



St Mary and St John Church of England Primary School

Risk Assessment September 2021

Reception children at Comper will be following guidance specific to their setting

If five people within one year group test positive within a ten-day period, Public Health England will advise of next steps and the contingency plan may be implemented.

Risk: Virus transmission through normal school routines

Actions to mitigate risk

Groupings:

- Children no longer need to be in year group bubbles unless the contingency plan needs to be implemented.
- Assemblies will be held separately for Upper (Y4,5 and 6) and Lower School (Y1,2 and 3). The year groups attending in person will be distanced. Other year groups will join the assembly virtually.

Drop off and pick up:

- Year group access points at drop off will continue. Parents are asked to drop children at the gate, with the exception of Year 1 (until October half term), where parents may drop children at the classroom door.
- To reduce the risk of transmission, one parent/carer will drop their child/children at a given school access point. Parents will be encouraged to drop children and leave promptly to avoid congestion at the school gates.
- School gates will open at 8:40 am and locked at 8:55 am.
- At pick up, children will be released from their classroom door where one parent/carer will collect. Year 5 will be released from the double doors near the Year 4 classroom and parents/carers may wait outside the hall area.

Visitors:

- Visitors will be permitted on site by prior appointment.
- Visitors will be given a copy of the risk assessment.
- Visitors will be required to wear a face mask in corridors and communal areas.
- Parents/Carers are encouraged to contact teachers with any questions via the school (officeoffice.3834@ssmj.oxon.sch.uk). Messages will be directed to the correct adult and teachers will respond to arrange a call or a meeting via the school office.

Learning spaces and classroom organisation:

- Children will access their classroom through an external classroom door.
- For children in years 4, 5 and 6, tables within the classroom can be grouped or seated to face forwards. Seating will be changed in the event of the contingency plan being implemented.
- Assemblies will be conducted virtually and in person in Upper and Lower School groups unless the contingency plan needs to be implemented.
- Opportunities for learning outdoors will continue to be encouraged.

Toilets:

- Children will visit the toilets one at a time. Each year group is allocated specific toilet cubicles.

Playtimes:

- As much as possible, playtimes will take place outdoors in Key Stage 1 and Key Stage 2 groups.

Resources:

- Shared resources will be thoroughly cleaned after each use.
- Only essential items e.g. lunch boxes, coats, bags and books will come into school (mobile phones in older year groups are kept in the school office during the day).
- All children will have an individual water bottle. Bottles will be provided for those children without one.

Risk: Exposure to infected individual**Actions to mitigate risk**

- School will communicate with all parents and carers the importance of staying off school if anyone in their household has Covid-19 symptoms.
- Guidance from NHS Track and Trace will be followed in the event of a positive case.
- School will actively engage with NHS Test and Trace when appropriate to do so.
- School will engage with lateral flow device testing twice a week for staff who choose to do the testing. All results will be reported via the government website. In the event of a positive result, the Headteacher will also be informed.
- Manage confirmed cases by following government and Local Authority guidelines and Public Health England advice.
- Communicate promptly and clearly with parents and carers if advised to by NHS Test and Trace.

Risk: Virus transmission in the physical environment (cleaning and hygiene)**Actions to mitigate risk****Handwashing:**

- All adults and children will clean their hands on arrival at the setting, after eating, at the end of the day, and after sneezing or coughing.
- Handwashing resources will be readily available in all areas of the school.
- All children will be taught about the importance of maintaining high levels of hygiene. Good practice will be encouraged and modelled.
- Posters and lessons will be used to raise awareness of good hygiene and staying safe.

Respiratory hygiene:

- All adults and children will use a tissue or elbow to cough or sneeze and use bins for tissue waste ('Catch it, Bin it, Kill it').
- Posters will be used to raise awareness of good hygiene and staying safe.
- Face masks will be used at the discretion of adults within school but are not required.

Enhanced cleaning:

- Tables and frequently touched surfaces will be regularly cleaned with anti-bacterial spray.

Ventilation:

- Where possible, all spaces will be well ventilated using natural ventilation (opening windows and internal/external doors).