

WILDMOOR HEATH RISK ASSESSMENT FOR CV-19 8TH MARCH 2021 – FULL RETURN TO SCHOOL FOR ALL CHILDREN

The Wildmoor Heath senior leaders have reviewed this Risk Assessment in light of the government’s announcement that all children will return to full-time education from Monday, 8th March 2021.

Our staff warmly welcome this announcement and look forward to greeting the children back from 8:40am on Monday, 8th March 2021. It remains essential for schools to protect the health, safety and well-being of staff and children at all times. The CV-19 pandemic is still with us, and there is some way to go before everyone is vaccinated and we have more certainty.

The school will continue to operate using our three entrances and staggered drop-off/collection times. Please see the [latest letter from the Headteacher dated Monday, 1st March 2021](#) on the school website. Parents are asked to follow the drop-off and collection times for their child carefully and adhere to safe social distancing measures whenever you are on in the school carpark or in the vicinity of the school. We ask that all parents wear masks when completing the school run.

We remind parents and carers to treat all our staff with respect and care as we return to school and full classes. Our team has worked tirelessly throughout the pandemic, since 20th March 2020, to provide the best possible educational provision, whilst protecting everyone’s health, safety and well-being. We are professionals trying to meet government guidelines at a critical time. Our priority will always be to ensure the safety of everyone on site, without exception, notably our staff. Please follow our school Parental Partnership and respect the workload, well-being and downtime of our teachers and staff.

This document has been circulated to all staff and is available on the school website for the whole community to read.

What are the hazards which may be caused?	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence	High	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: 	Yes. Updated RA circulate	LJ LS/LJ	04/03/21	Low

to policies and procedures		<ul style="list-style-type: none"> - Health and Safety Policy (includes Infection Control and First Aid procedures in this school) ● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ ● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. ● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE ● Staff are made aware of the school’s infection control procedures in relation to coronavirus via email; ● Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection ● Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell; ● The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of 	<p>d to all staff.</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Staff updates held 25/26 February 2021</p> <p>Y</p> <p>12/01/21</p> <p>Y</p> <p>Y</p>	<p>LJ</p> <p>LS/LJ</p> <p>LS/RT/LJ</p> <p>LS/LJ</p>	<p>22/05/20, 21/07/20, 03/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>19/05/20</p> <p>Ongoing</p> <p>ONGOING</p>	
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		staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.				
Implementing social distancing	High	<ul style="list-style-type: none"> ● DfE guidelines will be followed i.e. in primary school a year group is seen as a bubble ● Where possible, class groups will be kept apart e.g. no whole school assemblies and field segregated into year group sections ● In classrooms, pupils will sit 2 per table and all will be facing forwards i.e. no grouped tables. ● The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Staggered arrival and departures times; ○ Plan for lessons or activities which limit movement between areas; ○ Maximise number of lessons or classroom activities which could take place outdoors; ○ No assembly groups (HT recorded assemblies); ○ Staggered break and lunch times; ○ Lunchtime tables will be allocated per year group and one group distanced from another. ○ Designated areas of the school field or each group to stay in their 'bubble'; ● Drop off and collection points: <ul style="list-style-type: none"> ○ 3 entrances to the school site will be used and 3 doors will be used to allow carefully managed timing from 0840am to 0905am all children will arrive and from 2.55pm to 3.15pm will depart the school site; ● Parents are advised to send children in full school, uniform with one bag only containing; <ul style="list-style-type: none"> ○ PE Kit; ○ Water bottle; ○ Outdoor shoes; and 	Return of all children – a bubble is their year group class.	LS/LJ ALL	From Monday, 8 th March 2021	Medium (subject to potential transmission)
			Y			
			Y			
			Y			
			Y			
			Y			

		<ul style="list-style-type: none"> ○ Packed lunch if required. ● As per new Government Guidelines, staff are allowed to work across year groups to meet children’s educational needs eg French Teacher, Outdoor Learning Teacher, Interventions Teacher, and other staff as necessary; ● Children and young people sit at the same desk and use the same classroom throughout the day; ● All classrooms have their own cleansing station and others are situated around the school; ● All staff and all children need to wash their hands at least once an hour, plus before and after any activity outside of their classroom; ● All school areas will be given a thorough cleaning at the end of the day; ● Hall use is limited to intervention groups, carefully segregated and lunchtimes, carefully segregated; ● Staff are encouraged to use their own discretion with the recommended 2m when using corridors, staffroom, office and any other areas within school; ● Staff are advised to make good use of the cleansing stations in classrooms and around the school, utilising disinfectant, blue roll & sanitiser & utilise self-responsibility of “use it – clean it”; ● Children are NOT allowed to come to the office / photocopier, with or without, an adult. 	Y Y Y Y			
Hygiene practice	Med	<ul style="list-style-type: none"> ● The COVID-19: cleaning of non-healthcare settings guidance is followed; ● Staff are required to wear face masks &/or visors whenever out of the classroom environment in all communal areas. ● Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments; ● Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal – this includes classroom staff 	From 08/03/21 Ongoing Additional cleaning in class through the day.	All	ALL FROM 01/06/20	Low

		<p>cleaning desks when needed throughout the day with disinfectant spray and disposable blue roll.</p> <ul style="list-style-type: none"> ● All adults and children are told to: <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ● Help is available for children and young people who have trouble cleaning their hands independently; ● Young children are encouraged to learn and practise these habits through games, songs and repetition; ● Bins for tissues are emptied throughout the day; ● The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; ● Play equipment is cleaned between uses and not used simultaneously by different groups; ● The amount of shared resources that are taken and brought in from home is limited; ● All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; ● Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; ● Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. ● Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. 	<p>Daily professional cleaning in place.</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			
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		<ul style="list-style-type: none"> • Disabled loo (near Y1 & Y2) <ul style="list-style-type: none"> - will have cleansing station inside loo area with hand sanitiser, blue roll and disinfectant spray for utilising before and after use of toilet. - blue roll can be used to open doors and MUST be put in BIN by basin – NOT DOWN LOO. 	Y			
Ill Health	High	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ • Any pupil who displays signs of being unwell is immediately referred to the School Office and moved into an isolation area (Courtyard, or Library weather dependant). Unwell pupils who are waiting to go home are kept in these areas where they can be at least two metres away from others; • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. 	<p>Since 10th February 2021, staff have been using bi-weekly LFD tests and reporting results.</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	LJ/LS/RT ALL	COMPLETED 22/5/20 ONGOING ONGOING	Medium

		<ul style="list-style-type: none"> • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection; • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk; • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy; • Illness: If any member of staff or child in a year group fall ill with CV19 symptoms, they should book a test online and results are normally received within 24hours; • If tested positive the staff member or pupil must self-isolate for 10 days and the balance of the year group must also self-isolate for 10 days; • https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ • In the event of a positive test result, school leaders will inform parents and staff immediately and the appropriate group will be asked to self-isolate. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>12/01/21</p> <p>Y</p> <p>Y</p>			
Spread of infection	High	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. • Parents are aware, via website, not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have tested positive for coronavirus must self-isolate for 10 days before returning to school. 	<p>All measures will continue to be in place, and strictly monitored.</p> <p>Y</p> <p>Y</p> <p>12/01/21</p> <p>Y</p>	LJ LS	ONGOING and from 08/03/2021	Medium

		<ul style="list-style-type: none"> All pupils, parents and staff are advised to maintain the 2m distance wherever possible e.g. pupils queuing for start of school. https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing 				
Administration of staff Lateral Flow Device (LFD) Testing		<ul style="list-style-type: none"> Staff trained in two briefings on 3rd and 4th February 2021. All test kits distributed to those who agreed to take part. Staff conducting two tests weekly, Wednesday and Sundays. Staff report their own results on the government website and on the school spreadsheet. Tests have proved effective in two positive cases, leading to full PCR tests and confirmation. System will continue until advised otherwise by the UK government. 	Yes to all	ALL	From Sunday 6 March 2021	Low
Management of infectious diseases	High	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the School Office; The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus; Social distancing measures, 2m, are implemented as much as possible; The timetable is adapted to stagger play and lunch times (as above); The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y Y Y Y Y	ALL ALL		Medium
Parental Engagement	Med.	<ul style="list-style-type: none"> Parents & staff must wear face masks at drop-off and collection points / times. Parents have been informed that the school recommend that they "hand over" their child at the school gates, to minimise additional contamination. Where possible, only one parent will attend the school. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); 	08/03/21 – must be worn Y Y Y Y	LJ LS LS LS	05/01/21 18/06/20	Low

		<ul style="list-style-type: none"> Parents are told that they should utilise the 2m rule at entrance gates; https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing Parent should not enter the site unless they have a pre-arranged appointment, which will be conducted safely. 	Y 12/01/21 Y Y	LS		
Communication	Med	<ul style="list-style-type: none"> Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) The designated member of staff/school nurse reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; The Headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline. Schools contact their Area Schools Officer if there are any specific recommendations for their school; Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y Y Y Y Y	ADMIN / LS	ONGOING	Low
Partial school closure (if CV19 confirmed) From 08/03/2021 the	Med	<ul style="list-style-type: none"> The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; Pupils working from home are assigned work to complete to a timeframe set by their teacher; The Headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' 	From 8/03/2021 full class learning resumed, home learning on Edmodo.	LS CLASS TEACHERS LS	ONGOING ONGOING	Low

school is open for all pupils.		<p>learning – this includes their plan to monitor pupils’ learning while not in school;</p> <ul style="list-style-type: none"> • The Behavioural Policy (plus Addendum), Safeguarding Policy, Staff Code of Conduct, the Health and Safety Policy, Return to School Plan and the guidelines in this Risk Assessment are adhered to at all times, even while working remotely; • The Headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home; • The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. 				
Emergencies	High	<ul style="list-style-type: none"> • All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required; • Pupils’ parents are contacted as soon as practicable in the event of an emergency; • Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted; • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>ALL STAFF BRIEFED AND TRAINED.</p> <p>.</p>		Medium
Fire Evacuation and Lockdown Drill	Med	<ul style="list-style-type: none"> • For the medium term the fire assembly points have been moved to the designated school field areas, with the exception of Reception Class who still evacuate to the school playground. • If the fire alarm goes off and it is not a known drill - social distancing and “keeping bubbles apart” goes away - swift and safe evacuation is the absolute top priority. • For the medium term, Lockdown Drill will use the “hiding under desks” as opposed to Y5 moving into back room and Reception Class moving into kitchen. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>ALL STAFF</p> <p>ALL STAFF</p>	<p>From 12/06/20</p>	Low

Managing School Transport	Med	<ul style="list-style-type: none"> Parents, children and young people are encouraged to walk or cycle to their education setting where possible; Transport arrangements are organised to cater for any changes to start and finish times; Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; Travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	YES N/A N/A N/A N/A	ALL STAFF	FROM 1/06/2020	Low
Staffing Staff numbers falling below minimum requirement to meet the needs of pupils and keep staff/pupils safe	High	<ul style="list-style-type: none"> Mew staff briefings held on 25/02/2021 and 26/02/2021. Staff teams will work in year groups; Where necessary, a staff member can work across year groups, as per Government Guidelines Should a teaching member of staff fall ill (WITH CV-19 confirmed after an official test) then the Illness section above becomes relevant. Critical staff include the Headteacher, the Deputy Head and the School Business Manager and the School Secretary. This team has been in school daily since the lockdown without illness, maintaining social distancing throughout. If one falls ill, then the others will deputise accordingly. 	<p>Ready for full return of all pupils on 08/03/21</p> <p>01/09/20</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	LS/RT	Return to school from 08/03/2021 Amended as needed	High
Visitors Increased risk of infection	High	<ul style="list-style-type: none"> Visitors wherever possible, not to come onto site; Parents, wherever possible, not to come onto site – utilise class email, secretary@ email, telephone calls and voicemails; Virtual meetings to be held whenever possible; If visitors come in, a face mask is required to be worn in public areas e.g. corridors and there is no entry at all into classrooms; 	Yes to all	LS / LJ / Office	04/09/20	Medium

		<ul style="list-style-type: none"> • Visiting professional are required to wear masks in public areas and are allowed into classrooms for observations whilst trying to maintain 2m social distancing wherever possible. 				
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School name	WILDMOOR HEATH SCHOOL						
Assessment carried out by (name/role)	LESLIE SEMPER / HEADTEACHER LIZ JOHNSON / SCHOOL BUSINESS MANAGER						
Rish Assessment Update March 2021	Updated 03/03/2021	Date of first review		Date of next review		Date of next review	
Risk Assessment Update January 2021	Updated 05/01/2021	Date of first review	12/01/21	Date of next review	12/02/2021	Date of next review	28/02/2021
Risk Assessment Update September 2020	Updated 01/09/2020	Date of first review	01/10/20	Date of next review	01/11/20	Date of next review	02/12/20
Risk Assessment May 2020	First written 22/05/2020	Date of first review	4/06/2020	Date of next review	11/06/2020	Date of next review	18/06/2020

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

	1	2	3	4	5
	SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so