the end of each day – wiping toilet seats and doors with disinfectant.</li> <li>- Children in Early Years 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 contact. Hands will be thoroughly washed after supporting the child as is usual practice.</li> </ul>		
Play time	Teachers and children	Medium	<ul style="list-style-type: none"> <li>- Playtimes closely monitored by staff</li> <li>- Pupils can now play as a whole school / mixed groupings</li> <li>- Pupils are not required to be in bubbles</li> </ul>	All staff	Low
Dining hall	Staff and children	Medium	<ul style="list-style-type: none"> <li>- Social distancing no longer required in hall.</li> <li>- Dinner to be taken in two sittings.</li> <li>- Whole school wet play can take place in individual classrooms.</li> </ul>	All staff in particular KS, SW & CW.	Low
External Contractors or visitors needing access for compliance	Children, Staff, Visitors	High	<ul style="list-style-type: none"> <li>- External contractors to continue as usual following the usual visitor’s policy and procedures</li> <li>• Contractors can wear a face covering when in close proximity to school community. See: Face coverings are no longer advised for staff and visitors in classrooms or communal areas. We recommend that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school.</li> </ul>	SB/MD/SW/iRock	Medium
<b>Teaching and learning</b>					
Teaching and Learning considerations	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Support staff</li> <li>- Parents</li> <li>- Pupils</li> </ul>	Medium	<ul style="list-style-type: none"> <li>- Our full Curriculum will continue to be taught alongside recovery/ interventions</li> <li>- The library has re-opened, books can be changed regularly</li> </ul>	LB and class teachers & CS	Low

			<ul style="list-style-type: none"> <li>- Pupils are not required to have their own stationery and can bring in equipment however we can continue to use class packs if preferred during initial reopening</li> <li>- Educational visits and residentials can be planned and implemented.</li> <li>- Singing/Music can now take place in the hall and in classrooms; good ventilation will still be important.</li> </ul>		
Pupils or groups who are not able/ allowed to attend school	- Pupils	Medium	<ul style="list-style-type: none"> <li>- 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 Google Classroom and send daily teaching resources and learning. 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.</li> <li>- Pupils will be called regularly to be checked on (academically and in terms of mental health)</li> <li>- 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 videos</li> </ul>	Class teachers	Low
Pupils moving on to the next phase in their education are ill-prepared for transition	New Reception pupils  Existing pupils	Medium	<ul style="list-style-type: none"> <li>- A staffing structure plan has been shared with staff</li> <li>- Staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>- There is regular and effective liaison with the destination institutions (e.g. Nursery School/Nursery Class/Reception) to assist with pupils' transition.</li> <li>- Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online videos.</li> <li>- Tours of the school have been available for parents and pupils.</li> <li>- Transition days have taken place</li> <li>- Pack that covers key information for new Reception class is available online and sent to parents</li> </ul>		Low

Safety					
Use of face coverings	- All	Medium	- Adults 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 or when carrying out intimate care.		Low
Clothing / personal items being brought into the school	- Teachers - Support staff - Parents - Pupils	Medium	- No unnecessary items to be brought in to school - Water bottles to be placed in designated areas.	All staff	Low
First Aid	- Teachers - Support staff - Parents - Pupils	High	- First aid will be dealt with within the classroom/ play ground where possible. - VF will continue to check First Aid boxes to ensure stock is appropriate - If support is needed, call the office and administer in accordance with policies	All staff VF SB/MD	Medium
Safeguarding	- Teachers - Support staff - Parents - Pupils	High	- All safeguarding procedures to be followed according to normal policy (amended KCSIE 2021) - All reporting and recording should be on SchoolPod - LB to update the safeguarding policy and where relevant in relation to any COVID – 19 issues - Follow up any pupils who do not attend, especially vulnerable pupils/	LB All staff	Medium
Fire Safety	- Pupils - Teachers - Support Staff - Visitors	Medium	- Fire call point tests to take place weekly - Regular fire evacuation tests to be carried out on different days/ times, including lunch time 3 times per year and logged.	LB SB SW	Low
Behaviour Policy	- Pupils - Staff - Parents - Visitors	High	- 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	LB	Medium
Health and wellbeing					
Staff may become overwhelmed or worried	- Teachers - Support staff - Parents	Medium	- Provide regular meetings and check ins for staff - All staff can return to staff room without rota - Any concerns to be discussed immediately	LB	Low

	- Pupils		- Offer sources to staff to support mental health and wellbeing: <a href="#">extra mental health support for pupils and teachers</a> and <a href="#">Education Support Partnership</a> - Ensure staff can access support and counselling services where appropriate		
Pupil wellbeing	- Pupils	Medium	- Specific interventions in place as required - Referral to CAHMS as required, and if the need presents - Refer to LB if concerned	LB All staff	Low
<b>Extra-Curricular</b>					
Wrap around care and clubs	- Teachers - Support staff - Parents - Pupils	Medium	- Breakfast club will take place as normal - Additional sports and music clubs can resume - Wraparound care can continue to allow parents to work – all school-based measures to be adhered to. - Catch up lessons may take place but this will be risk assessed on an individual basis	LB SD SW & CW	Low
<b>Communication</b>					
Communication with parents	- Teachers - Support staff - Parents - Pupils	Low	- Communication sent directly to parents on a regular basis - Newsletters to go out weekly; include safety directions and things that are unrelated e.g. celebrations to maintain positivity and good mental health. - Parents can be invited in to school for specific events - Surveys and training where necessary	LB/MD & SB	Low
<b>Travel</b>					
Parking and travel	- Staff - Parents	Medium	- Staff and parents to follow the one-way system when driving - Staff to enter using lanyards and not allow external visitors to enter - Parents and staff not to park at the front of the school or in front of the gates.	All staff Parents	Low
<b>TESTING</b>					
Primary, school-based nursery and maintained nursery 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 or nursery to help with contact tracing, by completing the twice weekly forms sent by SB.

Testing	- Staff	Medium	<ul style="list-style-type: none"> <li>- Staff will continue to test throughout the summer and throughout September and Autumn term.</li> <li>- <b>This is optional but recommended</b></li> <li>- Previous reporting and recording arrangements will continue</li> </ul>		
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### Contingency framework (in case of local or school outbreak)

This contingency plan (COVID-19 outbreak plan) outlines how schools would 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.

Contingency planning - Local or School Outbreak	<p>All parties</p> <p>Potential high impact on pupils' education</p>	High	<ul style="list-style-type: none"> <li>- The school will follow the Local OCC Lockdown Plan and national contingency measures.</li> <li>- <a href="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/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></li> </ul> <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</p>	LB	Low
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			<p>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"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <ul style="list-style-type: none"> <li>- Work closely with governors and support with communication to parents</li> <li>- Liaise with local OCC and PHE</li> <li>- Google Classroom to be used for all who need to isolate</li> </ul>		
Directed restricted access - <b>Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission</b>	All parties	High	<ul style="list-style-type: none"> <li>- 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.</li> <li>- <b>No educational setting should move to implement restrictive measures of the kind set out in the contingency framework without the explicit approval of DfE.</b></li> </ul>	All to be N/A unless directed to do so by DfE, PHE or OCC.	Low
Asymptomatic testing of staff - <b>Extremely high prevalence of COVID-19 / variant of concern</b>	All parties	High	<ul style="list-style-type: none"> <li>- When a variant of COVID-19 is classed as a <u>variant of concern</u>, 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.</li> <li>- An increased use of home testing by staff may also be advised.</li> </ul>	See above	Low

<p>Face coverings – <b>Extremely high prevalence of COVID-19 / variant of concern</b></p>	<p>All parties</p>	<p>High</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- Face coverings- staff to use disposable coverings supplied by school.</li> <li>- 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.</li> </ul>	<p>See above</p>	<p>Low</p>
<p>Wraparound care/ clubs - <b>Extremely high prevalence of COVID-19 / variant of concern</b></p>	<p>- All parties</p>	<p>High</p>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	<p>See above</p>	<p>Low</p>
<p>Extremely vulnerable pupils – <b>Extremely high prevalence of COVID-19 / variant of concern</b></p>	<p>- All parties</p>	<p>High</p>	<ul style="list-style-type: none"> <li>- Shielding has been paused by the government, and those who are clinically extremely vulnerable (CEV) are no longer advised to shield.</li> <li>- In the event of a major outbreak 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.</li> </ul>	<p>See above</p>	<p>Low</p>

			<ul style="list-style-type: none"> <li>- Settings should make sure their outbreak management plans cover this possibility. Shielding can only be reintroduced by national government.</li> </ul>		
Education workforce and remote learning	- All parties	High	<ul style="list-style-type: none"> <li>- Employers should continue to implement the system of controls set out in our guidance.</li> <li>- 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.</li> <li>- Employers should have regard to the guidance on clinically extremely vulnerable people.</li> <li>- 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.</li> <li>- Employers should have regard to staff work-life balance and wellbeing.</li> <li>- 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.</li> <li>- High quality remote education should be provided for all pupils not attending.</li> <li>- Refer to Remote Learning policy</li> </ul>	See above	Low
Safeguarding and DSL	Children	High	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul>	As above	Low

	<b>Name of Assessor:</b> Lisa Bradbury
	<b>Date when risk assessment undertaken</b> 31/8/2021