

THE VAYNOR FIRST SCHOOL

Worcestershire Recovery Planning: 8th MARCH 2021 FULL REOPENING

RISK ASSESSMENT v 1.0

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
AREA OF PREVENTION 8	Use of LFD testing to prevent the spread of the virus by asymptomatic staff	LOW	Deputy Head
AREA OF PREVENTION 9	Engagement with NHS covid-19 vaccination roll out programme	LOW	Headteacher

LINKS TO FULL DFE GUIDANCE DOCUMENTS REFERENCED

15.2.21 Stay at home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

15.2.21 Stay at home illustration of guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/961291/Stay_at_home_illustration_Feb_2021.pdf

25.2.21. 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>

1.3.21. 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 Test & Trace process. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

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/>

1.3.21 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>

1.3.21 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>

7.1.21 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>

16.10.20 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>

Quarantine requirements when visiting countries outside the Common Travel Area: [Entering the UK: Quarantining when you arrive in the UK - GOV.UK \(www.gov.uk\)](#)

2.3.21 School Attendance: [attendance: https://www.gov.uk/government/publications/school-attendance](https://www.gov.uk/government/publications/school-attendance)

THE VAYNOR FIRST SCHOOL

8th MARCH 2021 FULL REOPENING RISK ASSESSMENT v.1.0

OVERVIEW OF CONTEXT

Following the announcement by the Prime Minister on 22.2.21 our school will be reopening full to **all children** from Monday 8th March in line with government guidance.

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/966866/210224_Schools_guidance.pdf

SUMMARY OF CONTROLS

- 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 continue shielding and CV staff risk assessment reviewed in line with revised guidance
- 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 must wear a 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 drop off and collection protocols**
- 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 policy
- **Return to formal monitoring of statutory attendance**
- All SLT & staff meetings to take place virtually
- Full compliance with LORT & PHE
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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 required to self-isolate by ensuring they do not attend school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands and more thoroughly than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact between individuals and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.
- 8) Ensure individuals, wear appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

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

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	Fire evacuation: 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. First Aid: 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. Ensure that all relevant policies are regularly updated with regard to Covid-19 measures and shared appropriately.	Deputy Site Manager & Leaders	Every Wednesday Ongoing	

	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"> ▪ monthly temperature checks, ▪ 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). ▪ 12-monthly water hygiene checks (water tank and calorifier inspections) Feb 2021 ▪ Heating, gas & hot water tank service (Feb ½ Term) <p>Electrical:</p> <ul style="list-style-type: none"> ▪ PAT testing (12th April) <p>Fire:</p> <ul style="list-style-type: none"> ▪ 6-monthly fire alarm and emergency lighting maintenance ▪ Weekly manual call point check ▪ Monthly emergency lighting tests ▪ Monthly Fire door checks & fire signage check ▪ Monthly fire escape & handrail check 	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>	
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2 AREA OF PREVENTION: MINIMISE CONTACT WITH INDIVIDUALS WHO REQUIRED TO SELF ISOLATE BY ENSURING THEY DO NOT ATTEND THS SCHOOL

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

	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, or has someone in their childcare or support bubble displaying symptoms is to stay at home:</p> <ul style="list-style-type: none"> • A new persistent cough • A high temperature >37.8 • Loss of or change in taste or smell (anosmia) <p>Anyone demonstrating any of the above symptoms must get a Covid-19 PCR test: https://www.gov.uk/get-coronavirus-test</p> <p>Anyone testing positive must self-isolate with their household for 10 days from the day after the start of their symptoms, or the PCR test date if they did not have any symptoms but had a positive test and engage with the NHS Test & Trace process. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works You have a legal obligation to self-isolate if contacted bt Test & Trace.</p> <p>Staff, children, parents, visitors, contractors and suppliers are aware that they are not to come into school if they or any</p>	<p>Staff Parents & carers</p> <p>Staff & parents</p> <p>All adults</p> <p>All adults</p>	<p>Ongoing monitoring</p> <p>Straight away upon onset of symptoms</p> <p>Ongoing reminders with visitors & contractors through visitor protocol prior to coming on site</p>	
4.3						
5.23 5.25						

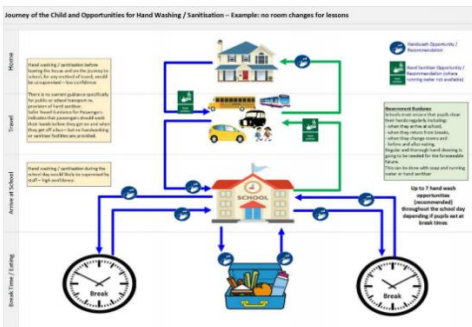
5.24			<p>member of their household, support or childcare bubble has symptoms or has tested positive in the last 10 days and need to self-isolate under current stay at home guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside the Common Travel Area: https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</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 & 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>	Office Team		Visitor protocol to be updated to include this.
1.3 1.4 1.5			<p>Management of someone becoming symptomatic on site: If anyone on site displays any of the Covid-19 symptoms they must go home as soon as possible and follow the stay at home guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>They should be moved to the isolation room (office attached to the medical room) immediately, where they will be isolated behind a closed 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 wearing PPE.</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>	All staff 1 st Aider in attendance 1 st Aiders 1 st Aider in attendance	As case arises As soon as case is identified	

			<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"> ▪ Disposable gloves ▪ Disposable plastic apron ▪ Fluid resistant facemask ▪ Eye protection (visor) <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 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 with soap and running water and then use hand sanitiser.</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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area No one should travel on public transport if they are symptomatic.</p>	<p>Leader on site</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	Staff Parents	<p>Action to be taken upon notification of a confirmed case of Covid-19 within school:</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: COVID-19 Standard operating procedures (PDF) and the supporting confirmed and suspected cases flowcharts:</p>	Head	As cases arise	
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4. AREA OF PREVENTION: FACE COVERINGS, RESPIRATORY HYGIENE & ROBUST HAND WASHING

<p>2.9 2.10</p> <p>5.16</p>	<p>Potential for contracting Covid-19 via direct or indirect contact</p>	<p>Staff Visitors</p>	<p>Face coverings: Staff must wear a face mask in all communal areas unless exempt as laid out in guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf. Communal areas are defined as any area of the school that is not their classroom or designated room. Face visors or shields should not be worn as an alternative to face coverings. Face masks must also be worn when receiving & dismissing children at the beginning and end of each day. All staff and visitors are to adhere to the guidance on wearing and safe removal of face coverings distributed electronically to all staff.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Guidance on safe wearing and removal of facemasks to be added to visitors C of C</p>
<p>2.1 2.2</p> <p>2.4</p>	<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Children Staff</p>	<p>The new variant of the virus is just as easy to remove from the skin as the original variant.</p> <p>Hand washing to take place in line with:</p> <p>JOURNEY OF THE CHILD DIAGRAM</p>  <p>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.</p>		<p>Daily & ongoing</p> <p>Jan 2021 ensure those that are</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 & 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 & 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> <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.</p>	Class teacher	<p>Ongoing monitoring throughout the day</p> <p>Weekly random drop in checks and taking of temperature by Site Manager</p>	
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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>BEGINNING & END OF DAY ROUTINES:</p> <p>A staggered drop off is in operation via the 3 entrances to the site from 8.40 to 9.00am and collection time from 2.55 to 3.15pm 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>	On site Leaders	Daily monitoring	
5.20						
5.14 5.15						

			Wherever possible a one-way circulation route has been established around the school for children to access the outdoor area.			
5.12	Children Staff		BUBBLE ORGANISATION:	Head & Deputy	Ongoing	
5.2			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.			
5.4			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.			
5.3			Staff are not to enter the class teaching area of anyone elses bubble other that their own.			
5.22			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.			
5.8			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.			
5.9						
5.7			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.			
5.4			LUNCHTIME BUBBLES:			
			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.			
5.1			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.			
5.18						
5.11	Year 3 & 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	Onsite Leaders & Lead				

<p>5.29 5.32</p>			<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> <p>Children and adults must sanitise their hands prior to using digital equipment and after.</p> <p>MARKING: 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.</p> <p>Classroom system for 72 hr quarantine control procedure in place and all staff are clear on this.</p> <p>TOILETS: 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>	<p>All teachers & TA's</p> <p>All teachers & TA's</p> <p>Teachers & TA's</p> <p>Teachers & TA's</p>		
	<p>Possible exposure to COVID-19 through increased aerosol production or contact transfer during music or drama lessons</p>	<p>Children & Staff</p>	<p>Music & Drama activities are acknowledged to provide an additional risk of infection when singing, chanting, dance or drama is taking place, even if children are at a distance.</p> <p>Any singing in classes should take place outdoors wherever possible or in the main school hall with all windows open.</p> <p>Children should be at a distance of 2m from one another positioned side to side or back to back.</p> <p>Accompanying music should be kept to low levels, which do not encourage children to raise their voices.</p> <p>No recorders, ocarinas, whistles or other instruments played via the mouth should be used in whole class music lessons.</p>	<p>Teachers & TA's</p>	<p>Ongoing</p>	
<p>5.5 5.6 5.4 5.19</p>	<p>Spreading infection due to excessive contact and mixing between pupils and staff</p>	<p>Staff</p>	<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>All staff</p>	<p>Ongoing</p>	<p>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.</p>

	around the school		<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"> ▪ Music room 6 people ▪ Staffroom 8 people ▪ POD 4 people ▪ Conference room 2 people <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 & 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 sitting shoulder to shoulder or sharing of screens. Where necessary documents to be viewed on IWB where 2m+ distancing can be maintained.</p>			
5.13	Spreading infection due to excessive contact and mixing between pupils and staff around the school	Staff	<p>MAIN SCHOOL OFFICE:</p> <p>The only staff authorised to access the school office are NR, JP & 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	
7. AREA OF PREVENTION: SUPPORTING CLINICALLY VULNERABLE, CLINICALLY EXTREMELY VULNERABLE AND BAME STAFF						
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	CLINICALLY VULNERABLE: For those staff who are clinically vulnerable will have their risk assessment reviewed and a personalised approach will be taken with each staff member: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/	Head	16.1.2021	
7.3			This includes Black, Asian and Minority Ethnic staff who are included in the clinically vulnerable category. Diligence with hand hygiene & social distancing for staff in these categories is paramount.	CEO		
7.2			Specific guidance for pregnant employees will be adhered to: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees This includes new and expectant mothers, pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, those who are breastfeeding and those who have given birth in the last 6 months.			
7.4			CLINICALLY EXTREMELY VULNERABLE: From 5 th January 2021 advice for CEV has changed and shielding has been reintroduced: 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 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.			

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"> Tests will be taken by staff at home. 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) Each member of staff will personally record their test online Staff results recorded centrally on a staff register housed on site. This will support the identification of staff with positive results for contact tracing. Anyone with symptoms or a positive LFD result are to undertake a PCR test by booking a test online: https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker 	<p>All staff engaging in the testing programme</p> <p>Deputy & Assistant Head</p> <p>Staff</p>	Training & Tests distributed 26 th & 27 th January	
	Poor communication leading to inaccurate and void results	Staff	<ul style="list-style-type: none"> Covid Co-ordinator: Helen Colcombe (Deputy Headteacher) Covid Registration Assistant: James Walker (Assistant Headteacher) Staff training undertaken by all staff which covers: <ul style="list-style-type: none"> Rationale behind testing and importance in engaging with testing. How to guide shared and opportunity to watch NHS video How to access the portal recording of how the test should be undertaken. Requirement for staff to report their test results. The process and who to contact if they have an incident while testing at home. <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 26th January and Wednesday 27th January from the school hall following their training.</p>	<p>Deputy & Assistant Head</p> <p>Deputy Head</p>	<p>25th January 2021</p> <p>27th January 2021</p> <p>Tests distributed 26th & 27th January</p>	
	Tests to be stored incorrectly and poor management	Staff	<ul style="list-style-type: none"> Tests to be kept securely in the archive cupboard to prevent unauthorised access. Tests stored in a temperature between 2 and 30 degrees. 	Deputy Head	Friday 22 nd January 2021	

	of collection process leading to inaccurate recording		<ul style="list-style-type: none"> • 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. • Enough space for social distancing will be allowed when giving out tests. • 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"> - wear appropriate face covering at all times - hand sanitise before collecting and signing 			
	Staff not reporting results	Staff Children & wider school community	<ul style="list-style-type: none"> • 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). • A negative test is assumed for all staff who have not contacted by these times. • Once arriving on site staff must check in with the Covid Co-ordinator to notify them of their result. • 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. 	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"> • 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. • Once opting in staff are to undertake the tests as per the protocol issued. 	Staff	Wk beginning 25.1.2021	
	Swabs are taken incorrectly causing a false reading or cause contamination	Staff	<ul style="list-style-type: none"> • Government control measures are adhered to. • Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. • Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled • Test conducted on a dry, clean, flat surface. • Hands washed or use sanitiser before taking the test. • Online information and training Video shared electronically for all staff on how to take their own test. 	Deputy Head & Assistant Head	Wk beginning 18.1.21 26 th & 27 th Jan 2021	

			<ul style="list-style-type: none"> Information with the kits to be followed. Regular communication with staff about the testing process. If test is void, take another test. If 2 void results in a row, a PCR test should be taken. If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. Covid Coordinator to be responsible for incident reporting on a school wide issue: <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; width: 45%;"> <p style="text-align: center;">Schools</p> <p>Incidents</p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p>Learning and improving</p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> <div style="background-color: #f0f0f0; padding: 5px; width: 45%;"> <p style="text-align: center;">Individuals</p> <p>Clinical issue</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</p> <p>Non-clinical issue</p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p>Inform school</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div> </div>	Deputy Head	Ongoing	
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9. AREA OF PREVENTION: ENGAGEMENT WITH NHS COVID-19 VACCINATION ROLL OUT PROGRAMME

	Failure to attend for Covid 19 vaccination leading to increased risk of infection	Staff	Staff will be encouraged to attend their covid-19 vaccination appointments. Paid LOA will be granted for this, with any illness resulting from this falling within the definition of sickness absence.	All staff	In line with national roll out programme	
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THE VAYNOR FIRST SCHOOL

8th MARCH 2021 FULL REOPENING VERSION 1.0

ASSESSMENT DETAILS

Risk assessment undertaken by:	Sallyanne Dunstan Headteacher	
School Name and address:	The Vaynor First School Tennyson Road Headless Cross Redditch B97 5BL	
Date of assessment:	March 2021	
Method communicated to staff:	Email	
Date communicated with staff:	4 th March 2021	
Review Date:	This document will be reviewed weekly. See record of review section on next page.	
Signatures:	Signature 1 and designation: Headteacher	
	Signature 2 and designation: CEO / Exec Head	

OVERVIEW OF VAYNOR WEEKLY RISK ASSESSMENT PROCESS

WEEK	DATE OF REVIEW	REVIEW UNDERTAKEN BY	RA THEME	CHANGES MADE	CEO SIGNATURE
1					
2					
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