



Bretforton Village School Academy Risk Assessment – updated January 2022



General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Government advice: <https://www.gov.uk/coronavirus>
- DfE <https://www.gov.uk/coronavirus/education-and-childcare>
- Worcestershire Recovery Planning: supporting the implementation of phased school return in Covid 19 conditions: www.worcestershire.gov.uk/recoveryschools
- Worcestershire Covid 19 Education Bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

School Name: Bretforton Village School	DfE Number: 885/2026
Date agreed by Head of School/Executive Headteacher 04.01.2022	Date approved by Governing Body: Shared with Governors at committee meetings 12.01.22

Opening Plans

Q1. What date will you begin to welcome back pupils into school?
January 4 th 2022 - INSET day (no pupils)
January 5 th 2022 - All pupils return

Measures are based on Schools COVID-19 Operational Guidance updated 17th August 2021 and DfE guidance 2nd January 2022
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Theme 1: Ensure good hygiene for everyone

From guidance....	Bengeworth CE Academy actions	R	A	G
<p><i>Hand hygiene</i></p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p><i>Respiratory hygiene</i></p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important. The e-Bug COVID-19 website contains free resources, including materials to encourage good hand and respiratory hygiene.</p> <p><i>Use of personal protective equipment (PPE)</i></p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19</p>	<ul style="list-style-type: none"> • Children to be given hand sanitiser on entry to the classrooms and then wash hands in the cloakroom/at the allocated sinks while putting coats and belongings away. • Further hand sanitiser to be used frequently throughout the day, in addition to hand washing after break, before and after lunch. • Staff will supervise handwashing for pupils in Reception and Year 1 direct pupils to wash hands as and when they feel necessary following tasks involving shared equipment etc. • Staff to apply hand sanitiser on entry to school and to wash their hands regularly using soap and warm water for at least 20 seconds throughout the day, after contact with any shared resources, after administering any first aid or any close contact with a child and upon entering and leaving the building. • Staff to apply hand sanitiser regularly during the day in between hand washing. • All visitors to the school will be asked to apply and sanitiser on entry and exit, with supplies of sanitiser available outside both school offices. • “Catch it, bin it, kill it” message promoted by posters around school and in classroom. Tissues available in all rooms and staff prompt pupils as required on following this. Lidded bins available in all classrooms to be used for the disposal of tissues. • Masks, aprons, visors, gloves etc will be used by all staff administering first aid and when supervising pupils who have symptoms of C-19. Where PPE has been worn by staff supervising possible positive cases, this will be disposed of in a double bag and added to the general waste after 72 hours or if the pupil has a negative result. 			

Theme 2: Maintain appropriate cleaning regimes

You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

PHE has published guidance on the [cleaning of non-healthcare settings](#).

- All classrooms provided with cleaning kit to wipe down frequently touched surfaces regularly which are kept out of the reach of pupils and used by staff only.
- Any shared resources cleaned after each session where possible.
- Enhanced cleaning routine with cleaner working between both settings wiping down touch points and cleaning toilets during the school day, in addition to regular cleaning schedule in place.
- Anti-viral wipes used to wipe down photocopiers, laminators, guillotines and frequently touched surfaces in staff rooms.
- All chairs and tables sanitised between groups of pupils at lunchtimes and at the end of service.

Theme 3: Keep occupied spaces well-ventilated

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.

Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.

If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.

- Windows/doors to be kept open in teaching rooms as much as possible, with pupils advised to wear additional layers of clothing as necessary.
- If a comfortable temperature cannot be maintained, windows may be closed but should be opened at breaks and between lessons to ensure fresh air supply and to dilute any airborne virus particles.
- Windows in corridors and communal areas (eg staff rooms and halls) to be open.
- CO2 monitors to be used in classrooms where this is not already installed, with frequent monitoring by staff to ensure that levels remain acceptable (in place from Wednesday 5th January 2022)

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).

You should balance the need for increased ventilation while maintaining a comfortable temperature.

The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19 advice](#) provides more information.

DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO₂ levels in classrooms and exploring options to help improve ventilation in settings where needed

Theme 4: follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test
 Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your school develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children’s social care settings](#) guidance. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Asymptomatic testing

Staff should undertake twice weekly home tests whenever they are on site until the end of term, when this will also be reviewed.

- This risk assessment shared with all staff during the week beginning 10.01.22
- Updated guidance frequently shared with staff and parents, including most recent Public Health advice on self-isolation and testing procedures shared with parents and carers by email 04.01.22
- All staff encouraged to self-test at home using LFD tests twice weekly or daily for 7 days when notified of being a close contact of a positive case.
- Guidance on isolation of symptomatic pupils / staff in school followed – person to be isolated in identified isolation areas at both settings supported by staff members wearing full PPE until able to leave the building. Areas to be deep cleaned following any suspected cases, including ‘fogging’ if necessary.
- First aiders to wear PPE (as above) when dealing with all first aid incidents.
- Parents/carers/staff to be advised by letter/email following identification of positive cases with reminders of LFD/PCR testing procedures which should be followed.
- NHS test and trace will carry out contact tracing; this will not be undertaken by the school except for a general notification to parents/carers/staff of the possibility of having been a close contact of a positive case.

Additional measures:

- Staff and visitors to wear face coverings when in communal spaces and when walking around either setting.
- Staff required to return dirty utensils and cutlery to the dishwasher.