



| School/Academy: | Wroughton Academies | Date of assessment | 25 th February 2022 | |
|--|--|----------------------------------|---|--|
| Who might be harmed? | Pupils, staff, visitors and contractors | How many are affected? | Whole School | |
| Reference Document: | Schools Operational Guidance February 2022 | | | |
| Date | Summary of school position | | | |
| 25 th February 2022 | School is in full operation | | | |
| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
| Communication | | | | |
| Staff | • This completed risk assessment is shared with staff. | ✓ | Completed risk assessment discussed with staff on Wednesday 1 st September and shared by email on Friday 3 rd September | Low |
| | • Risk assessment to be discussed at staff meetings weekly and staff can feed back on the effectiveness of these control measures and plans and share suggestions. | ✓ | Weekly staff briefings on Microsoft Teams and emails | |
| Parents/carers, pupils and visitors | • Parents and carers are informed about any measures still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder. | ✓ | Letter sent to all parents via email before the start of the new school year | Low |
| | | ✓ | Signage in place prior to opening | |
| | • The school's Covid-19 safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. | ✓ | Where a site visit is necessary, all visitors are directed to the risk assessment on the website in advance. | |
| Employer | • The completed risk assessment is shared with Jon Ward and the AIB | ✓ | Shared after HO approval | Low |
| Contracting / transmitting Covid-19 | | | | |
| Preventing symptomatic persons | • Pupils, parents / carers, visitors and staff are informed not to enter the school if they are displaying any symptoms of Covid-19: | ✓ | Visitors and staff regularly reminded not to attend school if they have any symptoms of | Low |



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| attending school | <ul style="list-style-type: none"> ○ a new, continuous cough ○ or a high temperature ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Pupils encouraged not to attend if at all unwell until a negative LF is confirmed.</p> | | Covid-19. Staff regularly (minimum once a week) reminded of procedures via briefings/emails | |
| | <ul style="list-style-type: none"> ● The school informs parents that if their child has symptoms, they are advised to do a LF test and report the result to the school. In the event of a positive test, they should remain at home for a minimum of 5 days. | ✓ | Ongoing procedure. | |
| | <ul style="list-style-type: none"> ● Records are kept of staff and pupils with symptoms consistent with Covid-19. The outcomes of PCR and LF tests of anyone in school are recorded and used in any outbreak management (see below) | ✓ | Ongoing procedure – recorded on Sims by attendance team and excel document – monitored by SLT daily | |
| Outbreak management | <ul style="list-style-type: none"> ● If a group who have mixed closely has either 5 individual or 10% confirmed (PCR) cases within a 10 day period, the school may have an outbreak: The school will contact the DfE ☎ 0800 046 8687 who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. | ✓ | Ongoing procedure. | Low |
| | <ul style="list-style-type: none"> ● School management are familiar with the DfE's contingency framework It describes the principles of managing local outbreaks of COVID-19. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools as part of their outbreak management responsibilities. | ✓ | Head / Deputy aware of guidance and can advise SLT accordingly. | |
| | <ul style="list-style-type: none"> ● The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations | ✓ | Attendance – procedures for remote learning will be re-introduced where required, | |

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| | above. <ul style="list-style-type: none"> ○ Attendance restrictions: If attendance restrictions are needed, vulnerable children and children of critical workers will still be allowed to attend ○ Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. ○ Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) ○ Reintroduction of shielding (following a ministerial decision). ○ Changes to: <ul style="list-style-type: none"> - Educational visits - Open days - Transition or taster days - Parental attendance in settings - Performances in settings | | Vulnerable pupils and children of critical workers can attend school. Staff who are advised to shield (ministerial advice) to work from home where possible Gov advice for CEV: 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 Home testing – LF kits available for staff Face coverings – large supply held on site Bubbles – Year groups already placed in bubbles on school site if reintroduction is necessary. | |
| Individuals not accessing the vaccination programme | <ul style="list-style-type: none"> ● The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. New staff are also asked to share this information | ✓ | Information on vaccination status to be gathered | Low |



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| Preventing persons who are at a higher risk of carrying the virus attending school | <ul style="list-style-type: none"> • Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area | ✓ | Head Office advice circulated to all staff at the end of the Summer term 2021 via email | Low |
| Performances | <ul style="list-style-type: none"> • The school will comply to this risk assessment for any performance, taking into account the latest advice | ✓ | Ongoing procedure | Low |
| Persons at higher risk of becoming seriously ill | <ul style="list-style-type: none"> ○ Clinically Extremely Vulnerable (CEV) staff ○ Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. They may wish to think particularly carefully about the additional precautions they can continue to take. • References: <ul style="list-style-type: none"> ○ Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) | ✓ | All CEV staff will be referred to the relevant government guidance | Medium |
| | <ul style="list-style-type: none"> • Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. | ✓ | Class teachers to work with any pupil not able to attend school, home learning to be provided | |
| | <ul style="list-style-type: none"> • The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> ○ Risk Assessment has been completed for all pregnant members of staff and is reviewed regularly. ○ Pregnant staff over 28 weeks who have not been vaccinated should act on their advice from their medical practitioner. | ✓ | Member of the SLT to carry out RA for member of staff. Reasonable adjustments will be made where possible. | |



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| School Visits | <ul style="list-style-type: none"> • All visits When considering booking a new visit there is adequate financial protection in place. | ✓ | Ongoing procedure. | Low |
| Undertaking CPR / and First Aid | <ul style="list-style-type: none"> • The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/Covid-19/first-aid-and-medicals/first-aid-certificate-Covid-19.htm “It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands” | ✓ | Information shared with First Aiders by Elle Kinder prior to the start of term. | Low |



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| | <ul style="list-style-type: none"> Contact details are kept of all other visitors to the school | ✓ | Ongoing procedure | |
| Lateral Flow Testing (LFT) (Staff) | <ul style="list-style-type: none"> School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> communicating with stakeholders reporting incidents and carry out risk management storing and reporting any required data They have read and understood the resources from the Primary portal. | ✓ | Jo Cairns communicates with staff regularly via email. Kits available to all staff | Medium |
| | <ul style="list-style-type: none"> The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part as long as tests are available. (See step 5 and model letter from the Govt. resources.) | ✓ | Ongoing procedure. | |
| | <ul style="list-style-type: none"> The two test days have been decided (3-4 days apart). | ✓ | Test days: Are at the discretion of individual staff but recommended Sunday evening and Wednesdays | |
| | <ul style="list-style-type: none"> Staff are reminded that: <ul style="list-style-type: none"> A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. | ✓ | To be communicated during training session and from staff receipt of this risk assessment. | |
| | <ul style="list-style-type: none"> Necessary records of testing and results are kept. | ✓ | Staff results are recorded via Microsoft Form | |
| Hygiene – General | <ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities Before cooking and eating After sneezing or coughing After using the toilet | ✓ | Ongoing procedure. Access to hand washing facilities in main school toilets throughout the day. | Medium |

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| | <ul style="list-style-type: none"> ○ Before leaving for home <p>Note: Electric hand dryers may be used in schools</p> | | | |
| | <ul style="list-style-type: none"> • Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p> | ✓ | Hand sanitiser available in all classrooms, offices and other rooms within school. Sanitiser dispenser available in main reception and corridors for visitors. | |
| | <ul style="list-style-type: none"> • The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. <p>Site staff / cleaners wash their hands after emptying the bins.</p> | ✓ | Ongoing procedure. All classrooms equipped with bins | |



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| | <ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. | ✓ | Whole school is cleaned throughout the day and thoroughly at the end of each day in line with current government cleaning guidance. <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas More frequent cleaning of frequently touched surfaces Regular cleaning of toilets Encouragement to wash hands after using toilet Extra cleaning water coolers, tables, photocopiers Early year carpets to be sprayed with anti-bac regularly Clean staffroom throughout the day | |
| Hygiene – Classrooms | <ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. Staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: Staff may wish to continue to wash or sanitise their hands before and after handling pupils' books. Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. | ✓ ✓ ✓ ✓ | Ongoing procedures – the Covid Co-ordinator has been asked to communicate with the Site Team regarding this. Ongoing. Gloves to be provided when requested by staff. Bottles of disinfectant to be available as required Hand sanitiser in every classroom. Pupils bring in their own water bottles | Low |



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| | <ul style="list-style-type: none"> Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach | ✓ | <ul style="list-style-type: none"> Ensure enough tissues and bins are available in the Academy Ensure that all rooms have a bin. | |
| PPE (Reference) | <ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. | ✓ | Ongoing procedure | Low |
| Foyer / Reception | <ul style="list-style-type: none"> Visitors to reception area kept to a minimum by greeting them at the door | ✓ | Ongoing procedure | Low |
| Meeting rooms | <ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. Meeting rooms are well-ventilated | ✓ | Ongoing procedure. | Low |
| Curriculum: School Sport | <ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. | ✓ | Ongoing procedure. | Low |
| | <ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces, for example, school halls, used where it is not. | ✓ | Ongoing procedure. | |
| | Sports equipment is thoroughly cleaned at regular intervals | ✓ | Ongoing procedure. | |
| | <ul style="list-style-type: none"> Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. | ✓ | Ongoing procedure. | |
| Curriculum: Music, dance and drama in school PHE Safer Singing | Ensure good ventilation of indoor spaces | ✓ | Ongoing procedure. | Low |



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| Reference (see also Performances) | | | | |
| Playground and school field | <ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. | ✓ | Ongoing procedure. | Low |
| Lack of air changes / ventilation | <ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading Covid-19: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. | ✓ | Ongoing procedure. All classrooms have opening windows and doors which can be propped open. Staff to be reminded during training session. | Low |
| | <ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. Rearranging furniture where possible to avoid direct drafts. | ✓ | Ongoing procedure. Staff to be reminded during training session. | |
| | <ul style="list-style-type: none"> Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. | ✓ | | |
| Breakfast, after | <ul style="list-style-type: none"> Breakfast and after-school clubs to operate | ✓ | Ongoing procedure | Low |



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| school and holiday clubs (Reference) | | | | |
| Operational issues | | | | |
| Availability of staff | <ul style="list-style-type: none"> • The potential impact on staff absence while pupils all remain in school has been explored and contingency plans are in place (use of supply / re-deploying school staff) • Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> ○ Staff involved and trained in personal care ○ PI trained staff ○ First Aiders ○ Site management ○ DSL | ✓ | Ongoing practice – staff available in school and supply used as necessary | Low |
| | | ✓ | Office based / teaching staff have equipment to allow them to continue to work from home whilst isolating if required. Support First Aiders available. Site management cover from Regional Site Team if needed. Deputy Safeguarding Leads in place. | |
| Personal Health and Safety Concerns (General) | | | | |
| SEND pupils | <ul style="list-style-type: none"> • Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands more frequency than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. | ✓ | Ongoing procedure – face shields used by support staff as necessary. | Low |



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| Staff welfare and staff redeployment | <ul style="list-style-type: none"> Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/Covid-19-covid-19-staying-at-home-tips/ | ✓ | All staff have access to the Employee Assistance Programme and school Mental Health First Aiders if required. SLT in regular contact with isolating staff. | Low |
| | <ul style="list-style-type: none"> Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. | ✓ | Internal cover staff and supply available. | |
| | <ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE’s workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work. | ✓ | Where needed, school will involve specialist HR personnel for advice and guidance. | |
| Pupil welfare and mental health support (Reference) | <ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from Covid-19 | ✓ | Pastoral Manager is available to support pupils. School risk assessment is published on the website. | Low |
| | <ul style="list-style-type: none"> Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> self-isolating | ✓ | Ongoing procedure. | |



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| | <ul style="list-style-type: none"> ○ shielding ○ vulnerable | | | |
| Other Issues | | | | |
| Remote Education | <ul style="list-style-type: none"> • Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school. | ✓ | Ongoing procedure for home learning continued from previous lockdowns | Low |
| | <ul style="list-style-type: none"> • Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern | ✓ | Ongoing procedure for home learning continued from previous lockdowns | |
| | <ul style="list-style-type: none"> • The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. | ✓ | Ongoing procedure | |
| Education Recovery Reference | <ul style="list-style-type: none"> • The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. | ✓ | Ongoing procedure | Low |
| Safeguarding | <ul style="list-style-type: none"> • If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> ○ notifies their social worker (if they have one) ○ agrees with the social worker the best way to maintain contact and offer support ○ checks if a vulnerable pupil is able to access remote education support ○ supports them to access it (as far as possible) ○ regularly checks if they are accessing remote education | ✓ | Ongoing procedure. | Low |
| School Meals | <ul style="list-style-type: none"> • The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. | ✓ | Ongoing procedure – vouchers provided via email by Elle Kinder | Low |



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| Reviews | <ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. | ✓ | Ongoing practice. Head / Deputy receive email updates from the Government and Head Office. | Low |
| | <ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. | ✓ | Ongoing practice. | |

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| Are there any other foreseeable hazards associated with Covid-19? | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Additional Hazards | List any additional control measures required | Residual Risk rating High, medium, low |
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| ASSESSED BY Jo Snelling | SIGNED <i>J. Snelling</i> | DATE 25 th February 2022 |
| REVIEWED BY Jon Ward | <i>J. Ward</i> | |