**Rendlesham Primary School**

**COVID-19 Educational Settings Risk Assessment School Year 2020-21**

The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment has been provided to support all parties to ensure they are acting in line with the COVID-19 – General Guidance for all Education Settings for implementing the recovery plan.

For ease of reference, changes that are made to this document are detailed below:

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| --- | --- |
| **Date of change** | **Chronology** |
| 18.5.20 | Whole revised document with actions |
| 29.5.20 | Additional details added and information about pupil and staff numbers |
| 1.6.20 | Reviewed risk assessment to prepare for final opening. All staff briefed and final preparations to site on PD-Day |
| 2.6.20 | K.Speirs carried out first day audit of procedures. Risk assessment reflects the conditions on site. |
| 4.6.20 | Updated risk assessment based on new number of pupils expected in school since re-opening.Change to staff bubble groups. |
| 8.6.20 | Regular update to all to reiterate importance of risk assessment and following of procedures. – Added to SLT compliance sectionAdded further details on storage of pupil medicines. |
| 9.6.20 | Added Children Centre to risk assessment under meetings and events. |
| 10.6.20 | Updated Public Health England Actions for suspected COVID-19 cases in school settings (Flow chart)Added information about communication via mobile phone between bubbles and school office. |
| 11.6.20 | Change to staffing in bubble groupsFire evacuation procedures updated after fire drill. |
| 18.6.20 | Update to Bubble groups, specifically changes to Key Worker provision for Year 2 = joining Year 1 bubble team.Added information to allow for pupils to move bubbles after a 48 hour period.Added information about virtual assemblies. |
| 23.6.20 | Fire evacuation procedures tested with fire drill – info added to risk assessment |
| 25.6.20 | Maximum of 15 in a class from 4th July (under new 1m+ rule)Change to procedures with water bottles |
| 20.7.20 | NEW RISK ASSESSMENT PLAN FOR SEPTEMBER RE-OPENING |
| 1.9.20 | Risk assessment reviewed and updated for school opening.Update to use of PPE/face coverings. |
| 11.9.20 | Update to parent collection arrangements and use of PE resources |
| 18.9.20 | Updated Fire evacuation proceduresUse of Golden Mile trackAdded list of received risk assessments from other establishments who link with Rendlesham (risk assessments available to view on request) |
| 28.9.20 | Changes to playtime and lunchtime spaces and timetable for different bubble groups. |
| 14.10.20 | The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction – Included details of SEND requirements through home learning and expectations on the school to deliver a high quality learning platform to meet the needs of all children. |
| 4.11.20 | Preparations for new lockdown (starting 5.11.20) – No changes to current guidance at present.Confirmation of essential and non-essential work (staff) during lockdown.Updated information about monitoring and school performance requirements.Updated information about appropriate ventilation approaching winter. |
| 4.01.21 | Removal of Foot Stars as linked company  |
| 29/01/21 | Updated fire exit procedures Added Lateral Flow test risk assessment  |
| 01/03/21 | Preparation for full opening on 8th March  |

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| --- | --- |
| **Setting/Premises:** | Rendlesham Primary School |
| **Location:** | Rendlesham |
| **Assessment Date:** | 10 May (version 13) | **Review Date:** |   |
| **Assessment completed by:** | Debbie Thomas (Academy Head) |

# Management Planning

## Senior Leadership Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Control measures | Yes/no/not applicable | Notes and further information | Date required and completed |
| Senior Management Team responsibilities | Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels. | Yes |  Entrances staggered around the school for individual phases Parents and staff advised of entrances by email  |  8/3/21 |
| An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught. | Yes | Each phase will remain as a bubble KS2 children will use upstairs toilets KS1 to use toilets in corridor and EYFS to use reception class toilets  |  14/4/21  |
| Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management. | Yes | Hall has been rearranged to accommodate 2 bubbles at a timeWindows are open for ventilation purposes Isolation room remains in accessible toilet room at front entrance to schoolParents drop off and pick up spread out at front and back of school to reduce crowding | 8/3/21 |
| SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period  | Yes | Complete  |  |
| SLT have ensured essential premises management arrangements continue to ensure the safe operation of the setting. | Yes | complete | Completed |
| SLT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site | Yes | SB leading on procurement of supplies.  | Ongoing  |
| SLT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions | Yes |  Reviewed with teachers at staff meeting Shared with all staff by email on  | 23/2/2102/03/2115/4/21 |
| Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns. | Yes | All risk assessment changes to be circulated with staff for feedback and review. | Monthly  |
| Ensuring compliance | The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.Regular update to all to reiterate importance of risk assessment and following of procedures. | Yes | Normal Behaviour Policy rules and procedures. Expectations need to be made clear to all, including pupils in a positive behaviour expectations lesson at the start of the term.All children to understand their part to play in keeping everyone safe. | Completed |
| Governor (LC) engagement | Locality Committee are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role. |  n/a |   |   |
| Safeguarding | The introduction of new arrangements have been reviewed by the Senior Leadership Team to ensure that they do not impact on safeguarding requirements in the setting. | Yes |    | Completed |
| Supply chain | Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance. | Yes | SB to request orders when required.Latral Flow Tests and more anti bac requested   | Completed |
| Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards. | Yes | SB to monitor | ongoing |

## Staffing arrangements

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| --- | --- | --- | --- | --- |
| Staffing levels | All staff returning to work as per normal contracted hours. | Yes | Staff may work across bubbles with effect from 19/4/21 following consultation  |  14/4/21 |
| Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. | Yes | Staff to notify HW of absence – HW to inform Office staff.HW responsible for staff timetabling and cover | ongoing |
| Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers. | Yes | TAs can be used to support the teachers in each bubble. SLT to organise staff rota/roles to ensure fair breaks and distribution of tasks in the event of a teacher’s absence. Academy Head and Office must be informed of any absence. |   |
| Business support and premises management staff | Staff work from home where it is possible  | yes | All staff have opportunity to dial into meetings rather than attend in person PPA can be taken at home and staff are encouraged to leave the premises as soon as work is completed | 14/4/21 |
| Hot desking is avoided  | NA |  |  |
| Office spaces are arranged to support social distancing (maintaining 2m distance) | NA |  |  |
| Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting. | NA | Some seating to be reinstated into staffroom but social distancing is still maintained  | 14/4/21 |
| Premises and cleaning staff | Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting. | Yes | MB and SB to liaise on cleaning routines and Vertas cleaners.Technician support to remain in staff room and main office  | ongoing |
| Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. | Yes |   | Completed |
| Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building. | Yes | SB responsible for procurement. |  completed |
| Volunteers | Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members. | Yes | Volunteers permitted by prior arrangement only  | 10/5/21 |
| Trust Colleagues | All staff members of Consortium Academy Trust are permitted to work on site at Rendlesham Primary School.The process and requirements of regular monitoring will continue with COVID secure arrangements. | Yes | QR code available for trust staff visiting site |  |
| Essential and non-essential work | All Trust employees must adhere to expectations outlined in CEO staff briefing on 4th November 2020 about essential and non-essential duties during national lockdown.All non-essential face to face activities are stopped during Lockdown scenarios**Essential** is deemed to be pupil focused, i.e. teaching, coaching, and mentoring. This includes the provision of interventions and curriculum enrichment activities by school based or central team colleagues. It also includes the monitoring of standards in our settings. Therefore members of school and executive leadership teams are permitted to undertake a range of monitoring practices including observations, book looks and professional discussions. All must be conducted in a Covid-secure way. **Non-essential** is adult focused activities, including meetings, moderation and CPD events that should all be moved to digital platforms or rescheduled. Statutory training that includes, fire safety, first aid and safeguarding where this cannot be delivered virtually should continue to be planned and delivered throughout this period. Again additional measures will be considered to minimise contact. Ban on staff travel, other than for the purposes above or to carry out routine, expected or emergency provision – this includes central staff and school based staff. Facilities and estates staff will continue to work as normal. Where colleagues move between settings it is important that wherever possible we minimise movements and in most circumstances colleagues should restrict attendance to one setting per day. Although where it is deemed essential to visit multiple sites additional precautions should be taken.  |  | All staff to receive CEO briefing via email (4.11.20) | Awaiting update |

# Cohorting and limiting contact

## Pupil and staff grouping

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| --- | --- | --- | --- | --- |
| Primary school classes and early years providers | Class ‘bubbles’ to return to normal numbers (maximum of 30 per class)Phase group ‘bubbles’ at maximum of 90 children (outside areas) | No  | Children to remain in Key Stage bubbles Staff to track any mixing of classes through lists so that in the event of a positive case track and trace can be completed Key stage groups to stay separated on the playground  | 10/5/21 |
| Keeping cohorts together where possible | Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days. |  yes |  outdoor learning is encouraged phases to stay in their own bubble  | 10/5/21 |
| Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days. | Yes | Staggered break times arranged by individual phases Pupils eat lunch in designated areas in the dining hall 2 phases permitted in hall 5/6 and 1/2 to have lunch 11:45- 12.30 and KS2 to eat outside where possible 3/4 and EYFS in hall 12:15- 1.00 No need to cordon off playground as age ranges do not play together and the space is large enough for children to socially distance if only 2 phases outside at any one time *Shared use of Golden Mile track when other bubbles are in class.* |  . |
| Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. | Yes |   | Completed |
| The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days. | Yes | All staff allocated to classes as per normal school arrangements.Staff are able to move between bubbles (e.g. cover teacher who provides PPA release for teachers across the school) |  |
| Where possible pupils use the same desk each day where they attend on consecutive days. | n/a | classrooms can be rearranged to allow for a range of collaborative or independent work | 14/4/21 |
| School Messages | Avoid contact between bubbles and school office. | Yes | Children with non-covid related illness symptoms to wait outside the office on seat for parents  |  |

## Reducing and managing visitors

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| --- | --- | --- | --- | --- |
| Visitors | Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit | Yes | All visits to school must be pre planned and a suitable designated meeting area must be arranged  | 14/4/21 |
| The setting has determined meeting times on site which are scheduled to avoid the times of peak activity. | Yes | Staff meetings to take place when children are off site and may take place online. Scheduled weekly for Tuesdays and are available on the school calendar |  |
| Visitors from other settings/companies to provide a copy of their own risk assessment procedures and receive a copy of this document. | Yes | See risk assessment shared list as an appendix. |   |
| Visitors who sign in either use their own pen or are provided with a pen that they take with them. | NA |  |  |
| Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered | Yes | Office hatch/window to remain closed at all time, including when speaking with visitors in the foyer. |  |
| Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises. | Yes | KW and SB to ensure this is carried out. |  Ongoing  |
| Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival) | Yes | Hand sanitiser points at all entrance/exit ways. |  |
| Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location) | Yes | Kitchen deliveries to kitchen entrance |  |
| Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed. | Yes | Individual risk assessments to be shared between the school and contractors prior to work being carried out. |  |
| Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements. | Yes | Individual risk assessments must be provided by contractors on site. |  |
| Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances |  Yes  | Parents to be informed in AHs newsletter that only pre arranged and essential appointments can take place on site – staff and parents are encouraged to use virtual platforms where possible  | 14/4/21 |

## Travel and parking

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| --- | --- | --- | --- | --- |
| General | The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required) | NA |  |  |
|  | Carers/parents are discouraged through communications, from dropping off and picking up children in large groups. One parent rule. | Yes | Parents were reminded to socially distance in letter of 02/03/21. |  2/3/21 |
| Cycling  | Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required. | Yes | Front of school site is prepared for this. |  |
| Car journeys | Parents, staff and pupils have been advised not to gather in parking areas. | Yes | Letter to parents with information and instructions to be sent  |  02/03/21 |
| Parents and staff have been advised that only the same household members should travel together by car | Yes |   |  |
| On foot | Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible | Yes |  |  |
| Pupils and parents have been advised that they should not walk together in large groups | Yes | Letter to parents with information and instructions | 2/3/21 |
| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms | n/a |   |   |
| Pupils, parents and staff have been advised to wash their hands before and after using transport services | Yes |  |  |
| Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport. | Yes |  |  |
| Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.  | NA |  |  |
| Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face. | NA |  |  |
| Markings are provided where queuing is required for transport services on school premises | NA |  |  |
| Windows are opened during journeys where it is safe to do so | NA |  |  |
| Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use  | NA |  |  |
| Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | Yes | All pupils with illness to use isolation room and wait for parents to collect from school with a member of staff to monitor (with appropriate PPE). | Disabled access room beside main entrance |

## Arriving at and leaving the setting

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| --- | --- | --- | --- | --- |
| Parents and pupils – arriving and leaving the premises | All site movements will be supervised by staff members who will ensure that social distancing measures are being followed. | Yes | There is an expectation that all families maintain distance from each other. Any who do not follow this will be contacted by DT | ongoing |
| Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings. | Yes | 4 separate entrance and exit points created that reduce gatherings and prevent crossing of paths around the front of the school building  | Shared with parents 2/3/21 |
| Managing peak times  | Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points) | Yes | Fire exits to be used by Yr 5/6. Appropriate supervision needs to take place by staff to ensure children are safe on the stairs.Hand washing stations deployed to bottom of stair case and front entrance for Yr 3/4 Yr 3/4 use of main entrance for drop off - collection is to be made from the main playground at the rear of the school – following the signed one way system ground with access via reception gate and exit via the car park gate  |  |
| Where alternative entrances cannot be provided, times have been staggered to prevent queuing. | No | No staggered start and end for children from Reception to Year 6.Nursery follow separate timetable of sessions as per normal school arrangements. |  |
| Floor marks have been added to assist with social distancing in outside areas. | no | These have been removed  | 14/4/21 |
| Staff supervise at peak times. | Yes | SLT and teaching staff present at each entrance point daily | Completed |
| Reception class  | Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.  | No | No staggered start – 8.30am to 3.30pm for all 4 separate entrances are positioned in distanced locations. |  |
| Where possible, additional supervised entrances will be used to avoid people gathering at the same time | Yes | Nursery –Reception KS1 – Main gate leading to playground as one way system only 3/4 Main office entrance (parents wait outside main office)Year 5/6 – Fire Escape into Yr5/6 area (parents wait between disabled parking and children centre) |  |
| Parents have been advised that only one parent should attend. | Yes | Letter to parents with information/instructions on  |  2/3/21 |
| Bags and coats | Staggered access times allow for cloak rooms to be used without pupils gathering. | No | Bags/coats kept in individual classrooms or lockers (Yr5/6) |  |
| Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed. | No | Return to normal peg/locker arrangements.Class teachers to monitor safe use. |  |
| Playground access | A one-way system to be used in and out of the playground for Reception and Greeks class parents. | n/a |   |   |

## Educational Activities

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| --- | --- | --- | --- | --- |
| Classrooms and other learning environments. | Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve government guidelines of classes in rows. | Yes | Maximum of 30 children in a class bubble.  |  |
| Rooms have been organised into rows, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing | no | No social distancing requirements within class bubbles.Phases are permitted to mix as long as records are kept Teachers can now move furnishings to allow for group work  | 10/5/21 |
| Unnecessary items have been removed from learning environments where there is space to store elsewhere. | Yes | All nonessential items must be removed, specifically soft toys and furniture. | Completed |
| Classroom based activities have been reviewed and modified to support different learning environment arrangements. | Yes |  ‘ | Ongoing monitoring of behaviour expectations |
| Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate. | Yes | Hall can be used for class PE session with ventilation and wipe clean equipment only |  |
| Ventilation of indoor spaces –In cold weather/winter conditions there is no requirement to leave windows open throughout the whole day.Appropriate circulation of air and opening of windows can be arranged at times when the class are not in the room. | Yes | Appropriate ventilation is required within the school building by allowing classroom windows to remain open for a period of time in the school day – It is acceptable in cold-weather for windows to be opened during break/lunchtimes to allow for refreshed circulation but not when lessons take place. |   |
| Outdoor learning and PE | New outdoor learning opportunities have been considered to encourage pupils to be outside. | Yes | Bubble teams are encouraged to plan for outside learning opportunities. Staff need to be mindful of other bubbles and the use of corridors when travelling. |  |
| Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place. | Yes | Staggered break and lunchtimes .MDSAs to work with 2 bubbles at a time  |  |
| Close contact educational activities | Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils. | Yes |   |  |
| Resources | Resources and the exchange of resources that are taken home have been limited. | Yes | Staff to ensure this. Older pupils should be encouraged to bring their own equipment in a pencil case.Children can bring lunch boxesWater bottles allowed.Birthday treats – only if given in separate, sealed packaging.Wherever possible, limit the number of items between school and home but we recognise that this is not always possible for individual circumstances. |  |
| Use of sports halls etc. | Different pupils mixing together is avoided through staggered times and/or use of additional areas. | Yes |  Hall separated into 2 areas and 2 bubbles to use for lunch time – consideration given to age ranges mixing and the number of children receiving school dinners KS2 pupils to eat outside in mild weather  | Completed |
| Use of school swimming pools | Please refer to updated swimming pools guidance. | Yes | No School swimming  |  |
| Showers | Cleaning and disinfection arrangements are in place for showers. | NA | No showers |  |

## Lunchtime and breaks

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| --- | --- |
| Lunch | **The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.**  |
| Different pupils mixing together is avoided through staggered times and/or use of additional areas* Children collect school meal from hall.
* Children eat their lunch in their classroom.
 | Yes | Staggered lunchtimes11.45 2 x bubbles eat in the hall which is divided into two areas and tables seating 4 children are separated by at least a meter MDSAs to supervise the hall and then take children in to designated play areas first session ends at 12.30At 12.15 2 MDSAs return to hall to supervise next sitting joined by 3 other staff at 12.30Children are supervised in 2 bubbles until 1pm |  |
| Times that meals are provided are staggered to reduce queues | Yes | MDSAs and staff support children in moving around the school. |  |
| Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space | Yes | To be encouraged in mild weather  |  |
| Hand gel is provided for pupils and staff to use immediately before collecting their lunch | Yes | SB to organise procurement of further supplies when needed | ongoing |
| Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful). | Yes | Lunches to be put out on tables for collection from each group.MDSAs to clean tables between use. | Ongoing |
| Alternative payment methods are being used to eliminate cash handling | Yes | Already cashless school |  |
| Tills are screened where still in use | Yes | NO Mid-morning MunchPupils will need to bring their own snack |  |
| Tables and seating are moved apart and reflect the maximum capacity. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. | Yes |  No tape required – tape removed from hall floor as boundaries are not relevant to current practice  | 14/4/21 |
| A different entry and exit route are being used at dinner times where more than one door is available  | Yes | Entrance to hall via main corridorExit hall via outside door |  |
| Contracted food preparation  | The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area. | Yes | SB liason with Vertas |  |
| Breaks | Breaks are staggered to reduce the numbers of pupils who take a break at the same time  | Yes | Staggered break times for pupils in 2 bubbles maximum – some sharing of outdoor space between sessions . |  |
| Play equipment use is supervised to ensure that pupils do not gather. | Yes | NO play equipment to be used across bubbles. Staff can arrange their own supply of items but these will need to be cleaned as part of scheduled cleaning rota. |  |
| Pupils and staff have identified suitable play activities for break times | Yes | To be discussed within staff bubbles –play activities available online |  |
| Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting | Yes | Staff to monitor movement of pupils at all times |  |
| Markings have been added to outside spaces to assist with queues when coming back into the building. | No  |   | 14/4/21 |

## Movement around the premises

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| --- | --- | --- | --- | --- |
| General interactions and movement around the building | Windows are open to increase ventilation where it is safe and appropriate. See above information about ventilation at specific times in the school day. | Yes | Windows do not need to remain open throughout the whole school day. |  |
| Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this. | Yes | Size and layout of our school allows for bubbles to be maintained. |  |
| Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. | Yes |   |  |
| Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.  | no |  lockdown restrictions due to cease in 6 weeks – school to move towards increased freedoms as long as records are kept for track and trace purposes group interactions are permitted in phases staff may cross bubbles as per planned staff timetable  | 10/5/21 |
| Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. | Yes | Main staircase to be used by KS2 groups – at staggered times with regular cleaning of bannisters |  |
| Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one way system where this is possible | Yes | Audit of fire escape routes completed Yr5/6 can use at the end of the day with staff supervision  | Completed |
| Where appropriate one way circulation and central dividers have been placed in the middle or corridors to keep groups apart. |  yes |  Staff are aware that children from different bubbles must not cross on interior stairwell and supervise children appropriately to ensure safe movement  | 14/4/21 |
| Movements around settings are supervised. | Yes |   |  |

## Toilets and handwashing facilities

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| --- | --- | --- | --- | --- |
|  | Times are staggered where possible and consider the increased handwashing times that have been introduced. | Yes |  |  |
| Distancing for queuing has been introduced e.g. through floor markings | n/a |   |  |
| Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building) | NA |  |  |
| Every other urinal/basin has been taken out of use in toilets that have high usage | n/a |  There is adequate space to avoid prolonged close contact in the toilet areas  |  |
| Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas. | yes |  |  |
| Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. | Yes | SB and MB to maintain safe storage of stock. |  |

## Meetings and events

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| --- | --- | --- | --- | --- |
| Assembly | Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible | Yes | Assemblies permitted – phases must stay apart and full ventilation of hall required Children to stay in groups of their own class so face to face contact across classes is minimised  | 10/5/21 |
| Events | Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings. | Yes |  Events are provisionally planned for after 21st June  |   |
| Staff spaces and meetings | Whole school meetings may not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings. | No  | Staff meetings are scheduled for 45mins-1 hr per week on a Tuesday –teaching staff and support staff are invited to dial in if they choose Staff meet in the atrium which allows for social distancing  | 14/4/21 |
| Additional staff room areas have been provided in order to avoid large gatherings at peak times | Yes | Staff room extended to Atrium space. |  |
| Parents evenings | Meetings are undertaken by telephone or internet. | Yes | Use of email or phone calls +Google Meet is preferred method for meetings but essential parent meetings can be held in school if pre-arranged  | 14/4/21 |
| Urgent meetings | Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related. | Yes | Use of children’s centre is permitted for unplanned urgent meetings – tables to be wiped down after each meeting  | 27/04/21 |
| School clubs and community sports (non curriculum) | The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs) | No  |  Breakfast and ASC may take place – parents have been informed children will be crossing bubbles in these settings  | 14/4/21 |
| Trips and work experience | Trips and work experience will not be planned until further advice is provided from PHE. | Yes | NO Educational visits until after 21st JuneSCITT students to be allocated to bubble groups when working in school, as part of phase group staff and following SCITT’s own risk assessments.Work experience places may now take place if RA is shared with the adult and all COVID security measures are adhered to  |   |
| Hire and use of school premise | Additional hire and use will not be planned until further notice. | Yes | Planned to release after 21/6 Hirers have been made aware  |   |
| Children Centre | No access between Children Centre and Rendlesham school during this time – Children Centre to maintain their own bubble outside of the operations of Rendlesham school.In the event of a fire, Children Centre to evacuate as per normal fire safety arrangements. | N/A |  Children’s centre no longer exists  | 14/4/21 |

## Breakfast and afterschool clubs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School clubs that are essential | An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment.Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format. |  Yes  |  | 14/4/21 |

# Universal Hygiene Arrangements

## Cleaning and disinfection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cleaning | A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in *COVID-19 guidance for all education settings* | Yes | All staff are responsible for general cleaning throughout the school day.Tables to be wiped if children have mixed or fluids have been spread through sneezing etc | 27/4/21 |
| Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group’s occupation or use. | Yes | Tables in the dining hall to be wiped down between sittings Classroom tables to be cleaned if a change of group takes place  | 14/4/21 |
| All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. | Yes | Scheduled as part of regular cleaning throughout the day |  |
| Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. | Yes | Class teachers are responsible for oversiing this takes place  | 14/4/21 |
| Handheld and frequently touched sports/PE equipment is disinfected prior to use | Yes | Ensure this is added to schedule of tasks if PE equipment is used. |  |
| Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use | Yes |  Vertas to clean all workstations daily  | 14/4/21 |
| Disinfectant wipes are available for staff to use where required. | Yes | Procurement requests to SB. | ongoing |
| Cleaning play equipment and toys | Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys | Yes |  |  |
| Toys that are put into children’s mouths are cleaned between use | Yes | Expectations need to be clear to pupils and monitored by staff as part of behaviour policy. |  |
| Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible. | Yes | Regular cleaning of these resources to be scheduled by SLT monitoring phase groups. |  |
| Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home | Yes | Sharing of equipment in the classroom is permitted  | 14/4/21 |
| Books (books are items that are difficult to clean) | Books are issued to pupils on a rotational basis  | Yes | Staff groups to arrange this |  |
| Used books are set aside for 72 hours after use to reduce microbial load | Yes | Staff groups to arrange this |  |
| Books and posters checked for visible soiling and disposed of where necessary | Yes | Staff groups to monitor |  |
| Lunchtime | Trays, tables and chair touch points are disinfected after use | Yes | As part of Vertas scheduled cleaning rota |  |
| Cleaning equipment after breaks | Outdoor play equipment is cleaned between group use | NA |   |  |
| PE Resources | Equipment to be cleaned between different bubble use. Sports coach to adapt practises to ensure equipment is not shared. | Yes | Agreed with staff  |   |
| Waste tissues | Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day | Yes | As part of scheduled cleaning rota.Peddle bins introduced in classrooms. |  |

## Handwashing arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Handwashing  | Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of *COVID-19 guidance for all education* *settings* and [NHS guidance](https://www.youtube.com/watch?v=aGJNspLRdrc) in an age appropriate way e.g. observing young pupils, instructing in the class.*Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.* | Yes | Timetabled at regular points throughout the day and part of every lesson.Staff may use timers, countdowns, activities to implement this effectively as part of a normal daily routine in class. | Ongoing monitoring by SLT |
| Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day. | Yes |   |  |
| Supervision arrangements are in place to support pupils with handwashing where it is needed. | Yes | Staff to monitorUse of handwashing stations for extra bio-security to be encouraged throughout the school day.  |  |
| Handwashing is being encouraged rather than using hand sanitizer wherever it is possible | Yes | Avoid use of sanitisers when proper hand washing is possible.Hand sanitizer can be used for transitions between areas/school start/school end.Hand sanitizer to be used at entrances without a water station, with children washing hands after entry to school as well. |  |
| Age and developmentally appropriate ways area being used to encourage pupils to follow requirements. | Yes | EYFS – Water play table with soap |  |
| All staff and pupils are following [Catch it, Kill it, Bin it](https://www.youtube.com/watch?v=JtbMgDz3GdM) requirements. Tissues and bins are provided for use.Ensure individual risk assessments for children with complex needs who struggle to maintain good hygiene.*The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.* | Yes | Staff to monitor individual needs. |  |

# Health Needs

## Staff health

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Specific health considerations | All staff required to return to work from 8th March 2021 | Yes |  |  |
| EVC and Pregnant members of staff have a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance. | Yes | Individual risk assessments to be created for anyone with a specific need or issue. |  |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | Yes | Wellbeing champion to continue working with staff to support wellbeing. |  |
| Symptoms | Staff will go home as soon as possible if they develop symptoms**Follow PHE Actions Flow chart***Ensuring that pupils, staff and other adults do not come into the school if they have*[*coronavirus (COVID-19) symptoms*](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)*, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).* | Yes | Contact team leader immediately and ensure HW /DT are informed as soon as possible.If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. |  |

## Pupil Health

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Specific health considerations | Pupils who are clinically vulnerable *(previously referred to as having an underlying health condition)* have been assessed and following medical advice, these pupils will only attend the setting where infection control measures relating to these pupils as outlined in *COVID-19 guidance for all education settings* | Yes |  1 pupil CV – has a 1:1 carer in place FT  | 14/4/21 |
| Symptoms  | Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild | Yes | To be explicitly taught in an age appropriate way. |  |
| Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day | Yes | Staff to monitorTemperature check machines to be used on entry to school |  |
| Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements. | Yes | Staff to monitorIndividual risk assessments where needed. |  |
| Increased supportive measures for pupils/ psychological needs | Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff | Yes | Team groups to discuss individual children in their group and plan accordingly. Risk assessments to be shared with DSc |  |
| Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns | Yes | As part of learning expectations. |  |
| Available resources are used to identify and support students and staff who exhibit signs of distress.  | Yes | Support from KA /DSc where needed. |  |
| Where the setting is not the ‘usual setting’ for the pupil | Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis. | Yes | Pupil Asset |  |
| Storage of Pupil Medicines | Individual pupil medicines are to be stored appropriately within their group bubble (not in the school office). These can be stored where the pupil is able to access them under watchful supervision from staff. | Yes | Ensure medicines are stored safely in a known location to all staff working within the bubble. |  |
| Use of face coverings by staff | Staff are given the option to use face coverings during the school day as a personal choice. | Yes | Staff are asked to wear a face covering when greeting children or sending children home Masks are not essential in communal areas – staff have freedom of choice  | 10/5/21  |

# Communication and Involvement

## General Arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General Arrangements | Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. | Yes | Led by TrustParent communication in line with Trust policy.Union communication direct to AAD as Trust leader.Updated communication routes to be published for parents (re. SLT, class teacher, etc…) | Completed |
| Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting. | Yes | DT to be informed of any breach or parents who do not comply with requirements. |  |
| Parents and carers have been communicated with about symptoms and household isolation requirements | Yes | Regular parent communication from Trust and school level | ongoing |
| Visitors | Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance. | Yes | Poster in main entrance to explain no visitor policy.NHS Track and Trace QR code on display  |   |
| Communicating safety arrangements | Site signage has been reviewed, referring to the following: [temporary signs](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884008/covid-19-temporary-signs-for-pedestrians-drivers-and-cyclists.pdf) for outside space | Yes | MB to monitor |  |
| Site changes such as entrances and exits will be identified where required | Yes |   |   |
| Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices | Yes | Posters to be displayed in useful locations where needed. |  |
| The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols. | NA |  |  |

## Staff Instruction

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| All staff instruction | Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required. | Yes |  |  |
| All staff have confirmed that they are confident in applying the control measures identified in this assessment. | No | Confirmed in discussions on January PD Day | Completed |
| Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) | Yes |  Email update sent to all staff  | 10/5/21 |
| Staff have been involved in the practical implementation of this guidance. | Yes | Timely and meaningful changes to risk assessment are shared with all staff through consultation regularly. | 10/5/21 |

## Pupil involvement and communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pupil information | All information is provided to pupils in an honest, age-appropriate manager. | Yes | Staff to speak to classes about staying in own class bubbles especially at lunchtimes and importance of handwashing  . |  27/4/21 |

## Educational tools

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Infection control education | Age appropriate education is used to encourage pupils to:* become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.
* encourage pupils to take part in increased hand washing and information about developing symptoms of viruses
 | Yes | Many online resources for teachers to use when planning. |  |
| Online Learning | Staff to continue providing an education offer to children via our online platform (Google Classroom) in the event of a local lockdown and for homework.The Secretary of State has given a temporary continuity direction in order to require schools to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This will come into effect from Thursday 22 October 2020.SEND – Teachers are required to differentiate work according to individual needs and plan activities that have individual children in mind. The teaching standards are adhered to in remote learning with regards to planning (TS4) and differentiation (TS5).Those children with Individual Support Plans will have their learning needs met wherever possible and the SENDCO will oversee and monitor this across the school. |  n/a |  |  |

# Other considerations

## Actions if a person develops symptoms

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Actions if a person becomes unwell with COVID-19 symptoms | A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible) | Yes | Isolation Room – Disabled toilet room in Atrium |  |
| The room has been emptied of unnecessary items. | Yes |  |  |
| Tissues and a waste bag have been provided in the room | Yes |  |  |
| If a pupil develops symptoms they will wait in the room that has been identified as soon as possible | Yes |  |  |
| In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned. | Yes |  |  |
| Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left. | Yes |  |  |
| Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance. | Yes | SB to inform MB and Vertas of deep cleaning requirements as and when they occur. |  |
| Waste | If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.  | Yes |  |  |
| NHS Test and Trace | Staff members and parents/carers understand that they will need to be ready and willing to engage with the NHS Test and Trace system.Parents and/or staff must inform the school immediately of the results of a test:* if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
* if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
 |  | * [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
* provide details of anyone they have been in close contact with **if they were to test positive** for coronavirus (COVID-19) or if asked by NHS Test and Trace
* [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

If a proportion of the school needs to isolate at home, all learning will be provided on our online platform (Google Classroom) within 24 hours. |  |

## Planning for emergencies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fire evacuation | Fire assembly points have been reviewed to ensure that pupils do not gather in groups Pupils will line up at the fire muster point with their class registration teacher for that specific day. Children who are in separated maths groups for example would return to the line led by their registration teacher once they are at the muster point rather than stay in their maths class. This means registers can be checked quickly All lines to face the houses – stand in silence and be at least 2m apart from the neighbouring class  | Yes | Nursery to lead out on to the Nursery playground and cross the field to the muster point Yrs R, 1, 2 exit classrooms onto the main field Yr 3/4 to use the emergency stairwell fire exit Yr 5/6 to use main stairwell if safe to do so – if not use the external stairwell fire exit   | Fire Drill on 15.9.20 Planned drill for w/c 15/3/21 |
| Fire drills that are carried out encourage social distancing. | Yes | Fire drill practised within first three weeks of school opening. |  |
| Staff and pupils understand that in an emergency they must leave without delay | Yes | As part of regular fire evacuation procedures. |  |
| First aid – all settings | Pupils with specific first aid requirements only attend where the appropriate first aid can be provided | Yes | Risk assess individuals with specific requirements. |  |
| First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken: | Yes | All regular first aid arrangements can be fulfilled and staff will require PPE in the event of intimate care. |  |
| Higher risk activities are avoided where it is possible e.g. use of D & T machinery | NA |  |  |
| The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk. | Yes | SB and KW to monitor. |  |
| There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999. | Yes | As normal first aid procedures. |  |
| A member of staff has been nominated to check and maintain first aid kit contents | Yes | KW |  |
| First aid boxes are located in prominent places  | Yes | Usual first aid procedures |  |
| The location of the automatic defibrillator is known to all staff | NA |  |  |
| Staff who do not have training have been provided with [Basic First Aid Skills](https://www.redcross.org.uk/first-aid/learn-first-aid-for-babies-and-children) information and familiarised themselves with the relevant areas they may be required to use. | Yes | First Aiders available across the school. |  |
| Changes to first aid arrangements are communicated to all staff | Yes | Sept PD Day – as part of risk assessment review and discussion. |  |
|  To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate | Yes |  |  |
| Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance | Yes | PPE available for use in these situations |  |
| Paediatric First Aid | There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered “no”) | Yes |  |  |
| Alternative paediatric first aid arrangements) | Every effort has been made to provide a Paediatric First Aider. | Yes |  |  |
| The above is not possible and there is access to a trained First Aider or emergency PFA on site. | NA |  |  |

## Any other actions that are not listed above

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Use of Trauma Informed Schools room | Ensure that children working within this area are given appropriate space, resources and follow cleaning procedures all outlined in above risk assessment. | Yes | KA to use T.I.S space with children across the school, ensuring that sufficient cleaning takes place between groups from different bubbles.T.I.S room is out of bounds for children who are not given a timetabled session in the room. |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**COVID-19 Educational Settings Risk Assessment – Asymptomatic Lateral Flow Testing (Providing and using kits at home within primary and nursery settings)**

This risk assessment is a supplement to the main COVID-19 risk assessment for your setting. The relevant control measures identified through the main risk assessment will also apply e.g. management of collection points and movement around the premises etc. The risk assessment considers a single hazard of COVID-19 and identifies the broad areas of infection control measures that must be considered to reduce the risk of transmission, with the aim of reducing the risk as low as is possible in line with community risk levels. The areas identified below are designed to control the main areas of risk:

* Direct person to person transmission
* Surface transmission including through the use of equipment
* Lack of awareness of the control measures and requirements (the need for information, instruction and training)

|  |  |
| --- | --- |
| **Setting being assessed:**  Rendlesham Primary School Assessor Name: **Sally Boulter**Manager Name: Debbie Thomas | **Assessment Date: 1/3/2021****Review Date: April 2021** |
| **Description of activity being assessed (provide a brief description of the activity, the tasks, people, equipment and site(s) involved):**Asymptotic Lateral Flow Testing (Providing and using test kits at home)  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Control measures** | **Yes/No** | **Notes & Further information (please describe any specific arrangements that you have put in place)** | **Date required and** **compete** |
| **Delivery requirements** | * When delivery arrives, it will be met and managed by a staff member who will ensure the vehicle safely manoeuvres on and off the premises (staff member will only direct and instruct to the area from a 2m distance and not physically assist with vehicle movement).
* The delivery route will be protected from students/staff or members of the public
* The delivery will be moved into storage using mechanical aids where possible (and where the load requires this).
* If mechanical aids are not available, the delivery will be broken down into manageable loads
* Manual handling arrangements are in place where required and following the settings normal manual handling procedures.
* Deliveries will be scheduled outside of school run times to avoid disruption or nuisance, where possible.
* Deliveries will be signed for using safe methods as described in the settings overarching COVID-19 risk assessment and compliance code
 | **Yes****Yes****Yes****Yes****Yes****Yes****Yes** | School Car Park available – guidance only required when no available spacesAll students and members of public not on school premises at time of delivery, staff are in school at time of deliveryNot applicable as load too smallOnly applicable if we are notified of delivery in advanceVerbal as per our own RA | 29/01/21 ✓29/01/21 ✓29/01/21 ✓29/01/21 ✓29/01/21 ✓29/01/21 ✓29/01/21 ✓ |
| **Storage at the school** | * The test kit is stored appropriately:
	+ At either room temperature or in a cool dry place (2°C to 30°C).
	+ Away from direct sunlight
	+ Tests are not stored in a fridge or freezer.
* Test kits are stored in a secure area where unauthorised access is prevented
 | **Yes****Yes** | To be held in school office and as advisedSchool office locked when out of hours | 29/01/21 ✓29/01/21 ✓ |
| **Roles** | A COVID-19 Co-ordinator and Registration assistant has been appointed to support with key tasks as detailed in the [Primary Schools Document Sharing Platform - Google Drive](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54) “How to Guide - Rapid testing of primary and nursery workforce”  | Yes | School Business Manager | 29/01/21 ✓ |
| **General arrangements for distributing and use of test kits** | * The requirements of the ‘How to Guide’ Rapid testing of primary and nursery workforce has been implemented
* The collection time is planned to ensure social distancing is applied and where possible is close to the time that staff leave the school .
* The member of staff coordinating test kit collection and staff collecting the test kits will wear a face covering at all times and always maintain a 2-metre distance from each other and all other staff.
* Test kits are not directly handed to staff and the arrangements for passing resources as outlined in the compliance code and general operational risk assessment are implemented for this activity.
* Test kits are checked for damage before distributing.
* Arrangements are in place to ensure stock levels are managed and appropriate distribution records kept as outlined in the Standard Operating Procedure and How to Guide on the [Primary Schools Document Sharing Platform - Google Drive](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54)
* Arrangements are in place to monitor the use of tests and recording of test results to enable early identification and reporting of issues
 | Yes | All staff informed by email and verbally of all details appertaining to the distribution, Covid safe collection etc., instructions, reporting of LFT’s | 29/01/21 ✓ |
| **Other areas of infection control** | * The COVID-19 Risk Assessment has been reviewed and all appropriate steps from that assessment taken as they apply to this activity including: cleaning and disinfection, hand hygiene and social distancing.
* The management of cases guidance will be followed in the event of any positive test results
 | Yes | See school main RA | 29/01/21 ✓ |
| **Information, instruction and training** | * Staff have received appropriate instruction, information and training and understand how to carry out their roles safely including:
* The role, name and contact details of the Co-ordinator and Registration Assessment
* Arrangements for issuing test kits to staff
* Hygiene requirements
	+ How to store kits appropriately and safely at home (at either room temperature or in a cool dry place (2°C to 30°C), away from direct sunlight, tests are not stored in a fridge or freezer, test kits are kept away from children and animals)
* That tests must only be used by the staff member and are not for use by their family
* That this testing is only appropriate if you are asymptomatic
* Collection point location, time and infection control arrangements in place
* Arrangements for recording results and action to take following results
* Arrangements for raising issues or concerns with testing and test kits e.g. damaged kits, missing items, more than one void result
* How to safely dispose of the waste generated from the test kits
* Staff have been provided with a checklist covering this information to take home
* The instructional video has been provided to staff who will be carrying out tests at home.
* All staff participating in the programme have confirmed they have read the instructions provided and watched the video.
* All staff are aware that lateral flow testing does not replace any of the infection control measures that reduce the risk of transmission
* Staff have been issued with the latest version of the Instructions for Use as provided in the delivery
 | Yes | See emails to All Staff. Also all staff verbally instructed when collecting kit | 29/01/21 ✓ |

|  |  |
| --- | --- |
| **Assessor’s Name**: Debbie Thomas  | **Manager’s Name: Andrew Aalders-Dunthorne** |
| **Position: Academy Head** | **Position: CEO, The Consortium Trust** |
| **Signature: D Thomas 14/04/21** | **Signature:**  |

Appendix 1

Risk Assessments from other Providers/Services

|  |  |  |  |
| --- | --- | --- | --- |
| Company/School/Provider | Risk Assessment Received (date) | Main contact | Has Rendlesham Risk Assessment been exchanged? |
| Suffolk and Norfolk Initial Teacher Training | 15.9.20 | Anna Richards | ✓ |
|  AGILE  |  08/01/21 |  Nick Baines  |  ✓ |
|  |  |  |  |

A copy of these risk assessments is available on request to head@rendlesham.org

Appendix 2

Agile Covid-19 Off-site compliance with our customers Risk Assessment and Policy / Procedures.

**The nominated Agile representative attending your premises to conduct IT Housekeeping:**

1. The Agile representative will sign-in as per your visitor procedure.
2. Agile will comply with the clients Covid-19 assessment subject to induction training and awareness provided by your trainer. To be provided to Sam Alexander
3. Agile will protect their team member by providing adequate PPE (Face Masks, Hand-Gel & Gloves).
4. Agile team member will only work in the allocated area, provided by the client or customer.
5. Agile team member will not touch or use any equipment outside the requirement to complete the required purpose or task required.
6. Agile will comply with the clients Covid-19 RA with regards sanitising as detailed in the induction training.  To be provided to Sam Alexander.
7. Agile will remove or bin any waste that has been created during the visit.
8. Agile will notify their host of any issue(s), that they encounter while on-site. Furthermore, if these issues or concerns persist they will be escalated to ensure resolution.
9. The Agile representative will sign-out as per your visitor procedure.