

24<sup>th</sup> May 2021

Dear Parents and Carers,

Attached you will find our updated risk assessment for term 6. This has been updated following both local and national updates.

The main changes are as follows:

- Face masks will be encouraged still for drop off and pick up, but they are not essential. If you would like to speak to a teacher, we would still request that you wear one.
- Warwick and Windrush Class will spend lunchtime together. They will be kept separately in the dinner hall, but will play together after lunch.
- Tolsey and Priory Class will spend breaktimes and lunchtimes together outside. They will also both have their lunchtime in a second sitting in the hall, but remaining with their classes whilst indoors and eating.
- Any planned trips will also have a separate covid risk assessment.
- We will welcome visitors to the school to support the children academically, socially or emotionally.

Any questions, please do get in touch,

Kind regards

Adam Clark

Headteacher

Burford Primary School  
Priory Lane, Burford  
Oxfordshire OX18 4SG  
Tel: 01993 822159  
Head Teacher – Mr Adam Clark

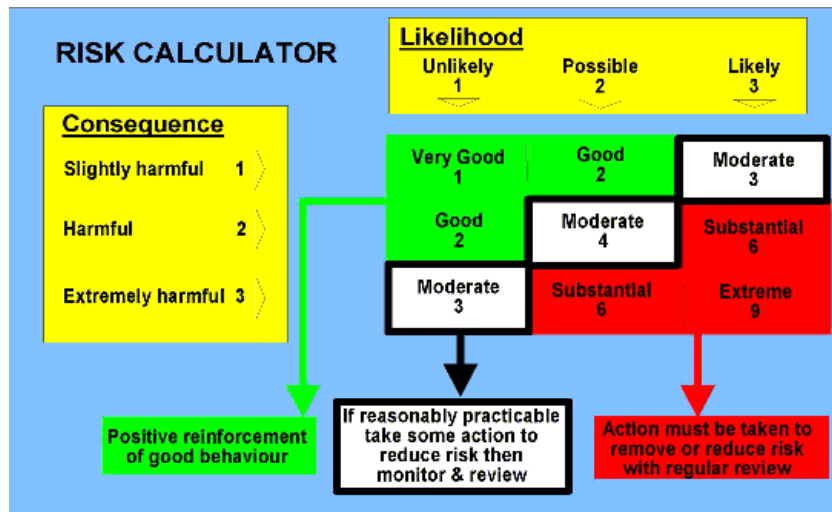
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Risk Assessment for Burford Primary School effective from 6<sup>th</sup> June 2021

This risk assessment is part of the planning required to identify the procedures and actions necessary and specific to Burford Primary School that confirm the arrangements for reduced restrictions within the school following the announcement that the school will move to step 3 of the roadmap on the 17<sup>th</sup> May. The assessment follows the operational guidance (COVID-19) issued by the Department for Education issued in May 2021.

The assessment uses a simple but effective assessment methodology (risk calculator) which is used to evaluate the risk, complete a risk ranking which will determine the residual risk. This is done by assessing the likelihood of a risk causing harm and if it does occur what the severity of the harm caused would be.

The risk calculator used in this assessment is shown below:



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Hazard	Who may be harmed?	Risk rating before control	Control measures/notes	Risk rating after controls	Control measures by
1. Lack of effective infection protection and control when children arrive or depart the school setting	School staff, children, parents and carers.	Consequence (C) 2 Likelihood (L) 2 Total (T) 4	<ol style="list-style-type: none"> <li>1. Staggered start times and one way system to continue at the beginning and the end of the school day.</li> <li>2. Parents and carers to be encouraged to continue to wear face masks, especially if they need to speak to class teachers, however this will no longer be a requirement.</li> <li>3. Parents and carers to be encouraged to only have one parent or carer dropping off in the morning.</li> <li>4. All children to wash their hands on entry to the school.</li> <li>5. If possible, communication between parents and carers and school staff should take place through class email addresses or the school office.</li> <li>6. All contractors and visitors will be arranged to arrive at times other than school drop off and pick up if possible.</li> <li>7. All adults or children must not enter the school site if they are displaying symptoms of COVID 19 (a new, continuous cough, a high temperature, a loss or change of sense of smell or taste) or if they have recorded a positive lateral flow test.</li> <li>8. Arrangements to be made if parents or carers are isolating</li> </ol>	Consequence (C) 2 Likelihood (L) 1 Total (T) 2	School staff, children, parents and carers.

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			following contact from NHS track and trace. They must not enter the school site.		
2. Lack of effective infection protection and control within the classroom and educational spaces will increase the potential for virus transmission	School staff, children.	C 2 L 2 T 4	<ol style="list-style-type: none"> <li>1. Windows, and where possible, doors open to allow for a constant flow of air to ventilate classrooms.</li> <li>2. Outdoor space used as much as possible.</li> <li>3. Numbers of people in staff room to be limited, and windows open whenever possible.</li> <li>4. Children kept within their classes whenever inside (when learning and when eating in the dining hall). Classroom tables and resources will be organised in ways to best support the children academically. This will involve some children working in groups. Whole classes will isolate if there is a positive case confirmed. When children need to be in a group to support them academically with children from another class, registers will be kept. Any positive cases will be cross referenced, and if the positive case affects a child in a group, that group will also be required to isolate.</li> <li>5. Due to the lower risk of transmission outdoors and to support children's emotional needs, classes will join at break and lunchtime. Children will remain in one of two separate groups (Warwick and Windrush Class or Tolsey and Priory Class). All children will eat their lunch in the hall, however they will remain with their class when inside.</li> <li>6. All equipment used will remain within the classroom, or left for 72</li> </ol>	C 2 L 1 T 3	School staff

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			<p>hours or sterilised if needed by another class. Regularly used equipment, such as pens and pencils, will be allocated to individual children/small groups wherever possible.</p> <p>7. Music tuition to continue with registers being kept and the music tutor being responsible for cleaning touched surfaces and equipment between children.</p>		
3. School is unable to maintain enhanced cleaning standards	School staff, children.	C 2 L 1 T 3	1. Maintain current cleaning model. Tables wiped down between lunch sittings, cleaner to report new supplies with at least 7 days notice, extra cleaning materials available in all spaces children or adults will visit during the day, utilise outdoor space if a suspected case is reported.	C 2 L 1 T 3	School staff, cleaning staff
4. School is unable to support effective personal hygiene requirements due to limitations of resources or materials	School staff, children	C 2 L 1 T 3	<p>1. Toilets allocated to each class in order to avoid mixing of groups.</p> <p>2. Soap and appropriate cleaner monitored daily.</p>	C 2 L 1 T 3	School staff, cleaning staff

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5. Visitor to the school transmits COVID-19	School staff, children	C 2 L 2 T 4	<ol style="list-style-type: none"> <li>1. Visitors must not come in to school if they display symptoms of COVID 19 (a new, continuous cough, high temperatures or loss or change in their sense of smell).</li> <li>2. Visitors must not come in to school if they have been required to self-isolate by NHS track and trace.</li> <li>3. Face masks must be worn by visitors as they travel through the school. If working with children, they can remove their face mask when in their 'teaching area' which will be at least 2m away from all staff or children.</li> <li>4. All resources brought by the visitor must not be handled by children or staff unless they are brought to the school 72 hours before the visit.</li> <li>5. After visitors leave a room, enhanced cleaning of the area that they have been in will take place</li> <li>6. All available windows and doors will be open in the room which the visitor is in to support natural ventilation. Staff and children will be able to wear warm clothing and heating will be on to maintain comfort levels.</li> </ol>	C 2 L 1 T 3	Visitors to school, school staff, children
6. Other educational activity requiring children and	School staff, children	C 2 L 2 T 4	<ol style="list-style-type: none"> <li>1. All planned trips should include an additional COVID-19 risk assessment</li> <li>2. Consideration should take place on transport, the location of the trip, the educational or social benefit of the trip and how</li> </ol>	C 2 L 1 T 3	School staff, children, Headteacher

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staff to leave the school site			development of symptoms during the trip will be managed.		
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