



Wantage Primary Academy

WPA School Opening Risk Assessment – updated January 2021

The risk assessment has been updated in light of this to reflect the closure and all highlighted yellow items are currently suspended.

We have been asked by the government ensure **all children** return to school in September 2020 with the children’s education and wellbeing at the centre of this move. This risk assessment will ensure that risks are identified and minimised, ensuring all pupils, especially those who are vulnerable, can return to/ start school in September and start their WPA journey successfully and safely. This risk assessment has been created using the government’s guidelines:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Update 05/01/2021: All schools in England are currently closed to most pupils and is following the government’s lockdown, contingency plan found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf

The risk assessment has also been updated to include the new testing measures and controls:
<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.

We are required to have active arrangements in place to ensure that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Identify significant hazard	Who might be harmed? And type of injury?	Risk level	Control measures	Responsibility	New risk level
Government guidelines and preparation					
National guidelines are updated daily but school lapses in following advice	All parties	High	<ul style="list-style-type: none"> - LP, JC and SW to ensure regular checks are made using DfE government updates - Website information is swiftly updated - Pupils updated via teacher announcements 	LP JC SW – nursery specific	Medium

			<ul style="list-style-type: none"> - Any changes in information to be shared with CEO and passed on to parents and staff by email - As a result: The school will have the most recent information from the government, and this will be distributed throughout the school community promptly and effectively. 	AS	
Lettings may increase risk of spread	All site users	Medium	<ul style="list-style-type: none"> - One weekend letting – no contact with WPA pupils - Ensure that NT has read and understood all the policies, procedures and this risk assessment. - Ensure facilities are cleaned thoroughly after use and checked on a Monday morning, before opening to WPA community - No further lettings to be authorized until further guidance is issued 	LP and AS Caretaker Neil	Low
Hygiene and Health					
The school may not be able to keep pupils and the school community socially distanced, especially in the nursery	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Small classes and small groups (bubble-model can include a whole '30 in a class' if needed) - For younger children, our emphasis will be on separating groups, and for older children it will be on distancing. - Children must be encouraged to avoid touching other children and staff where possible. - Pupils will be required to wash / sanitise their hands before they enter the classroom, during toileting, before break, after break, before lunch, after lunch as well as before the end of the day. - Children in KS1 will each have their own, named equipment. In KS1, tables will be organised into rows - there will be limited use of the carpet but the small class size means we can socially distance easily. - In EYFS, children will have a carpet spot to ensure they are spaced out and to avoid close face-face contact; seating will be side on where possible - Children will continue to have zones on the playground to ensure 'bubbles' stay separate 	LP and classroom staff	Low

			<ul style="list-style-type: none"> - Toilets spot-checked and wiped regularly by LP or AS 		
Pupils and parents from different bubbles may not be able to keep socially distanced during drop off and pick up times	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - No parents or unplanned visitors allowed on school site - Parents use one-way system in place during drop off and pick / up times and throughout the school day - Pupils to wash their hands upon entering the school - Staff will be stationed at the entrance(s) to ensure children are brought in safely - Clear guidance in place to support parents with dropping off - Parents and staff will be asked to speak to each other side on where possible and maintain social distancing. - For those parents/pupils who use public transport, we will offer a staggered start time so children do not need to travel at peak, busy times. - All staff and parents to wear face coverings (mask or visors) when dropping off/ picking up. 	All staff	Low
Pupils display symptoms of COVID – 19	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils <p>Risk of viral transmission</p>	High	<ul style="list-style-type: none"> - All staff and volunteers to be trained on what COVID-19 symptoms are and what to do if they identify symptoms – procedures to be typed up and shared during induction and at staff meetings - Allocated isolation room to be put in place (first aid room) - Pupils to be isolated if displaying symptoms in school – a member of staff will stay with them if they are extremely unwell (wearing PPE; face mask and gloves) – 2 metres away. If the child is stable, they will be observed through the glass panel until collection can take. - First aid room to be thoroughly cleaned after any isolation incidents and toilets to be cordoned off and cleaned and if the child uses the toilet during isolation. - LP or AS to oversee isolated pupils and wear PPE during any cleaning of toilets and areas. - Children to go and get tested once an appointment has been booked. 	LP and AS	Medium

			<ul style="list-style-type: none"> - Children to only return to the school if the test is negative or if the test is positive after 14 days - Contact public health for advice on school closures - If a child tests positive, all children in the group and the members of staff associated may be sent home to self-isolate. Staff members are able to be tested in order to facilitate a quick return to school if possible. This could result in class closures. - Anything that needs to be disposed of, needs to be double bagged and stored in bin store securely for 72 hours before adding to general waste. - Inform the health protection team who will provide definitive advice on who must be sent home. 		
Staff display symptoms of COVID – 19	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	High	<ul style="list-style-type: none"> - Staff member displaying symptoms to be sent home immediately - Staff member to go and get tested immediately and once app - ointment has been booked and report the outcome to the school. Staff to return to the school if the test is negative or if the test is positive after 14 days (dependent on most recent PHE guidance). - If the test is positive, wait for direction from Public Health England and the school may be closed and deep cleaned if necessary. 	LP	Medium
Parents display symptoms of COVID-19	<ul style="list-style-type: none"> - Parents - Teachers - Support staff - Pupils 		<ul style="list-style-type: none"> - Share procedures with all stakeholders: - Ensure that staff members and parents/carers understand that they will need to: <ul style="list-style-type: none"> o Book a test if they are displaying symptoms o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace o self-isolate if they have been in close contact with someone who develops coronavirus 	LP Parents	

			(COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <ul style="list-style-type: none"> ○ Keep the school informed 		
Staff or pupils have vulnerable household members or are vulnerable themselves	<ul style="list-style-type: none"> - Staff - Pupils - Family members 	High	<ul style="list-style-type: none"> - As shielding advice for most adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19), it means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Provide guidance for parents and staff to read: current advice on shielding - Communicate with staff that people who live with those who are clinically extremely vulnerable or clinically vulnerable must follow https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools advice. 	LP	Medium
The school is at risk of COVID – 19 entering the premises and may be difficult to keep clean and sanitary, especially in Nursery	<ul style="list-style-type: none"> - Teachers - Support staff - Parents 	High	<ul style="list-style-type: none"> - Limit soft furnishings used. - Nursery children to have their hands washed when moving from one 'zone' to another. - In nursery and Reception, only wipe clean toys to be used and ensure they are cleaned regularly - Ensure EYFS TAs are trained effectively. - Class teachers to ensure their classrooms are kept clean, tidy and sanitary – cleaned at the end of each session – tables, door handles, and touch points - A thorough clean to take place each evening - Cleaner to keep spray bottles and cloths topped up - All tables to be wiped down using a strong disinfectant after each session - All staff and pupils with long hair to ensure it is tied back - Teachers have set rooms to teach and only enter other rooms when necessary. Keep unnecessary contact to a minimum 	All staff	Medium

			<ul style="list-style-type: none"> - All windows and doors to be kept open to ensure good ventilation around the school - Staff to make LP aware if they have any cleanliness concerns immediately 		
PPE equipment not available or being used incorrectly	<ul style="list-style-type: none"> - All staff and visitors 	High	<ul style="list-style-type: none"> - Staff to wear face coverings in communal spaces such as corridors - Communicate to all that the majority of staff in education settings will not require PPE in class or in own office. - Staff will wear PPE where an individual child or young person becomes ill with coronavirus symptoms (see first aid section) - When carrying out intimate care e.g. nappy changing, staff can choose to wear a face covering. - All staff to wear face coverings at all times when in the school building 	AS	Medium
Logistics – in school					
Pupil attendance – a pupil's parent may choose not to send their child to school	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - From September, parents are legally required to ensure children attend school unless they have been informed otherwise – ensure this is communicated and clear. - LP to ensure health and safety guidance is shared and deiminated so parents feel confident. - Work closely with other professionals and as appropriate to support the return to school, including continuing to notify the child's social work, EWO etc. 	LP and AS	Low
Pupils will need to use the toilet regularly	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	High	<ul style="list-style-type: none"> - Each phase to use their own designated toilet areas. <ul style="list-style-type: none"> o Nursery to use the toilets within their classroom o Reception to use the toilets within their classroom o Year 1/ 2 to use KS1 only. Only 1 child of each gender at a time to use the toilet. - Toilets to be cleaned twice a day – wiping toilet seats and doors with disinfectant. Cleaner to ensure that this is done for the second time before he/she leaves 	Each teacher and TA	Medium

			<ul style="list-style-type: none"> - Children in Early Years who need support with personal care will be supported by staff; staff will encourage and guide the child to be as independent as possible. If further support is needed, staff will wear gloves and an apron and avoid face to face contact. A face mask may be worn if the staff member wishes. Hands will be thoroughly washed after supporting the child as is usual practice. 		
Play time – pupils may find it challenging to socially distance and to follow signs/ instructions	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Playtimes closely monitored by staff - Reception to exit via the EYFS door and KS1 via KS1 door - Outdoor doors to be kept open for children needing to use the facilities - Snacks and milk to be consumed in pupils' own classrooms - No use of water fountains – individual water bottles to be brought in by the pupils - Separate timings and split timings not needed at this time due to small numbers - Staff to be vigilant when supervising to ensure children are following guidelines. - Jan update – all lunch times supervised by LP (wearing a face covering) 	All staff	Low
Wet play and wet lunch play	<ul style="list-style-type: none"> - Teachers - Support staff - Pupils 	Medium	<ul style="list-style-type: none"> - Wet play at breaktime – pupils to remain in the classroom and class teachers to be released by LP to ensure they have a sufficient break – rota basis - Wet play at lunchtime - pupils to sit with their class in the hall; ensure all groups have access to items from their own class' wet play box. All items to then be cleaned thoroughly before next use. - Jan update – all playtimes supervised by LP (wearing a face covering) 	LP – KS1 SW - EYFS	Low – due to small numbers
Social distancing/ safety measures may be difficult to maintain within the hall	<ul style="list-style-type: none"> - Teachers - Support staff - Pupils 	High	<ul style="list-style-type: none"> - One-way system to enter and exit the hall - All doors to remain open to avoid unnecessary contact - Tables spaced out and children to sit with their class. 	All staff	Low

Dinner time and safety measures in the kitchen may be difficult			<ul style="list-style-type: none"> - Pupils to sit with 1 space between them to allow a balance between social distancing and sociability. Pupils to put their hand up when they have finished and only clear 1 at a time. Update – children sit on - Pupils to pre choose their meal; this will be sent to the kitchen in the morning. - School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19). 		
External Contractors or visitors needing access for compliance	<ul style="list-style-type: none"> - Teachers - Support staff - Pupils - Visitors 	High	<ul style="list-style-type: none"> - External contractors to be kept to a minimum - No non-essential visitors - Facemasks to be worn by those contractors/ visitors who visit multiple sites, especially in communal areas. - Sanitiser to be used upon entry and exit. - Photographers will wear face coverings and only take photographs in well-ventilated spaces. They will be overseen by LP or AS to ensure they are not within 2 metres of children or staff. - Jan update – no external contractors on site near Reception end of school during school hours. - All visitors to wear face coverings at all times 	AS	Medium
Teaching and learning					
Teaching and Learning considerations	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Years 1 and 2 will have their own individual stationery that will be labelled and placed on their desks - No resources to be brought in from home - Books taken home and brought into school must be wiped down upon being handed in - Prioritize PSHE lessons - Ensure music lessons are planned for different bubbles with 72 hours between them to avoid cross-contamination - No close partner talk; pupils to talk side on where possible 	LP and class teachers	Low
Curriculum areas	-	Medium	<ul style="list-style-type: none"> - All computers/iPad to be wiped down after any use - PE - Non-contact and low contact games such as tennis 	LP and class teachers	Low

			<p>can be played – wipe down rackets after use. Individual skills can be practiced at a distance. See https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework for more information.</p> <ul style="list-style-type: none"> - Art– any tools used must be wiped down and not shared across bubbles. - Prepare all resources in advance - In Nursery, plastic resources used and cleaned after use with Milton. - Timetables altered to ensure gaps are minimized and wellbeing is at the forefront. - Ensure curriculum addresses the government’s key principles to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. Use the slots before and after lunch to catch up on missed content/ fill gaps. <p>Follow specific governmental points for early years foundation stage (EYFS) and KS1:</p> <ul style="list-style-type: none"> - For children in nursery, we will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. - For pupils in Reception, we will assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. - For pupils in Key Stage 1, we will priorities identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics). Planning will provide opportunities across 		
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			the curriculum so they read widely, and develop their knowledge and vocabulary.		
Interventions / catch up lessons	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Pupils to have gaps identified and LP to lead interventions for children. - Booster groups to take place outside the classroom 'side on' and tables to be wiped after use. - Jan update – interventions to take place online 	LP and class teachers	Low
Pupils or groups who are not able/ allowed to attend school	<ul style="list-style-type: none"> - Pupils 	Medium	<ul style="list-style-type: none"> - Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer immediate remote education. We will use Google Classroom and send daily teaching resources and learning. We will also provide additional worksheets and books for those pupils who need it. Our Remote learning policy gives full details on the school website. https://www.gemswantageprimary.org/remote-learning/ - Pupils will be called regularly to be checked on (academically and in terms of mental health) - If a whole group or bubble is required to stay home, we will provide daily content which will be delivered by the teacher through high quality curriculum resources and videos 	Class teachers	Low
Safety					
Clothing / personal items being brought into the school	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - No unnecessary items to be brought in to school - Water bottles stay on the child's individual tables in KS1 and in small group areas in EYFS. - No toys, stationary etc from home to be brought in - No use of water fountains 	All staff	Low
First Aid	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	High	<ul style="list-style-type: none"> - First aid will be dealt with within the classroom where possible. - If support is needed, call the office. Children not to be sent down to the office/ medical room - No children, or staff may enter the office apart from the Principal, caretaker and Office Manager 	AS	Medium

			<ul style="list-style-type: none"> - No facemasks needed unless child is displaying COVID-19 symptoms. - Jan update – all staff to wear face coverings at all times 		
Safeguarding	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	High	<ul style="list-style-type: none"> - All safeguarding procedures to be followed according to normal policy (amended KCSIE 2020) - All reporting and recording should be on CPOMS - LP to update the safeguarding policy where relevant in relation to any COVID – 19 issues - Follow up any pupils who do not attend, especially vulnerable pupils (see point above) 	LP	Medium
Fire Safety	<ul style="list-style-type: none"> - Pupils - Teachers - Support Staff - Visitors 	Medium	<ul style="list-style-type: none"> - Carry out an initial fire tests to ensure all pupils can exit safely and stand in a line with some social distancing - Regular fire evacuation tests to be carried out on different days/ times, including lunch time. 	LP and caretaker	Low
Behaviour Policy	<ul style="list-style-type: none"> - Pupils - Staff - Parents - Visitors 	High	<ul style="list-style-type: none"> - Behaviour policy to be amended to include any additional changes that are needed in relation to COVID – 19 e.g. avoid physical interventions, phoning of parents - Children that intentionally, bite, lick, hit others (and other dangerous behaviours) and persistently do not follow COVID-19 safety instructions will not be permitted to attend the setting 	LP	Medium
Health and wellbeing					
Staff may become overwhelmed or worried	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Provide regular meetings and check ins for staff - Designated staff room for staff breaks cleaned regularly - Staff to be given up-to-date guidance on a regular basis - Any concerns to be discussed immediately - Offer sources to staff to support mental health and wellbeing: extra mental health support for pupils and teachers and Education Support Partnership - Ensure staff can access support and counselling services where appropriate - Jan update – all meetings to be held online 	LP	Low
Extra-Curricular					

Wrap around	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Medium	<ul style="list-style-type: none"> - Breakfast club will take place but with social distancing measures - Additional sports and music clubs to be paused until further guidance issued. - Wraparound care can continue to allow parents to work – all school-based measures to be adhered to. 	LP	Low
Clubs	<ul style="list-style-type: none"> - Teachers - Support staff - Pupils - Parents 	Medium	<ul style="list-style-type: none"> - Risk assess on a person by person basis - Catch up lessons may take place but this will be risk assessed on an individual basis - All interventions to be virtual 	LP	Low
Communication					
Communication with parents	<ul style="list-style-type: none"> - Teachers - Support staff - Parents - Pupils 	Low	<ul style="list-style-type: none"> - Communication sent directly to parents on a regular basis - Newsletters to go out weekly; include safety directions and things that are unrelated e.g. celebrations to maintain positivity and good mental health. - No parents or unnecessary visitors to come into the school - limit meetings, limit face to face conversations – all comms via email or phone. - Jan update – bi-weekly parent training and FAQs - Parent survey 	LP and AS	Low
Travel					
Parking and travel	<ul style="list-style-type: none"> - Staff - Parents 	Medium	<ul style="list-style-type: none"> - Staff and parents to follow the one-way system when driving - Parents and staff walking to school will need to uphold social distancing measures and stand at a distance when arriving at the gates. Staff to enter using lanyards and not allow external visitors to enter 	All staff Caretaker Parents	Low
TESTING					
Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.					
	-		Schools have been provided with full details of the KIT that will be supplied within the NHS Test & Trace		

			<p>deliveries and the Kit that is required to be sourced locally. All required Kit has been secured.</p> <ul style="list-style-type: none"> - The school has identified a secure location for the safe storage of new testing kits (with a temperature of between 2C and 30C) <p>TESTING AT HOME</p> <ul style="list-style-type: none"> - Staff who have agreed to take the tests will do so on a Sunday and Wednesday at home - AS has put together a pack for each required member of staff, including: <ul style="list-style-type: none"> o How to take the test o How to record results o Privacy notice - All applicable staff have signed and have had the shared drive information to ensure school is informed. - See separate Risk Assessment (Jan 26th 2021) 		
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	Name of Assessor: Leah Perring
	Date when risk assessment undertaken 19/06/20 Amended using new guidance 03/07/20 and 24/08/20 Amended using new guidance 05/11/2020 Amended using new guidance 09/01/2021 and 21/01/2021
	Principal signature:
	Date of next review –