



Risk Assessment -Updated November 2021

If five people within one year group test positive within a ten day period, that year group will be required to isolate and we will revert to the contingency plan.

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. Children may share both indoor and outdoor space across settings.

Drop off and pick up:

- We will continue with the same entrance and collection points for children in order to minimise crowding on the site
- Parents are asked to drop and collect children at the gate to their child's setting. An adult will greet them there and support them to settle in the classroom
- Only one parent/carer to drop their children. Parents will be encouraged to drop children and leave promptly to avoid congestion on the school site
- School gates will open at 8:40 am and locked at 9am to allow for flow of parents and reduce congestion
- No parents to be allowed in the building without prior arrangement apart from in the lobby to speak to office staff. No more than two families at a time in the lobby. Where possible if families are waiting in the lobby, keep one of the doors open to allow for good ventilation
- Parents will be allowed to discuss their child's well being and progress with staff at the end of the day if needed. However, we will encourage parents to communicate with staff via Tapestry or through the school office email: office@comper.oxon.sch.uk
- Parents will be able to arrange a face-to-face meeting with staff if needed. Where possible this will be held outside or in a well-ventilated space and adults will maintain 2 meters distance.

Visitors:

- External visitors will be permitted on site by prior appointment only
- It will be compulsory for visitors to wear a face covering on site at all times and they will be encouraged to take a lateral flow test before coming for their visit
- Visitors will be emailed a copy of our risk assessment and visitor protocol in advance and/or given a copy on arrival
- Visitors will be asked to take a lateral flow test the day before they visit if possible
- Visitors will be asked not to attend their appointment if they show any symptoms or feel at all unwell



- It 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
- Doors to classrooms will remain open whenever possible and safe based on the needs of the children in the class
- Adults will plan to be outside for as much of learning as possible
- Windows will be kept open wherever possible.

Toilets:

- Toilets will be cleaned thoroughly every evening by the cleaners
- Adults will support children to use the toilets where necessary to ensure hygienic use
- Thorough post toileting handwashing routines will be encouraged. Where this is not possible for any reason, children will be given anti-bacterial gel.

Risk: Exposure to infected individual

Actions to mitigate risk

- The school will follow Local Authority guidelines and Public Health England advice and communicate this with parents in a clear and timely manner
- 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 staff will engage with lateral flow device testing twice a week. In the event of a positive result, the Headteacher will be informed. The member of staff will take a PCR test and stay off school until the results are back. They may only return to work if the PCR is negative.

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 using anti-bacterial gel, after eating, at the end of the day, and after sneezing or coughing
- Soap will be well topped up in toilet areas and there will be anti-bacterial gel in all classrooms



- Covered bins will be in all settings for tissues and any wipes
- All children will be taught about the importance of maintaining high levels of hygiene. Good practice will be encouraged and modelled by adults
- The hand washing song will be uniformly used across the school to encourage thorough handwashing and support children to want to do it.

Respiratory hygiene:

- Where possible, all spaces will be well ventilated using natural ventilation (opening windows and internal/external doors)
- Outdoor Learning will be encouraged as much as possible
- All adults and children will use a tissue or elbow to cough or sneeze and use one of the covered bins for tissue waste ('Catch it, Bin it, Kill it')
- Adults will monitor children who are unwell or show signs of infection and send them home immediately if they feel they have any key symptoms
- Face masks will be worn by all adults in communal spaces in the school
- Parents and visitors to the school will be asked to wear a face covering and will be encouraged to carry out a lateral flow test before entering the site

Enhanced cleaning:

- Frequently touched surfaces will be regularly cleaned with anti-bacterial spray or an anti-bacterial wipe