



## Stockham School Opening Risk Assessment – updated September 1st 2021

The risk assessment has also been updated to include the new testing measures and controls, contingency plan and parent guidance:

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

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

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

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

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

Hygiene and Health					
School Mixing	All parties	High	<ul style="list-style-type: none"> <li>- Pupils no longer need to be in bubble groups under Step 4; pupils can have a whole school assembly, attend golden time and whole school events etc.</li> <li>- Use previous risk assessment (March 21) if the DfE announce that schools need to revert into bubble groupings – seek advice before doing so as it may have a detrimental impact on curriculum delivery</li> </ul>	RB	Low
Face coverings and PPE	Teachers Parents Staff Pupils	High	<ul style="list-style-type: none"> <li>- Face coverings are no longer required by the DfE in school under step 4</li> <li>- Face covering might be advised during an outbreak in the school (Transparent where possible) Face visors to be worn by those who are exempt</li> <li>- PPE not required aside from a suspected case of COVID-19</li> <li>- Staff wishing to wear a face covering (especially in communal areas, when carrying out intimate care and/or during first aid) may do so.</li> <li>- Parents will be asked to wear masks if meeting in close contact with staff members (keep 2m distance where possible)</li> </ul>	RB	Low
Handwashing / Respiratory	Teachers Parents Staff Pupils	High	<ul style="list-style-type: none"> <li>- Frequent and regular handwashing in place across the school – this will be done via soap, water and hand sanitiser</li> <li>- Catch it, Kill it, Bin it in place (signs to continue).</li> <li>- Handwashing to happen as regularly as stage 3 measures</li> <li>- Teachers and RB to monitor supplies and office and caretaker to ensure handwashing products are available</li> </ul>	RB Office staff Caretaker	Medium
Drop off and Pick up	Teachers Parents Staff Pupils	High	<ul style="list-style-type: none"> <li>- Pupils to be dropped off within a 10 minute time slot to allow for a less congested pathway of parents and carers</li> <li>- Pupils will line up in designated painted areas outside classrooms in order to socially distance and keep parents and pupils in certain areas of the school playgrounds.</li> </ul>	RB	Medium

			<ul style="list-style-type: none"> <li>- Revert to a previous risk assessment if social distance measures are reintroduced or if local lockdown measures are implemented</li> <li>- Parents/ staff may wish to wear a face covering when in close contact and should be respected if they wish to do so</li> </ul>		
Pupils display symptoms of COVID-19	Teachers Parents Staff Pupils	High	<ul style="list-style-type: none"> <li>- Allocated isolation area in place (Chairs at front of school with front door open)</li> <li>- Pupils to be isolated if displaying symptoms in school – a member of staff will stay with them if they are extremely unwell (wearing PPE; face mask and gloves); toilets to be cleaned if the child uses the toilet during isolation.</li> <li>- Children to go and get tested once an appointment has been booked</li> <li>- Children to only return to the school if the test is negative or if the test is positive after 10 days</li> <li>- No contact tracing required in schools (see below) -</li> </ul> <ul style="list-style-type: none"> <li>• <i>School will support NHS Test and Trace when required to help identify close contacts School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.</i></li> </ul> <p><b>From 16<sup>th</sup> August 2021</b></p> <ul style="list-style-type: none"> <li>• <i>From 16 August 2021, children <b>under the age of 18 years old will no longer be required</b> to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</i></li> <li>• <i>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</i></li> <li>• <i>We would encourage all individuals to take a PCR test if advised to do so.</i></li> <li>• <i>Continue to have a role in working with health protection teams in the case of a local outbreak. If</i></li> </ul>	RB and all school staff	Low

			<p><i>there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p> <ul style="list-style-type: none"> <li>• <i>Staff and children with a positive rapid lateral flow test result should self-isolate in line with the guidance for households with possible coronavirus infection. They will also need to get a free PCR test to check if they have COVID-19.</i></li> <li>• <i>Whilst awaiting the PCR result, the individual should continue to self-isolate.</i></li> </ul> <p>- <i>If the PCR test is taken within 2 days of the positive rapid lateral flow test, <b>and is negative</b>, it overrides the rapid lateral flow test and they can <b>return to the setting</b>, as long as the individual doesn't have COVID-19 symptoms.</i></p> <p><i>Schools reserve the right not to admit pupils if they are displaying symptoms under the Public Health Act</i></p>		
Staff or pupils display symptoms of COVID-19	Staff and pupils	High	<ul style="list-style-type: none"> <li>- Children to self-isolate and undertake a PCR test</li> <li>- Staff to self-isolate and undertake a PCR test</li> <li>- Close contacts to be identified by track and trace – follow Track and Trace guidelines and obtain PCR (staff can return to work whilst awaiting results)</li> </ul>	RB	Medium
Vulnerable and Pregnant staff	Staff	High	<ul style="list-style-type: none"> <li>- All staff to return to work as before</li> <li>- Risk assessment for staff to be conducted as usual including a pregnancy risk assessment for any employees who are pregnant</li> </ul>	RB	Medium
School Cleaning	Staff and pupils	High	<ul style="list-style-type: none"> <li>- All classrooms to be cleaned each day. Tables, door handles, and touch points to be cleaned regularly by staff throughout the day</li> <li>- Rooms to be kept as ventilated as possible across the school</li> <li>- Internal doors and external doors to be open</li> </ul>	Cleaners, audits termly RB to monitor	Low

Logistics – in school					
Pupil attendance – a pupil's parent may choose not to send their child to school	All parties	Medium	<ul style="list-style-type: none"> <li>- Parents are legally required to ensure children attend school unless they have been informed otherwise – ensure this is communicated and clear</li> <li>- RB to ensure health and safety guidance is shared and disseminated so parents feel confident</li> <li>- Work closely with other professionals and as appropriate to support the return to school, including continuing to notify the child's social work, HSLW etc</li> </ul>	RB, Suzanne and Penny	Low
Pupils will need to use the toilet regularly	Pupils	High	<ul style="list-style-type: none"> <li>- Each phase will continue to use their own designated toilet areas</li> <li>- Toilets to be cleaned at the end of each day – wiping toilet seats and doors with disinfectant</li> <li>- Pupils in Foundation class and Year 1 who need support with personal care will be supported by staff; staff will encourage and guide the child to be as independent as possible. If further support is needed, staff will wear gloves and may wear a face covering and an apron - avoid face to face contact. Hands will be thoroughly washed after supporting the child as is usual practice.</li> </ul>	Each teacher and TA	Medium
Play time	Teachers and pupils	Medium	<ul style="list-style-type: none"> <li>- Playtimes closely monitored by staff</li> <li>- Pupils can now play as a whole school / mixed groupings</li> <li>- Pupils are not required to be in bubbles</li> </ul>	All staff	Low
Dining hall	Staff and pupils	Medium	<ul style="list-style-type: none"> <li>- Social distancing no longer required in hall</li> <li>- Dinner to be taken at different times for KS1 and KS2</li> <li>- Pupils to have wet play equipment box which can now be shared</li> </ul>	RB – KS1/2 Lunch staff	Medium
External Contractors or visitors needing access for compliance	Pupils, Staff, Visitors	High	<ul style="list-style-type: none"> <li>- External contractors to continue as usual following the usual visitors policy and procedures</li> <li>• Contractors can wear a face covering when in close proximity to school community (See: face coverings are no longer advised for staff and visitors in classrooms or communal areas)</li> <li>• We recommend that face coverings are worn in enclosed and crowded spaces where you may come</li> </ul>	Office staff	Medium

			into contact with people you don't normally meet - this includes public transport and dedicated transport to school		
<b>Teaching and learning</b>					
Teaching and Learning considerations	Teachers Support staff Parents Pupils	Medium	<ul style="list-style-type: none"> <li>- Our full curriculum will continue to be taught alongside recovery interventions / the use of the catch up premium for pupils as directed (intervention TA – see catch up plan)</li> <li>- Class libraries have re-opened, books can be changed regularly</li> <li>- Pupils are not required to have their own stationary and can bring in equipment</li> <li>- Educational visits and residentials can be planned and implemented</li> <li>- Well-being will remain at the heart of what we do/ provide</li> <li>- Singing can now take place in the hall and in classrooms; good ventilation will still be important</li> </ul>	RB and class teachers	Low
Pupils or groups who are not able/ allowed to attend school	Pupils	Medium	<ul style="list-style-type: none"> <li>- Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer immediate remote education</li> <li>- We will continue to use Microsoft TEAMS and send daily teaching resources and learning, we will also provide additional worksheets and books for those pupils who need it (see our Remote learning policy gives full details on the school website) <a href="http://www.stockham.oxon.sch.uk/web/remote_learning_plan_updated_march_21/551613">http://www.stockham.oxon.sch.uk/web/remote_learning_plan_updated_march_21/551613</a></li> <li>- Pupils will be called regularly to be checked on (academically and in terms of mental health)</li> <li>- If a whole group or bubble is required to stay home, we will provide daily content which will be delivered by the teacher through high quality curriculum resources and videos</li> </ul>	Class teachers	Low

Pupils moving on to the next phase in their education are ill-prepared for transition	New Foundation pupils Existing pupils	Medium	<ul style="list-style-type: none"> <li>- Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online videos (for Foundation children). Postcard home from staff in year 1 during the summer.</li> <li>- Face to face meeting have taken place for new parents and pupils</li> <li>- Transition days have taken place</li> <li>- Story time sessions on tapestry in the summer holidays have taken place</li> <li>- An online transition booklet/ pack that covers key information for new Foundation class is available online and sent to parents</li> <li>- Zoom meeting will take place with class teachers and all the new parents into each year group within the first 2 weeks</li> </ul>		Low
<b>Safety</b>					
Use of face coverings	All	Medium	<ul style="list-style-type: none"> <li>- Adults not required to wear a face covering throughout the day (see specifics within risk assessment and guidance)</li> <li>- Staff will wear face coverings when close proximity cannot be avoided or when carrying out intimate care</li> </ul>		Low
Clothing / personal items being brought into the school	Teachers Support staff Parents Pupils	Medium	<ul style="list-style-type: none"> <li>- Water bottles to be placed in designated areas</li> <li>- Pupils may bring in reading books, book bags, PE clothes and additional items that are necessary for school and pastoral support.</li> </ul>	All staff	Low
First Aid	Teachers Support staff Parents Pupils	High	<ul style="list-style-type: none"> <li>- First aid will be dealt with within the classroom/ playground where possible</li> <li>- PPE can be work for close contact during administering first aid</li> </ul>	AS	Medium
Safeguarding	Teachers Support staff Parents Pupils	High	<ul style="list-style-type: none"> <li>- All safeguarding procedures to be followed according to normal policy (amended KCSIE 2021)</li> <li>- All reporting and recording should be on CPOMS</li> <li>- RB to update the safeguarding policy where relevant in relation to any COVID-19 issues</li> </ul>	RB	Medium

			<ul style="list-style-type: none"> <li>- Follow up any pupils who do not attend, especially vulnerable pupils</li> <li>- Safeguarding staff meeting planned for 14<sup>th</sup> Sept, whole school staff</li> </ul>		
Fire Safety	Pupils Teachers Support Staff Visitors	Medium	<ul style="list-style-type: none"> <li>- Fire call point tests to take place weekly by caretaker</li> <li>- Regular fire evacuation tests to be carried out on different days/ times, including lunch time 3 times per year and logged</li> </ul>	RB, H and S governor (DF) and caretaker	Low
Behaviour Policy	Pupils Staff Parents Visitors	High	<ul style="list-style-type: none"> <li>- Behaviour policy to be amended to include any additional changes that are needed in relation to COVID-19 e.g. avoid physical interventions, phoning of parents</li> <li>- Policy shared with all staff</li> </ul>	RB	Medium
<b>Health and wellbeing</b>					
Staff may become overwhelmed or worried	Teachers Support staff Parents Pupils	Medium	<ul style="list-style-type: none"> <li>- Provide regular meetings and check ins for staff</li> <li>- All staff can return to staff room without rota</li> <li>- Any concerns to be discussed immediately</li> <li>- Offer sources to staff to support mental health and wellbeing: <a href="#">extra mental health support for pupils and teachers</a> and <a href="#">Education Support Partnership</a></li> <li>- Ensure staff can access support and counselling services where appropriate</li> <li>- Staff wellbeing Inset on 1<sup>st</sup> sept 21</li> </ul>	RB	Low
Pupil wellbeing	Pupils	Medium	<ul style="list-style-type: none"> <li>- Specific interventions in place as required</li> <li>- Referral to CAHMS as required, and if the need presents</li> <li>- Refer to SC if concerned</li> <li>- Elsa and play therapy should be offered</li> </ul>	KR, RB, SC, SP, SM	Low
<b>Extra-Curricular</b>					
Wrap around care and clubs	Teachers Support staff Parents Pupils	Medium	<ul style="list-style-type: none"> <li>- Breakfast club will take place in mixed groups again</li> <li>- Additional sports and music clubs can resume</li> <li>- Wraparound care can continue to allow parents to work – all school-based measures to be adhered to</li> <li>- Catch up lessons may take place but this will be risk assessed on an individual basis</li> </ul>	DB, VC SA Camel Pre-school	Low
<b>Communication</b>					

Communication with parents	Teachers Support staff Parents Pupils	Low	<ul style="list-style-type: none"> <li>- Communication sent directly to parents on a regular basis</li> <li>- Newsletters to go out weekly; include safety directions and things that are unrelated e.g. celebrations to maintain positivity and good mental health</li> <li>- Parents can be invited into school for specific events</li> <li>- Surveys and training where necessary</li> </ul>	RB and Teachers	Low
<b>TESTING</b>					
Staff and regular visitors will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with the office on arrival to school to help with contact tracing.					
Testing	Staff Volunteers	Medium	<ul style="list-style-type: none"> <li>- Staff will continue to test when returning to school in September</li> <li>- <b>This is optional but recommended</b></li> <li>- Previous reporting and recording arrangements will continue</li> </ul>		
<b>Contingency framework (in case of local or school outbreak)</b>					
<p>This contingency plan (COVID-19 outbreak plan) outlines how schools <u>would</u> operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in their local area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled, whether onsite or remotely. <b>ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY</b> by DfE, PHE or OCC. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a>. This framework is separate to the processes in place for managing outbreaks and operational challenges. Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.</p>					
Contingency planning - Local or School Outbreak	All parties  Potential high impact on pupils' education	High	<ul style="list-style-type: none"> <li>- The school will follow the local OCC Lockdown Plan and national contingency measures</li> <li>- <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></li> </ul>	RB	Low

			<p>In the event of a local outbreak, follow all local guidelines including avoiding closing where possible and responding to enquiries prevention</p> <p>The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <ul style="list-style-type: none"> <li>- Work closely with governors and support with communication to parents</li> <li>- Liaise with local OCC and PHE</li> <li>- Microsoft TEAMS to be used for all who need to isolate</li> </ul>		
Directed restricted access - <b>Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission</b>	All parties	High	<ul style="list-style-type: none"> <li>- If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a variant of concern it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions</li> </ul>	All to be N/A unless directed to do so by DfE, PHE or OCC.	Low

Asymptomatic testing of staff - <b>Extremely high prevalence of COVID-19 / variant of concern</b>	All parties	High	<ul style="list-style-type: none"> <li>- When a variant of COVID-19 is classed as a variant of concern, Department of Health will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants</li> <li>- An increased use of home testing by staff may also be advised</li> </ul>	See above	Low
Face coverings – <b>Extremely high prevalence of COVID-19 / variant of concern</b>	All parties	High	<ul style="list-style-type: none"> <li>- Temporary re-introduction of face coverings; in all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use</li> <li>- Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt (key communal areas which include: staff room, corridors, office, first aid room and when dismissing children)</li> <li>- Face coverings- staff to use disposable coverings supplied by school</li> <li>- Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings</li> </ul>	See above	Low
Wraparound care/ clubs - <b>Extremely high prevalence of COVID-19 / variant of concern</b>	All parties	High	<ul style="list-style-type: none"> <li>- Providers who run community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children over the age of 5 may be able to continue to open for both indoor and outdoor provision</li> <li>- If attendance restrictions are needed, vulnerable children should be allowed to attend</li> <li>- For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential</li> </ul>	See above	Low

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

			<ul style="list-style-type: none"> <li>- High quality remote education should be provided for all pupils not attending</li> <li>- Refer to Remote Learning policy</li> </ul>		
Safeguarding and DSL	Pupils	High	<ul style="list-style-type: none"> <li>- If restrictions are implemented in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely</li> <li>- Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective</li> </ul>	As above	Low

	<b>Name of Assessor:</b> Ruth Burbank
	<b>Date when risk assessment undertaken</b> 01/09/20