

## THE VAYNOR FIRST SCHOOL

### Worcestershire Recovery Planning: JANUARY 2021 RESTRICTED REOPENING

#### RISK ASSESSMENT v 3

The following Probability and Impact Matrix uses the combination of probability and impact scores of individual risks and ranks them for easy handling of the risks. Each Theme and area of consideration should be RAG scored using the probability and impact matrix to help to determine which risks need detailed risk response plans.

		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High

PREVENTATIVE MEASURES & HYGIENE		RAG RATING	PERSON LEADING
AREA OF PREVENTION 1	H&S and site maintenance checks	LOW	Site Manager
AREA OF PREVENTION 2	Minimise contact with individuals who are unwell	LOW	Deputy Head
AREA OF PREVENTION 3	Area of prevention: active engagement with NHS test & trace	LOW	Headteacher
AREA OF PREVENTION 4	Robust hand & respiratory hygiene	LOW	Deputy Head
AREA OF PREVENTION 5	Enhanced cleaning & ventilation arrangements	LOW	Deputy Head supported by Site Manager
AREA OF PREVENTION 6	Formal consideration of how to reduce contacts and maximise distancing between those in school to minimise the potential for contamination as far as is reasonably practicable	LOW	Headteacher
AREA OF PREVENTION 7	Supporting Clinically Vulnerable, Clinically Extremely Vulnerable And Bame Staff	LOW	Headteacher

Government guidance for all schools in England on restricting attendance during the national lockdown for schools:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

Children of critical workers and vulnerable children who can access schools or educational settings:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

stay at home guidance: [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](#)

Guidance on shielding & protecting extremely critically vulnerable:  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Getting a Covid-19 Test: <https://www.gov.uk/get-coronavirus-test>

Worcestershire County Council Local Outbreak Response Team (LORT) following the Covid-19 Standard Operating Procedures: [COVID-19 Standard operating procedures \(PDF\)](#) and the supporting confirmed and suspected cases flowcharts:

[Suspected Cases - Flowchart \(PDF\)](#)

[Confirmed Cases - Flowchart \(PDF\)](#)

NHS handwashing guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Clinically vulnerable staff: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Safe working of children in education, childcare and children's social care:  
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Safe use of PPE: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

COVID-19: cleaning in non-healthcare settings outside the home:  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area>

## THE VAYNOR FIRST SCHOOL

### JANUARY 2021 COVID-19 RESTRICTED REOPENING TO VULNERABLE CHILDREN & CHILDREN OF KEY WORKERS ONLY RISK ASSESSMENT v.1.0

#### OVERVIEW OF CONTEXT

Following the announcement by the Prime Minister on 4.1.2021 at 8pm for a national lockdown The Vaynor First School, will reopen on Wednesday 6<sup>th</sup> January 2021 and in line with government guidance, opening will be restricted with attendance limited to:

- Vulnerable children
- The children of critical workers

**The limiting of attendance to these groupings does not suggest that schools have become significantly less safe for children and staff, it is supporting the reduction of overall social contacts in our communities.**

#### THIS RISK ASSESSMENT TAKES INTO ACCOUNT THE FOLLOWING:

Government guidance for all schools in England on restricting attendance during the national lockdown for schools:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

#### SUMMARY OF CONTROLS

- Children of critical workers (upon evidence being provided) and vulnerable children only
- Minimising contacts and mixing between people to reduce the transmission of COVID-19
- Maintaining distinct contact groups for pupils & staff so that in event of a positive case, identification of those who may need to self-isolate is minimised
- Clinically extremely vulnerable staff to resume shielding and CV staff risk assessment reviewed
- Immediate isolation of anyone demonstrating onset of Covid-19 symptoms
- Social distancing on site for all adults remains 2m +
- Regular and repeated handwashing/sanitising schedule in place
- Good respiratory hygiene practice
- Staff strongly advised to wear face covering in internal communal areas & at drop off and pick up times with parents and visors in the classroom with children where 2m+ distancing cannot be maintained
- Desks are forward facing and children sit shoulder to shoulder in all bubbles in Y1 to Y4 and staff maintain distance from as much as possible.
- No sharing of equipment
- Enhanced cleaning regime
- No cross class working, no year group, KS or whole school assemblies
- Staggered lunchtimes with their year group
- Staggered play times with their Year group with each bubble playing in separate zone on the playground to ensure no bubble mixing
- Amended behaviour and safeguarding policy
- All SLT & staff meetings to take place virtually
- Full compliance with LORT & PHE

**THEME 1: PREVENTATIVE MEASURES**

The Dfe System of controls outlines a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection':

**PREVENTION:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 8) Always keeping occupied spaces well ventilated.

**Numbers 1 to 5, and number 8 must be in place in all schools, all the time.**

- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

**Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.**

**Number 7 applies in specific circumstances.**

**RESPONSE TO ANY INFECTION:**

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

**Numbers 9 to 11 must be followed in every case where they are relevant.**

**1. AREA OF PREVENTION: H&S AND SITE MAINTENANCE CHECKS**

WCF RA CHECKLIST	HAZARD	WHO MIGHT BE HARMED	ACTIONS TO BE TAKEN TO MITIGATE RISK	WHO WILL BE RESPONSIBLE	WHEN CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
8.1 8.3	Risk assessment becomes unfit for purpose and puts whole school community at risk	Children Staff Visitors Parents Contractors	Risk assessment reviewed weekly, updated in light of DfE, PHE & WCF guidance. Risk assessment version controlled and shared with all staff electronically. Updates standing agenda item of weekly electronic & virtual staff briefings.	Head & SLT	Weekly	
8.2	School community put at risk as policies are not fit for purpose	Children Staff Visitors Parents Contractors	<b>Fire evacuation:</b> Teachers to ensure that a weekly talk through of the fire evacuation procedures take place each Wednesday as the call points are checked and the fire test bell is sounded. <del>Internal fire doors are propped open to minimise the number of touchpoints and assist with ventilation in classrooms. It is the responsibility of the site manager to close the doors in the event of an emergency and the leader on site in his absence.</del> <b>First Aid:</b> Whilst the guidance from the DfE regarding the use of PPE has been lifted, staff will continue to wear PPE if they are in close proximity of less than 1m for what is likely to be longer than 15 minutes.	Deputy  Site Manager & Leaders	Every Wednesday  Ongoing	Removed in line with WCF guidance received 5.2.21

			Ensure that all relevant policies are regularly updated with regard to Covid-19 measures and shared appropriately.			
	Faliure to maintain minimum safety standards leading to building being non-compliant, resulting in potential for legionella contamination, CO production, failure to raise alarm in event of fire.	Children Staff Visitors	<p>Following checks to continue subject to due date:</p> <p>Water hygiene checks:</p> <ul style="list-style-type: none"> <li>▪ monthly temperature checks,</li> <li>▪ weekly water flushing (taking into account the reduced use of water systems and and all outlets unused over a 7 day period must be flushed for 2 mins).</li> <li>▪ 12-monthly water hygiene checks (water tank and calorifier inspections) Feb 2021</li> <li>▪ Heating, gas &amp; hot water tank service (Feb ½ Term)</li> </ul> <p>Electrical:</p> <ul style="list-style-type: none"> <li>▪ PAT testing (12<sup>th</sup> April)</li> </ul> <p>Fire:</p> <ul style="list-style-type: none"> <li>▪ 6-monthly fire alarm and emergency lighting maintenance</li> <li>▪ Weekly manual call point check</li> <li>▪ Monthly emergency lighting tests</li> <li>▪ Monthly Fire door checks &amp; fire signage check</li> <li>▪ Monthly fire escape &amp; handrail check</li> </ul>	Site Manager	<p>Monthly or weekly as indicated</p> <p>February</p> <p>February</p> <p>April</p> <p>Weekly or monthly as indicated</p>	
<p><b>2 AREA OF PREVENTION: MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL (REQUIREMENT FOR THOSE WHO ARE UNWELL TO STAY AT HOME)</b></p> <p>MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL BY ENSURING THAT THOSE WHO HAVE CORONAVIRUS (COVID-19) SYMPTOMS, OR WHO HAVE SOMEONE IN THEIR HOUSEHOLD WHO DOES, DO NOT ATTEND SCHOOL</p>						
4.3	Spread of virus through contact with someone suffering from Covid-19	Staff Pupils External visitors Contractors Suppliers	<p>Anyone unwell with symptoms of Covid-19 or living with someone displaying symptoms is to stay at home:</p> <ul style="list-style-type: none"> <li>• <i>A new persistent cough</i></li> <li>• <i>A hgh temperature &gt;37.8</i></li> <li>• <i>Loss of or change in taste or smell (anosmia)</i></li> </ul> <p>Anyone demonstrating any of the above symptoms must get a Covid-19 PCR test: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>Anyone testing positive must <b>self-isolate with their household for 10 days</b> and engage with the NHS Test &amp; Trace process.</p> <p>Staff, children, parents, visitors, contractors and suppliers are aware that they are not to come into school if they or any member of their household has symptoms or has tested positive in the last 10 days and need to self-isolate under current stay at home guidance: <a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p>	<p>Staff Parents &amp; carers</p> <p>Staff &amp; parents</p>	<p>Ongoing monitoring</p> <p>Straight away upon onset of symptoms</p> <p>Ongoing reminders with visitors &amp; contractors through visitor protocol prior to coming on site</p>	

<p>5.23 5.25</p>		<p>Visitor protocol in place and shared prior to visitors coming onto the premises. Covid-19 screening questions asked upon arrival to site and guidance on physical distancing &amp; hygiene explained again upon arrival on site. A minimum data record kept including record of children or staff worked with kept.</p> <p>Wherever possible visits happen outside of school hours.</p>	<p>Office Team</p>		
<p>5.24 1.3</p>		<p><b>Management of someone becoming symptomatic on site:</b> If anyone on site displays any of the Covid-19 symptoms they must go home as soon as possible.</p>	<p>All staff</p>	<p>As case arises</p>	
<p>1.4</p>		<p>They should be moved to the isolation room (office attached to the medical room) immediately, where they will be isolated behind a <b>closed</b> door if possible and observed through the window and glass door panel. The external window should be opened for ventilation purposes and their temperature taken with a no-touch thermometer.</p> <p>Alternatively, where necessary they will be accompanied in the room by a first aider <b>wearing PPE</b>.</p>	<p>1<sup>st</sup> Aider in attendance</p>		
<p>1.5</p>		<p>A sign is to be placed on the medical room and disabled toilet door to ensure that there is no entry or risk of cross contamination until the rooms have been resanitised and thoroughly aired before being used again.</p> <p>Adults becoming unwell should notify the leader on site by telephone and then leave the site immediately if fit to do so, or alternatively make their way to the isolation room or request first aid assistance.</p> <p>999 will be called if they are seriously ill or their life is at risk.</p> <p>For any suspected case of Covid-19, full PPE should be worn by the first aider in attendance, which consists of:</p> <ul style="list-style-type: none"> <li>▪ Disposable gloves</li> <li>▪ Disposable plastic apron</li> <li>▪ Fluid resistant facemask</li> <li>▪ Eye protection (visor)</li> </ul> <p>If a symptomatic person requires the bathroom during the isolation period before collection, they should use the disabled toilet (sign to be placed on door to ensure that it is not used again until resanitised).</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children and to</p>	<p>1<sup>st</sup> Aiders</p>	<p>As soon as case is identified</p>	
			<p>1<sup>st</sup> Aider in attendance</p>		
			<p>Leader on site</p>		

			<p>staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>Once the symptomatic person has left the site the supervising staff will wash their hands thoroughly for 20 seconds.</p> <p>Details of the incident to be recorded in the yellow Covid-19 file in the main school office.</p> <p>All first aiders have been trained on the deep cleaning of the isolation room following use by a person suspected of covid-19. and PPE will be disposed of properly following decontamination guidance:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area</a></p>	<p>1st Aider in attendance</p> <p>Office team</p> <p>Site Manager</p>	<p>Immediately after person has left site</p> <p>Office notified as case is identified for call home to be made</p> <p>Retraining Jan 2021</p>	
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**3. AREA OF PREVENTION: ACTIVE ENGAGEMENT WITH NHS TEST & TRACE**

4.1	Lack of understanding of NHS Test & Trace system leads to increased infection rates within the school and wider community	Staff Parents	<p><b>Action to be taken upon notification of a confirmed case of Covid-19 within school:</b></p> <p>Upon notification of a confirmed case of Covid-19 for a member of staff or a pupil, a report should be made in the first instance through the Worcestershire County Council Local Outbreak Response Team (LORT) following the Covid-19 Standard Operating Procedures: <a href="#">COVID-19 Standard operating procedures (PDF)</a> and the supporting confirmed and suspected cases flowcharts:</p> <p><a href="#">Suspected Cases – Flowchart (PDF)</a>  <a href="#">Confirmed Cases – Flowchart (PDF)</a></p> <p>Complete the checklist available on the Children’s Services Portal and email this to <a href="mailto:wcchealthprotection@worcestershire.gov.uk">wcchealthprotection@worcestershire.gov.uk</a></p> <p>Phone: LORT <b>01905 845491</b> (Monday to Sunday 9.00am to 5.00pm)</p> <p>Out of Hours: PHE West Midlands health Protection team 8am-9am or 5pm – 8pm <b>0344 225 3560 (opt 0,2)</b></p> <p>Close contacts will be identified and template letters from the LORT will be told to <b>self-isolate for 10 days.</b></p> <p>The school will then report the case using the DFE’s online attendance form daily return.</p>	Head	As cases arise	
4.6						



4.7			<p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>The pupils and staff in each group</li> </ul> <p>Any close contact that takes place between children and staff in different groups</p> <p><b>DEFINITION OF CLOSE CONTACT:</b></p> <p><b>Direct close contact:</b> face-to-face contact with an infected person for any length of time, within 1 metre, including:</p> <ul style="list-style-type: none"> <li>Being coughed on</li> <li>A face-to-face conversation</li> <li>Unprotected physical contact (skin-to-skin)</li> </ul> <p><b>Proximity contacts:</b> extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</p> <ul style="list-style-type: none"> <li>Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>The names or details of people with Covid-19 are not to be shared within the school community unless it is deemed essential to protect others.</p>			
4.5						

**4. AREA OF PREVENTION: ROBUST HAND & RESPIRATORY HYGIENE**

2.9 2.10	Potential for contracting Covid-19 via direct or indirect contact	Staff Visitors	<p><b>Face coverings:</b> All staff and visitors are to adhere to the following procedure for use of face coverings unless they are exempt:</p> <ul style="list-style-type: none"> <li>Wash hands upon arrival into school</li> <li>Remove the face covering without touching the front</li> <li>Dispose of the face covering in the bin or store face covering in a sealable plastic bag</li> <li>Wash hands again</li> </ul> <p>Staff are strongly advised to wear face coverings in communal areas such as staff room, designated relaxation areas, POD, music room, conference room, shared areas between classrooms, library and when receiving &amp; dismissing children at the beginning and end of each day.</p>	All staff	Ongoing	
5.16						



Removing face coverings when arriving at school and in communal areas. Guidance issued to staff

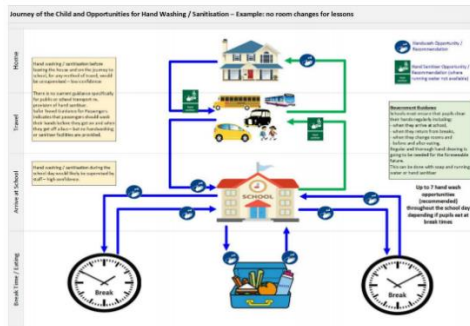
2.1  
2.2  
Spreading infection due to touch, sneezes and coughs

Children  
Staff

The new variant of the virus is just as easy to remove from the skin as the original variant.

Hand washing to take place in line with:

JOURNEY OF THE CHILD DIAGRAM



2.4

In line with PHE guidance, whilst handwashing is the recommended approach, the use of hand sanitiser is deemed an effective solution when large number of children need to cleanse hands multiple times throughout the day. **As hand sanitiser is only effective on clean, non-sweaty hands, following PE and breaktimes handwashing not sanitiser will be used.**

Robust programme of handwashing routines in place and timetabled as part of the daily routine and culture of the day:

- On arrival at school - sanitiser
- On return from breaktime - handwash
- When they change room - sanitiser
- Before eating & after eating- handwash & sanitiser (1/2 handwash before whilst others use sanitiser and then do the opposite after lunch)
- Before leaving school – sanitiser

Children are supervised during handwashing and regular 20 second handwashing opportunities are built into the daily routines (following NHS guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>)

Daily & ongoing

Jan 2021 ensure those that are looking worn are replaced

2.3 2.5			<p>All classrooms have hand washing facilities . hand sanitiser dispensers are also available and checked and refilled on a daily basis. Wall mounted hand sanitiser dispensers are located in the main entrance points to the building.</p> <p>Children should be encouraged not to touch their mouths, eyes or face.</p> <p>Ensure children demonstrate good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach., using a tissue or elbow to cough or sneeze and use bins for tissue waste which will be emptied twice a day and form part of additional cleaning checklists. Hand washing will also be deployed following coughing and sneezing.</p> <p>Children will be encouraged to learn and practise these habits in lessons and by posters put up across the school</p> <p>Skin friendly wipes will be used for any children who struggle cleaning their hands independently and they will be helped to clean their hands properly</p>			
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**5. AREA OF PREVENTION: ENHANCED CLEANING & VENTILATION ARRANGEMENTS**

4.4	Spreading infection through contact with coronavirus on surfaces	Children Staff	<p><b>Covid 19 cleaning procedures:</b> The principle of ‘one site, one wipe, in one direction’ will be deployed.</p> <p>When wiping surfaces the cloth will be sprayed and then the surface wiped, rather than the surface being sprayed.</p> <p>To facilitate the ease of cleaning:</p> <ul style="list-style-type: none"> <li>▪ Areas are to remain clutter free</li> <li>▪ Difficult to clean items have been removed</li> <li>▪ Frequently touched surfaces are wiped down at the end of the day and again as part of the midday cleaning routines, including bathrooms and staff kitchen</li> </ul> <p>An additional 2 hours a day midday cleaning hours have been put in place. Areas have been zoned and checklists produced which staff sign to say they have completed and ensure that no touchpoints are missed.</p> <p>Cleaning staff adhere to the cleaning practices in the guidance on decontamination in: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Start of day checklist in place to ensure that all areas have disinfectant, hand sanitiser, wipes, gloves, antibacterial liquid</p>	All staff  Teachers	Ongoing    Daily	
3.2						
3.3				Designated staff		
3.4				Site manager	Daily	

			<p>soap, paper towels, and disposable cloths and check that all areas meet the required cleaning standard.</p> <p>Each class remains within their allocated classroom each day, including lunchtime for those children in Y3 &amp; Y4 having sandwiches.</p> <p>Stock check list of cleaning products kept to ensure that site manager is keeping high stocks of high need cleaning products</p> <p>All rooms and touchpoints used by children &amp; staff are cleaned thoroughly at the end of the day by the cleaning team and any areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups such as sports, art and science equipment will be either:</p> <ul style="list-style-type: none"> <li>▪ Cleaned frequently and meticulously and always between groups using them; or</li> <li>▪ Rotated so they can be unused and out of reach for 48 hours (72 hours for plastic) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home.</p> <p>If a person with covid-19 symptoms comes into school, a deep clean will take place in the areas that the person has been in.</p> <p>Teachers &amp; TA's will wash their hands and surfaces before and after handling pupils' books.</p>	<p>Site manager</p> <p>Cleaning Team</p> <p>Teachers &amp; TA's</p> <p>Teachers &amp; TA's</p> <p>Site manager &amp; cleaners</p> <p>Teachers &amp; TA's</p>	<p>Weekly</p> <p>Ongoing</p> <p>Ongoing</p> <p>As and when arises</p> <p>Ongoing</p>	
3.1	Spread of infection due to poor ventilation	Children Staff	<p>Windows are opened in classrooms each morning at the start of the day &amp; closed by cleaners at the end of the day to ensure that rooms are well ventilated and internal classroom doors are left open.</p> <p>Ensure a balance of ventilation with room temperature. Each classroom has a digital clock which also displays the room temperature. Positioning of these has been revised to ensure accuracy of readings.</p> <p>Staff ensure that they balance having more windows open partially at the different levels, with the increased heating as the weather gets colder &amp; to ensure that rooms are maintained at an optimum temperature between 18 to 19 degrees.</p> <p>Weekly checks are made by caretaker across each classroom and staff ensure that they are operating within this guidance.</p>	Class teacher	<p>Ongoing monitoring throughout the day</p> <p>Weekly random drop in checks and taking of temperature by Site Manager</p>	

In communal areas there should be adequate ventilation at all times and windows should be fully opened to purge the air in the space.

**6. AREA OF PREVENTION: FORMAL CONSIDERATION OF HOW TO REDUCE CONTACTS AND MAXIMISE DISTANCING BETWEEN THOSE IN SCHOOL TO MINIMISE THE POTENTIAL FOR CONTAMINATION AS FAR AS IS REASONABLY PRACTICABLE**

5.21	Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Children staff	<p>Only essential staff can enter the school building, therefore parents and carers will not be allowed into the building unless by prior appointment.</p> <p><b>BEGINNING &amp; END OF DAY ROUTINES:</b></p> <p>A staggered drop off is in operation via the 3 entrances to the site from 8.50 to 9.05am to enable the control of pedestrian traffic round the site, and reduce contact with other groupings. and ensure parents 'drop and go'.</p> <p>There is to be no gathering at the gates or on the site. There will be a 2m barrier set up to external classroom doors which parents will be expected to adhere to.</p> <p>Only one parent/carer is permitted to accompany their child on the school premises to minimise the number of people on site at any one time.</p> <p>Each year group has been allocated one of the three access gates to the site and children will enter the school by one of 6 identified entrances.</p> <p>Wherever possible a one-way circulation route has been established around the school for children to access the outdoor area.</p>	On site Leaders	Daily monitoring	
5.20						
5.14 5.15						
5.12 5.2 5.4 5.3 5.22		Children Staff	<p><b>BUBBLE ORGANISATION:</b></p> <p>Critical worker and vulnerable children have been divided into 2 distinct bubbles within each year group (10 bubbles in total) with bubble sizes up to a maximum of 25. These bubbles will remain consistent and kept apart throughout the lockdown period and there will be 2 FTE staff allocated to each bubbles. In EYFS there will also be an additional Grade 2 TA.</p> <p>Each class will be taught from one classroom base and staffing assigned to each bubble will remain consistent and there will be no movement of staff across bubbles.</p> <p>The staffing and organisational logistics of the school day including PPA cover have been restructured to ensure that there is no adult crossing a bubble and minimise the number of contacts that children and staff have during the day. Supply</p>	Head & Deputy	Ongoing	

5.8 5.9			<p>staff will not be used during the lockdown period due to increased risk of infection being brought in from other settings.</p> <p><i>Staff are not to enter the class teaching area of their bubble on a day they they are onsite but not teaching the bubble.</i></p>	All staff	From 20.1.2021	
5.7			<p>In years 1-4 children will sit shoulder to shoulder facing forwards and reminded to maintain their distance from and not touch staff and peers. Children will remain in their designated seat as set out in the classroom seating plans.</p>	All teachers		
5.4			<p>Staff should try where possible to teach from the front of the classroom within the 2m zone and are strongly advised to wear a visor, where this is not possible and unable to keep to 2m distancing from children.</p>	Teachers & TA's		
5.1			<p>Children should leave the classroom in a manner that avoids them passing each other, in a logical as orderly manner so that those nearest the door leave first and vice versa for entering the classroom – those sitting furthers from the door to enter first.</p>	Teachers & TA's		
5.18			<p><b>LUNCHTIME BUBBLES:</b></p> <p>Lunchtimes have been organised into 3 sittings. In Reception, Year 1 and Year 2 (UFSM groupings) will come to the hall for their lunch at their allocated time.</p>			
5.11			<p>Children will sit shoulder to shoulder in separate assigned class bubbles. There will be 2m+ spacing between each class. All children in the hall will be facing the same direction to avoid any face to face contact.</p> <p>Year 3 &amp; 4 children having sandwiches will eat in their classrooms. Y3 children having hot dinners will use the back of the hall whilst Y1 use the front of the hall. This is partitioned by a curtain and a separate serving and scrapes station is used for each year group. This will be the same for Y4 children when Y2 children are in the hall.</p> <p>Tables, chairs and serving point, drop down counters are cleaned down thoroughly between each individual sitting.</p> <p>Tables and chairs will be wiped down in classrooms each lunchtime. In Year 3 and 4 tables will be wiped down prior to eating and both tables and chairs after eating.</p> <p>EYFS bubbles access outdoor play on a rota system at lunchtimes to ensure bubbles do not come into contact.</p>	<p>Onsite Leaders &amp; Lead lunchtime supervisor Lunchtime Supervisors</p> <p>Kitchen Team</p> <p>Lunchtime supervisors</p> <p>EYFS Leader</p>		

5.18			<p><b>PLAYTIMES:</b> These are operating on a rota system. Two bubbles will be out on the playground at the same time, however they play separately in clearly designated zones. The bubbles do not mix. Snack will be eaten on the playground.</p> <p>In EYFS, children access the outdoor environment in learning through play at designated times. No equipment is to be shared. Reception fixed play equipment will NOT be used.</p> <p>There will be no collective worship or assemblies where bubbles are brought together. This will take place virtually.</p>	Year Group Teams		
5.31			<p><b>EQUIPMENT:</b> Children are limited to bringing in essential items only, hat, coat, water bottle, packed lunch and reading book (on designated day)</p>	Year Group Leaders		
5.27			<p>Removal of all unnecessary items, soft furnishings and items that are difficult to clean from classrooms.</p>	All teachers & TA's		
5.30			<p>Equipment packs for individual children to be housed in plastic wallets on their tables.</p>			
5.28			<p>Each class has been assigned their own box of outdoor play equipment, which required frequent cleaning.</p> <p>Year groups to each have own set of home reading books to select from in their classroom. Reading books to be sent home on a Monday and returned on a Thursday to allow 72 hours before them being reallocated again on a Monday. A quarantine box is provided for each class.</p>	All teachers & TA's		
5.29			<p>Use of communal equipment to be kept to an absolute minimum and only when absolutely necessary. The member of staff using the equipment is responsible for ensuring the cleaning of it, prior to its reuse. Where use of shared resources is unavoidable, ensure handwashing following use and resources moving between groups to be given 48hrs (72hrs for plastics) before use. Regular washing of all resources in use is required.</p>	All teachers & TA's		
5.32			<p>Children and adults must sanitise their hands prior to using digital equipment and after.</p>			

			<p><b>MARKING:</b> Teachers strongly advised to mark in school rather than taking children's books home to minimise risk. Handwashing prior to and after handling any books and 72 hour rotation rules apply.</p> <p>Classroom system for quarantine control procedure in place and all staff are clear on this.</p> <p><b>TOILETS:</b> Toilet use will be managed by staff to avoid overcrowding, Each year group has a designated time slot and bubbles have a nominated cubicle.</p>	Teachers & TA's		
5.5 5.6 5.4 5.19	Spreading infection due to excessive contact and mixing between pupils and staff around the school	Staff	<p>Staff to adhere to the 2m+ rule from all other adults at all times and there should be no face to face contact.</p> <p>Close contact within 1m of another adult is not permitted and with a child is to be minimised.</p> <p>Staff from one bubble must not go into the teaching base of other staff in their year group or any other year groups bubble.</p> <p>Rooms for staff breaks have been allocated and restricted to staff from year group bubbles and a timetable for access to the staffroom for drinks making facilities has been put in place. The maximum stay time is 30 minutes and face coverings are to be worn when not eating and 2m social distancing maintained. All rooms have a maximum number stated on the door and are set out in line with social distancing requirements:</p> <ul style="list-style-type: none"> <li>▪ Music room 6 people</li> <li>▪ Staffroom 8 people</li> <li>▪ POD 4 people</li> <li>▪ Conference room 2 people</li> </ul> <p>Surfaces are to be wiped down after use with disinfectant spray and hands washed.</p> <p>Only one person can be in the tea making area of the staffroom at any time. Hands should be sanitised prior to embarking on using this area and after. All touchpoints used such as kettles, fridge, microwave, cupboard handles should be wiped down with wiped provided after use. All staff are to provide their own mug, glasses cutlery and plates, coffee, tea &amp; milk and communal items have been removed from circulation and all personal items of this nature should be housed in own lockers or work bases.</p> <p>Staff are to ensure that in PPA time they remain at a 2m+ distance. There is to be no siting shoulder to shoulder or</p>	All staff	Ongoing	20.11.21 Staff on site who are not teaching their designated Bubble on a day that they are on site, should not enter the teaching base with the children.



			sharing of screens. Where necessary documents to be viewed on IWB where 2m+ distancing can be maintained.			
5.13	Spreading infection due to excessive contact and mixing between pupils and staff around the school	Staff	<p><b>MAIN SCHOOL OFFICE:</b></p> <p>The only staff authorised to access the school office are NR, JP &amp; CP of which there are to be no more than 2 in the office at any time. All communication needs to be via the 2 ‘hatches’, Teams messages’ or via telephone. When using school telephones please ensure these are wiped down immediately after use.</p> <p>Bubble registers are located on the display board outside of the office for collection and will be collected at 9.15am. The entering of attendance data onto SIMs and DfE reporting will then be made.</p> <p>Walkie talkies will be placed outside of the office and a box of antibacterial wipes is next to them for them to be wiped down upon return.</p>	All staff  Office Assistant  All staff		
6.1	Spreading infection due to excessive contact and mixing in meetings	Staff	All meetings will be conducted remotely by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. A specific risk assessment will need to take to justify any face to face meeting held in school. SLT are also meet remotely.	Leadership	Ongoing	
<b>7. AREA OF PREVENTION: SUPPORTING CLINICALLY VULNERABLE, CLINICALLY EXTREMELY VULNERABLE AND BAME STAFF</b>						
7.1	CV & CEV Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with significantly elevated consequence	CV staff BAME staff CEV staff	<p><b>CLINICALLY VULNERABLE:</b></p> <p>For those staff who are clinically vulnerable will have their risk assessment reviewed and a personalised approach will be taken with each staff member: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></p> <p>This includes Black, Asian and Minority Ethnic staff who are included in the clinically vulnerable category.</p> <p>Diligence with hand hygiene &amp; social distancing for staff in these categories is paramount.</p> <p><b>CLINICALLY EXTREMELY VULNERABLE:</b></p> <p>From 5<sup>th</sup> January 2021 advice for CEV has changed and shielding has been reintroduced: Guidance on shielding &amp; protecting extremely critically vulnerable: <a href="https://www.gov.uk/government/publications/guidance-">https://www.gov.uk/government/publications/guidance-</a></p>	Head       CEO	16.1.2021	

7.4			<p><a href="#">on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Clinically Extremely Vulnerable (CEV), where it may be predicted that COVID-19 would have serious consequences, should not attend the school in line with national government guidance.</p> <p>There are no Pregnant CEV staff in this setting.</p>			
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**8. AREA OF PREVENTION: USE OF LFD TESTING TO PREVENT THE SPREAD OF THE VIRUS BY ASYMPTOMATIC STAFF**

WCF RA CHECKLIST	HAZARD	WHO MIGHT BE HARMED	ACTIONS TO BE TAKEN TO MITIGATE RISK	WHO WILL BE RESPONSIBLE	WHEN CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	Spread of COVID-19 in the school community by asymptomatic staff	Staff Pupils Parents Visitors Contractors	<p>Government guidance followed and recommended control measures adhered to</p> <ul style="list-style-type: none"> <li>• Tests will be taken by staff at home.</li> <li>• Testing of staff will take place twice a week 3-4 days apart on (Wednesday following being on site by 8pm and Sunday evening by 8pm). Part time staff working Wednesday to Friday will undertake their tests by 8pm on a Tuesday and Friday following their time on site)</li> <li>• Each member of staff will personally record their test online</li> <li>• Staff results recorded centrally on a staff register housed on site. This will support the identification of staff with positive results for contact tracing.</li> <li>• Anyone with symptoms or a positive LFD result are to undertake a PCR test by booking a test online: <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker</a></li> </ul>	<p>All staff engaging in the testing programme</p> <p>Deputy &amp; Assistant Head</p> <p>Staff</p>	Training & Tests distributed 26 <sup>th</sup> & 27 <sup>th</sup> January	
	Poor communication leading to inaccurate and void results	Staff	<ul style="list-style-type: none"> <li>• Covid Co-ordinator: Helen Colcombe ( Deputy Headteacher) Covid Registration Assistant: James Walker (Assistant Headteacher)</li> <li>• Staff training undertaken by all staff which covers:                             <ul style="list-style-type: none"> <li>- Rationale behind testing and importance in engaging with testing.</li> <li>- How to guide shared and opportunity to watch NHS video</li> <li>- How to access the portal</li> <li>- recording of how the test should be undertaken.</li> <li>- Requirement for staff to report their test results.</li> </ul> </li> </ul>	<p>Deputy &amp; Assistant Head</p> <p>Deputy Head</p>	<p>25<sup>th</sup> January 2021</p> <p>27<sup>th</sup> January 2021</p>	


			<p>- The process and who to contact if they have an incident while testing at home.</p> <p>Staff will be issued with their test kits, the lot number will be recorded against their name and they will sign for them. Staff will collect their first set of tests and instructions on Tuesday 26<sup>th</sup> January and Wednesday 27<sup>th</sup> January from the school hall following their training.</p>		Tests distributed 26 <sup>th</sup> & 27 <sup>th</sup> January	
Tests to be stored incorrectly and poor management of collection process leading to inaccurate recording	Staff	<ul style="list-style-type: none"> <li>• Tests to be kept securely in the archive cupboard to prevent unauthorised access.</li> <li>• Tests stored in a temperature between 2 and 30 degrees.</li> <li>• Test kits used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</li> <li>• Enough space for social distancing will be allowed when giving out tests.</li> <li>• Tests labelled with names and linked lot number and a form to sign made available as part of distribution process by. Those distributing and collecting their kit should: <ul style="list-style-type: none"> <li>- wear appropriate face covering at all times</li> <li>- hand sanitise before collecting and signing</li> </ul> </li> </ul> <p>maintain 2m from staff coming to collect their test</p>	Deputy Head	Friday 22 <sup>nd</sup> January 2021		
Staff not reporting results	Staff Children & wider school community	<ul style="list-style-type: none"> <li>• Void, double void and positive results are communicated to headteacher via telephone once the test is completed by 6pm on a Sunday and 8pm on a Wednesday (PT staff working Wednesday to Friday will undertake their tests by 8pm on a Tuesday and Friday following their time on site).</li> <li>• A negative test is assumed for all staff who have not contacted by these times.</li> <li>• Once arriving on site staff must check in with the Covid Co-ordinator to notify them of their result.</li> <li>• Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</li> </ul>	All staff	Ongoing weekly Sunday 6pm and Wednesday evenings by 8pm		
Low uptake on taking tests.	Staff, their families and wider school community	<ul style="list-style-type: none"> <li>• Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.</li> <li>• Once opting in staff are to undertake the tests as per the protocol issued.</li> </ul>	Staff	Wk beginning 25.1.2021		
Swabs are taken incorrectly causing	Staff	<ul style="list-style-type: none"> <li>• Government control measures are adhered to.</li> </ul>	Deputy Head &	Wk beginning 18.1.21		



## THE VAYNOR FIRST SCHOOL

### COVID-19 RESTRICTED REOPENING JANUARY 2021 version 1.0

#### ASSESSMENT DETAILS

<b>Risk assessment undertaken by:</b>	Sallyanne Dunstan Headteacher	
<b>School Name and address:</b>	The Vaynor First School Tennyson Road Headless Cross Redditch B97 5BL	
<b>Date of assessment:</b>	January 2021	
<b>Method communicated to staff:</b>	Email	
<b>Date communicated with staff:</b>	15 <sup>th</sup> January 2021	
<b>Review Date:</b>	This document will be reviewed weekly. See record of review section on next page.	
<b>Signatures:</b>	<b>Signature 1 and designation: Headteacher</b>	
	<b>Signature 2 and designation: CEO / Exec Head</b>	

## OVERVIEW OF VAYNOR WEEKLY RISK ASSESSMENT PROCESS

WEEK	DATE OF REVIEW	REVIEW UNDERTAKEN BY	RA THEME	CHANGES MADE	CEO SIGNATURE
<b>1</b>	8.1.21	Sallyanne Dunstan		DFE Restricted opening guidance issues and risk assessment rewritten in line with expectations.	
<b>2</b>	11.1.21	Sallyanne Dunstan		WCF RA checklist completed and incorporated into RA and submitted to CEO for Director approval.	
<b>3</b>	20.11.21	Sallyanne Dunstan & Helen Colcombe	6	Staff on site who are not teaching their designated Bubble on a day that they are on site, should not enter the teaching base with the children.	
<b>4</b>	25.1.21	Sallyanne Dunstan & Helen Colcombe	8	Incorporation of LFD testing procedures and RA resubmitted to CEO for Director approval.	
<b>5</b>	2.2.21	Sallyanne Dunstan	8	LFD testing to be undertaken even if testing positive for COVID-19 (in last 90 days) in line with DfE requirements.	
<b>6</b>	8.2.21	Sallyanne Dunstan	1	Fire doors in corridors to remain closed and cleaning of these to be added to midday end of day cleaning routines.	
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