



Wroxton CE Primary School – Covid 19 risk assessment.



KEY AREA / RISK	WHO MAY BE HARMED?	RISK RATING BEFORE CONTROLS	CONTROL MEASURES	CONTROL MEASURES USED BY	RISK RATING AFTER CONTROLS.
General Health & Safety. Risk of infections spread.	Pupils Parents Staff	High	<ul style="list-style-type: none"> Staff have had the opportunity to be fully vaccinated. Any child or adult reporting or showing symptoms will be quickly isolated and will go home. Parents do not enter school at drop off or collections times. Parents to wear face coverings when in the school building. Staff to use a face covering when social distancing is not possible and within communal areas. Staff who cross bubbles to wear a covering in all areas Classrooms to remain well ventilated. Everyone in school washes hands regularly. Maintain social distancing. All staff kept fully aware of the appropriate guidance. Surfaces cleaned more often as explained within government guidance, including enhanced cleaning mid day and afterschool. Staff / parent communication to be via email, teachers2parents and class dojo as much as possible. PPE equipment available and used according to government guidance.	Staff and pupils	Medium
Hygiene in schools. Risk of not having enough equipment to ensure good hygiene. Risk of not being able to purchase resources when needed due to high demand.	Pupils Parents Staff	High	<ul style="list-style-type: none"> Office Manager and cleaning staff to monitor supplies. ODST academy to support with obtaining cleaning materials if needed. Posters/displays re hygiene and social distancing Designated spaces and 2m markings where needed Additional temporary toilet procedures subject to social distancing implications 	Headteacher, Office Manager and cleaning staff.	Medium
School cleaning Risk of infection due to poor or no cleaning.	Pupils Parents Staff	Medium	<ul style="list-style-type: none"> Deep clean every school holiday with daily deeper cleaner tasks added to the cleaning schedule. Daily enhanced cleaning by cleaning staff. Daily additional mid day clean 	Cleaning team. School staff.	Low



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Social distancing for staff <ul style="list-style-type: none"> • Staff rooms • Meetings • On duty Risk of infection.	Staff	Medium	<ul style="list-style-type: none"> • Face covering used by adults when working in close proximity to a child / children. • Staff supported with the use of face coverings for as often as they want / need. • Face to face contact between adults avoided if possible and kept to a minimum. • Meetings to be held following social distancing guidelines. • Staff on duty to respect social distancing rule. • Ventilation and hand hygiene maintained. 	Staff	Low
School reception area Risk of infection.	Staff Pupils Parents	Medium	<ul style="list-style-type: none"> • No more than two people in the entrance hall with a face covering. • Visitors and deliveries in reception one at a time with a face covering. 	Office Manager	Low
Staff well-being Risk to staff mental health and well-being due to anxiety and additional work load.	Staff	Medium	<ul style="list-style-type: none"> • Regular safe contact with staff to support and reassure. • Clear communication at all times. • Adjusted workload to support – staff meeting schedule allows for additional planning and assessment time. • Reminders of helplines and how to access support. • Governor strategy and approach to provide positive support for all staff. 	Staff	Low
Medical Risk of infection when dealing with first aid and medical situations.	Staff Pupils Parents	Medium	<ul style="list-style-type: none"> • If pupils or staff have symptoms, they are to be isolated in the library and sent home. • Headteacher to ensure adequate provision of First Aid trained staff in each phase of the school. • Staff administering first aid to wear appropriate equipment and wash hands after helping. • SM to check first aid kits/materials and request procurement. • Reminders to staff, pupils, visitors re handwashing etc. <p>Office Manager and staff to review specific medical needs for individual children and medication which may be out of date e.g. epipens, inhalers etc.</p>	Staff Office Manager	Low



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<p>Pupil well-being and Safeguarding</p> <p>Risk of reduced safeguarding monitoring leading to pupils being at risk.</p>	Pupils Parents	Medium	<ul style="list-style-type: none"> • Full curriculum offer maintained for all pupils, including extra-curricular visits and clubs. • Ensure all staff members receive reminder and update of safeguarding arrangements. • Head Teacher to maintain contact with and support vulnerable pupils and families • Continued work with multi agencies to support families – CP/TAF process continues with online meeting. • Signposting for support • Counselling – individual and group sessions through play therapy 	Head Teacher	Low
<p>Risk of infection from visitors in school</p>	Pupils Staff	Medium	<ul style="list-style-type: none"> • Visitors are required to complete lateral flow before attending setting • Where appropriate visitors to wear face covering at all times unless exempt. 	Head Teacher Office Manager	Low
<p>Action when a positive case is reported. Current guidance will be checked and followed at all times.</p>					
<p>Positive cases reported in a class group – under 10%</p>	Pupils Staff	High	<ul style="list-style-type: none"> • Parents informed with current guidance for lateral flow testing shared. • Class continues to operate as normal 	Office Manager	Medium
<p>Positive cases reported in a class group / groups – 10% +</p>	Pupils Staff	High	<ul style="list-style-type: none"> • Parents informed with current guidance followed regarding PCR testing. • Class group will have different arrangements for breaks, lunch and for assemblies to avoid contact with other groups as much as is possible. These to be agreed with the Headteacher. • Adults who run clubs will be informed so that measures can be implemented to avoid the group mixing as much as possible. • Headteacher will be consulted regarding the class group participating in any planned events or trips. 	Office Manager Head Teacher Staff	Medium



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<p>Staff absence due to infection</p>	<p>Staff</p>	<p>High</p>	<ul style="list-style-type: none"> • As much as possible, the number of different adults on the site will be limited. • Where possible cover will be used internally. • Cover Supervisor to cover where needed. • Combining class groups will only take place if there are no other alternatives. This does not include Foundation Stage due to age and stage of development • Severe staff shortages will be reported to Governors, OCC and ODST first to gain support regarding the potential need for remote learning - only in extreme circumstances. 	<p>Head Teacher Governors OCC ODST</p>	<p>Medium</p>
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