



This risk assessment will be reviewed every two weeks or in the event of a significant incident. It sets out all possible actions that may be taken to limit the spread of infection. Specific operating protocols are shared with staff on a regular basis and reflect current UK Health Security Agency / DfE / government guidance.

Specific Advice for COVID

It is imperative that parents continually monitor signs of COVID-19 within their household. DO NOT SEND YOUR CHILD TO SCHOOL if they are symptomatic. We will advise you of what to do based on the latest guidance. If your child is unwell at school they will be isolated and you will be asked to collect them.

The 4 Stages of Response

Response Stage	Trigger	Key Actions	Who
STAGE 1 General / Everyday	None	<ul style="list-style-type: none"> - General reminders about hygiene - Effective handwashing facilities and soap - Follow usual absence procedures for sickness - Maintain usual cleaning schedules & procedures 	Staff Children SBM Site
STAGE 2 Prevention	<p>Increased risk present</p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increase in sickness e.g. flu, - Public health alerts - Suspected cases of specific illness in school or within the community 	<ul style="list-style-type: none"> - Inform key people (staff, pupils and families, users of the site) - Increase frequency of handwashing, particularly before eating - Specific hygiene lessons in class / worship - 48hr stay at home after symptoms have stopped for all fever, sickness, diarrhoea etc. - Deeper clean of affected / high contact areas - Consider arrangements for activities, eg trips and events - Review Core Control Measures and amend as necessary - Daily review of the situation 	SLT Admin Site
STAGE 3 Mitigate/ Delay	<p>Significant risk present</p> <ul style="list-style-type: none"> - National increase in sickness, eg norovirus or coronavirus - Direct case / increased risk of - Public health advice for restrictions 	<ul style="list-style-type: none"> - Introduce social distancing as per guidance - Review activities: worship, carpet time, group discussion, resource sharing, events, visits etc - Consider screening measures e.g. use of a thermometer in school - Send symptomatic children home and follow most recent government guidance re testing / isolation - Additional / deeper cleaning, assess capacity of site team & monitor, audit & reorder cleaning supplies 	SLT Staff SBM
STAGE 4 Containment	<p>Specific / significant change or need for restrictions</p> <ul style="list-style-type: none"> - National / international increase in sickness - High levels of sickness & absence - Significance risk to health posed by disease / illness 	<ul style="list-style-type: none"> - Switch to remote learning for required groups - Lockdown of affected areas within school for 72 hrs - Deep cleaning of affected / high contact areas - Cancel lettings - Reduction / exclusion of visitors 	HT CoG SBM & Site

COVID-19 Key Actions

Issue	Action	Who
Information, Guidance & Support	Senior Leadership Team to check the latest government and local authority guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	
Suspected or confirmed case in school (staff or pupil)	<ul style="list-style-type: none"> - Person isolated in medical room until they are collected (PPE available for person and supervisor) - Deep clean of affected area / resources - Infected person and household to self-isolate (period of self-isolation determined by latest advice from UK HSA) - Person is required to be tested and the outcome communicated to the school as soon as possible - Inform UK HSA and seek guidance re next steps - Inform staff and parents as per advice from UK HSA 	SLT SBM / Admin
Suspected or confirmed case	<ul style="list-style-type: none"> - Parent to contact 111 for guidance and notify school - Family to follow most recent government guidance regarding LFD / PCR testing and isolation - Deep clean affected areas & resources as required 	Parent / Staff Admin
Teacher shortage	<ul style="list-style-type: none"> - Emergency cover through SLT, LSA, Premier Education or reallocation of leadership time - Known absence covered through identified LSAs, additional hours for part-time teachers or supply staff - Dispersal of groups or switch to remote learning in event of severe staff shortage 	SLT
Support staff shortage	<ul style="list-style-type: none"> - Prioritise children with most need and reallocate support - Reallocate tasks for staff in school 	SENDCo
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify & risk assess vulnerable children e.g. underlying health conditions, CP / CIN, LAC or subject to social care intervention - Discuss with parents and agree key actions, ie remote learning, school place, barriers to learning, additional needs 	SENDCo
Persons who have significant health concerns, are screening or who are pregnant	<ul style="list-style-type: none"> - Person to seek medical advice on their condition & follow relevant guidance - Staff to talk to line manager / HT; parents to talk to Headteacher - Work from home arrangements put in place 	HT SENDCo SBM
School meal service unavailable / restricted	<ul style="list-style-type: none"> - AIP / parent to supply packed lunch - School to consider alternative arrangements for FSM (vouchers etc) 	SLT AIP Parents
Leadership shortage	<ul style="list-style-type: none"> - Remote access via email / phone / MS Teams - Reallocation of roles / appropriate person to act up - Rota of available SLT to limit risk of shortage 	SLT SBM
Admin shortage	<ul style="list-style-type: none"> - Cover support from LSAs - Cover / support from local schools - Inform parents and request incoming communication restricted to emergency email only 	SLT SBM
Other school users (contractors etc)	<ul style="list-style-type: none"> - Inform of control measures - Monitor activity 	SBM Site
Long period closure	<ul style="list-style-type: none"> - HT to consult CoG and follow Buckinghamshire Schools procedures for school closure - Provide remote learning - Seek further guidance re Health & Safety checks prior to reopening (legionella etc) and prepare for a deep clean 	CoG SLT Staff

Core Control Measures

Risk	Control Measure	Control Stage	Action / Notes	Who
Spread of coronavirus through coughs, sneezes and contact with surfaces	Respiratory Hygiene	1	<ul style="list-style-type: none"> - Education and regular reminders about respiratory hygiene: 'catch, kill & bin' and using crook of elbow in absence of tissues - Tissues and unwanted masks to be placed in lidded bin - Ensure adequate stock levels of tissues for each class / office & replenish as needed - Face coverings remain non-statutory within school (see additional guidance for pupils, staff and first aid) 	Staff SBM & Site
	Soap & Hand Sanitiser	1	<ul style="list-style-type: none"> - Additional dispensers in reception, entrances to hall, staffroom, shared areas and each classroom - Daily check to ensure dispensers are replenished - Ensure adequate stock levels 	SBM Site
	Personal Hygiene	2-4	<ul style="list-style-type: none"> - Inform staff, children and parents of hygiene expectations - Regular handwashing / sanitising: on entry to school, before eating, and after play - Separate hand wash facilities for each social bubble - Classes to teach children hand washing techniques (2x Happy Birthday!) - Reinforce message through signage & regular reminders 	Staff Children Parents
	Social Distancing	3-4	<ul style="list-style-type: none"> - Social distancing (2m rule and 1m+) guidance shared and monitored (reminders as required); all adults to model distancing - Make good use of outdoor spaces for learning - Reinforce message through signage and modelled behaviour - Pupils sit in rows and face forward with 2m+ space at front of room for teaching - Use a one-way system in school (as far as practicable) and outside of school for drop off and collection - Appropriate space for fire assembly points (use of playground and field) - Provide staggered start, break, lunch and end times for different groups to facilitate social distancing; non-contact games only - Additional playground space provided through shared MUGA (John Hampden) and rear car-park - Stagger use of staff room and provide additional facilities elsewhere in school as appropriate - Postpone / cancel activities / events as required (separate risk assessments to be completed for events / visits) 	SLT Staff Children Site
	Reduce physical contact	2-4	<ul style="list-style-type: none"> - Risk assess activities that involve physical contact or sharing of items (equipment to be cleaned or quarantined before further use) - Pupils given pack of equipment for their sole use that remains in school - Outdoor play equipment to be closed to pupils and only school equipment to be used (nothing from home) - Educate everyone not to share items, such as water bottles, cups or food - Review procedures for first aid and provide PPE as required (see external guidance) - Verbal feedback given in lessons and stamps used instead of written comments; good use made of self and peer assessment 	Staff SLT SBM
	Removal of waste	2-4	<ul style="list-style-type: none"> - Waste bins from working rooms emptied at least each day with secure disposal of contents - Immediate removal and secure disposal of any waste generated by person thought to be infected 	Site
	Review of cleaning	2-4	<ul style="list-style-type: none"> - Review cleaning arrangements with relevant staff and amend practice as necessary (daily rota and possible need of deep clean) - Identify high contact areas, eg touch plates, and clean during the day (where appropriate, prop doors open) - Review capacity of site team and make further arrangements as needed 	HT SBM Site
	PPE	2-4	<ul style="list-style-type: none"> - Staff who are in closer contact to individuals or groups to be advised to wear masks / visors as appropriate. - Staff advised to wear a mask or visor when inside and within 2m of another person for more than 15 mins or within 1m for longer than 1min 	Staff
	Testing	3-4	<ul style="list-style-type: none"> - Twice weekly lateral flow device testing in place for staff (separate risk assessment available) 	Staff

Spread of coronavirus between social bubbles	Social Bubbles	2-4	<ul style="list-style-type: none"> - Each class to form a social bubble with cross bubble mixing strictly controlled - Meeting of multiple bubbles within year group dependent on current COVID situation and subject to dynamic risk assessment - Staggered entry, break, lunch and exit times used to restrict pupils to a year bubble as required - Inform and work with UK HSASEPT in the event of a suspected / confirmed case 	SLT, SBM All Staff
	Identify risks posed by travel	3-4	<ul style="list-style-type: none"> - Inform parents of associated risks of social contact with people recently arrived from high risk areas - Staff members to inform SLT of any travel arrangements to high risk areas (including close friends & family) - Guidance re school transport and car-sharing shared with parents (children encouraged to walk, cycle or scoot) 	SLT Admin Staff
	Visitors	2-4	<ul style="list-style-type: none"> - Only essential visitors admitted to school with number strictly limited - Parents to visit school office for emergencies only and not before 9am; telephone & email used as primary method of communication - Parents to adhere to arrangements for dropping off and collecting pupils, including social distancing requirements - Compulsory handwashing / sanitising by anyone entering school premises - Meetings with parents / outside agencies and outside agency intervention will be remote wherever appropriate (MS teams), otherwise a well-ventilated location that enables all to socially distance (2m) will be used in school (this will be cleaned / sanitised before and after use with all other appropriate COVID precautions being taken (see appendices for detailed guidance) - Postpone / cancel events as required and bar visitors from school if required 	SBM Admin SLT
	Other users of the building	2-4	<ul style="list-style-type: none"> - Contact users and inform of usage expectations / restrictions - Restriction or suspension of usage 	SBM
Mental Health and well being	Curriculum Provision	3-4	<ul style="list-style-type: none"> - Review of curriculum and inclusion of specific units / lessons as appropriate - Learning resources available online as well as in school (blended learning) 	SLT / Yr Leads Teachers
	Safe & Well Checks	3-4	<ul style="list-style-type: none"> - Regular checks on pupils assessed to be most vulnerable / in need - Completion of risk assessments using LA model - Additional provision / support organised as appropriate 	DSL / SENDCo / LSA
	Support for parents	3-4	<ul style="list-style-type: none"> - Support materials and external links provided through newsletters, updates and school website - Safe & Well checks to include conversations with parents as appropriate 	SLT DSL / SENDCo
	Support for Staff	2	<ul style="list-style-type: none"> - Promote mental health & wellbeing awareness to staff and offer support: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/mental-health.htm - Regular communication of mental health information and open-door policy is in place for those who need additional support. - A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity, Healthy Mind Bucks (schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/) - Staff may talk with line managers and SLT about concerns they have. 	SLT SBM Staff
Safeguarding	DSL & Reporting Concerns	3-4	<ul style="list-style-type: none"> - DSL available on site each day with increased non-contact time for DSLs and SENDCo - Reporting of concerns through email to DSL and use of online system 	DSL SLT
	Safe & Well Checks	3-4	<ul style="list-style-type: none"> - Regular checks on pupils assessed to be most vulnerable / in need - Completion of risk assessments using LA model - Additional provision / support organised as appropriate 	DSL / SENDCo / LSA