COVID-19 Risk Assessment

This Risk Assessment was written in response to The guidance for Full Opening: Schools published on 2nd July 2020.

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Attendance expectations

It is vital for all pupils to return to school to minimise as far as possible the longer-term impact of the pandemic on pupils' education, wellbeing and wider development.

The usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.
- **There may be exceptional circumstances in which some level of restriction to education or childcare is required in a local area. In those situations, restrictions will be implemented in a phased manner, the key aim being to retain as much face-to-face education and access to childcare as possible. These 'tiers of restriction' will ensure that extensive limitations on education and childcare are a last resort, and that priority is given to vulnerable children and children of critical workers for face-to-face provision in all cases. At 'tier 4',Primary schools will limit attendance to just vulnerable children and children of critical workers. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply.**

School name	Brambleside Primary School		
Assessment carried out by (name/role)	Natalie Goosey		
Date of assessment	29th August 2020	**Date of next review**	8/9/2020

Hazard identified	**The spread of Covid-19 coronavirus**

Who might be harmed and how?	**Measures to control the risk/ Systems of control**	**Controlling the risk**	**Who needs to carry out the action?**	**When is the action needed by?**	**Done**
• Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors Risk of contracting Covid-19 and	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	**Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).** • Staff given instruction on what to do if they or someone in their household experiences symptoms following **health protect team** advice;	DB/NG to share on 1st Sept training day	1st September 2020	

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risk of transmission to others Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)		• Staff given instruction on what to do if a pupil show symptoms at school; • Any staff / pupils displaying symptoms of coronavirus in school to be sent home; Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace; • Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms; • Staff/pupils should arrange to have a test if they display symptoms of coronavirus; • if a member of staff or pupil tests positive, **the health protection team will provide definitive advice on who must be sent home. Each classteacher will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.** •			
	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	• The school will contact the local health protection team if someone in the school community tests positive for Covid-19. • . **The health protection team will provide definitive advice on who must be sent home.**	DB/NG to share on 1st Sept training day	1st September 2020	

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	Engage with the NHS Test and Trace process	• Staff must ensure they understand the NHS Test and Trace process and how to contact their local health protection team. • Staff members and parents/carers understand that they will need to be ready and willing to: . book a test if they are displaying symptoms. . provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace . self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. **Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).**	DB/NG to share on 1st Sept training day	1st September 2020	
	Shielded and isolating pupils and adults:	The majority of pupils will be able to return to school. You should note however that: • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19); • Staff should read the current advice on shielding; • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical	DB to advise parents in communication	17th July 2020	

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		appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for pupils and young people; • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools to be able to immediately offer them access to remote education.			
	Staff who are clinically vulnerable or extremely clinically vulnerable	• Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19; • School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	DB/NG to share on 1st Sept training day	1st September 2020	
	Pupils and families who are anxious about return to school	• Schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.	DB to discuss issues with families	1st September 2020	
	Remote learning for pupil	• **Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school should have the capacity to offer immediate remote education.**	DB BL	September 2020	

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	<u>Hygiene measures</u> Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities) Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)	• Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing; • Provision of hand soap and disposable paper towels/blue towels and regular checking of supply; • Regular reminders about hand washing and social distancing (e.g. posters in prominent positions). Staff to model good handwashing to pupils ; • Use seven steps of Handwashing procedures and display posters around school: • Hand sanitiser and tissues available in classrooms and other key locations; • the 'catch it, bin it, kill it' approach continues to be very important, there will be enough tissues and bins available in the school to support pupils and staff to follow this routine. • Staff must ensure younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. • Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.	NG ensure posters are visible around school. Share with staff. All Staff	ongoing	
	Enhanced cleaning	• Enhanced cleaning protocols are in place. These include: o Thorough cleaning of classrooms and communal areas at the end of the day; o Cleaning of frequently touched surfaces often; o Cleaning of play / outdoor equipment between groups; o Cleaning of other equipment for practical lessons between groups;			

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		○ Tables were lunch is eaten to be cleaned after use; ○ Removal of unnecessary items from learning environments; ○ Removal of soft furnishings, soft toys and toys that are hard to clean. ○ Toilets are to be cleaned regularly. • PPE (School supply of PPE is non-aerosol face masks, aprons, gloves and eye wear (if necessary) to be available to anyone cleaning an area where a person with possible or confirmed coronavirus has spent time • Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.			
	Maximising ventilation	• Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).	All staff	ongoing	
	Minimising contact and mixing between groups of staff and pupils Grouping of pupils (NB if class-sized groups are not compatible with offering a full range of subjects or managing the	The following practices have been put in place: • One-way system marked around the site; • Use of available classrooms/teaching spaces for use of groups of no more than 30 pupils • Accessing rooms directly from outside where possible; • No assemblies; • Lunches in classrooms (with staff collecting) parents/carers to order lunches online; • No mass breaks/ gatherings of people from different bubbles; use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day;	NG/ SO All staff	1st Sept 2020 Ongoing	

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	practical logistics within and around school, we will implement year group sized 'bubbles' but they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.)	• Introduction of drop-off / pick-up protocols that minimise contact; • Rearrangement of classrooms with pupils sitting side-by-side and facing the front (with pupils occupying the same desk where possible); • Limited use of shared resources and prevention of sharing stationery and other equipment where possible. Pupils to use their own, labelled equipment (phase leaders to share an equipment list with parents); • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual; • PPA staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults;			

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		• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided; • Conducting regular classroom activities outdoors; • There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. • Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers; • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery (to be stored around chair/ desk to avoid cloakroom use) and mobile phones (where applicable, given to classteacher); • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules; • Wraparound care will recommence, with providers endeavouring to keep groups separate.			

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	PPE Normal supply of (non-coronavirus related) PPE will be maintained. In line with government guidance, face coverings are not required **in primary schools.**	• A supply of face masks, gloves and aprons will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid (when the injured/unwell person can not be manage independently) or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; • Additional training needs on the use of PPE have been identified with individual staff and training to take place on training day. Share NCC putting on/ removing PPE guidance. Staff to acknowledge receipt of training and that training has been understood (sign document if in person/ Email if delivered remotely) • **Primary school children will not need to wear a face covering. In school where social distancing is not possible in areas outside of classrooms between members of staff or visitors, staff or visitors can wear face coverings in these circumstances.**	All staff	Ongoing NG to share documents on 1st September	
	Reducing face-to-face contact between staff and between staff and visitors	• Protocol is that face-to-face meetings between staff and between staff and visitors are to be minimised where possible in favour of audio/video conferencing; • Any face-to-face meetings on site observe social distancing and will be held outdoors where practical; • Only essential visitors are allowed on site with prior permission; • Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. • Contractor visits are scheduled outside school hours where possible.	All staff	Ongoing NG to share documents on 1st September	

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	Social distancing in school office and communal spaces	• IT workstations in use simultaneously are distanced at least 2 metres apart; • Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible; • Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; • Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed; • Reception staff instructed on how to deal with deliveries safely; • Any post from families to left outside classroom doors (internal) for the office staff to collect (pupils not to visit other classrooms).	FS	Ongoing	
	Reduction in use of public transport to get to and from school	• Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; • Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. • Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour.	DB – communication with parents	July 2020	
	Monitoring	• Management checks to be undertaken each day on the control measures in place and reported back to DB/NG; • Staff encouraged to report any breaches of health and safety protocol they have witnessed.	All Staff	ongoing	

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	Catering	• The kitchen will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals; • School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19).	MD FS	1st Sept 2020	
	Recommission all systems before re-opening	Checks carried out on the following: • Gas • Heating • water supply • mechanical and electrical systems • catering equipment – Coombs advise tbc	SO FS	1st Sept 2020	
	Ensure water systems are safe and operational	• Commission a water treatment specialist check the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the rooms are reoccupied.	SO FS	1st Sept 2020	
	Ensure all ventilation systems remain energised and in good working order.	• All systems are in normal operating mode and the mechanical ventilation and adjusted to full fresh air.	SO FS	1st Sept 2020	
	Check your fire safety systems	Checks carried out to ensure that: • all fire doors are operational; • fire alarm system and emergency lights are operational and all working;	SO DB FS		

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		• Fire practice to be conducted wb 7/9/20.			
	To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: • At risk of exclusion • In need of early help • Have additional needs such as behaviour, sensory impairment etc. • Exhibiting mental health and well-being issues • In need of bereavement counselling Meeting the social care thresholds	• Pupils have been identified • LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support Action plan in place to ensure increased needs are addressed	MEB DB		

Hazard identified	Stress and anxiety relating to coronavirus workload

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	Who needs to carry out the action?	When is the action needed by?	Done
• Staff • Volunteers / governors • Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety	Ensure sufficient rest breaks	• Revised timetabling to build in identified breaks during the day for those staff working on site; • Staff encouraged to take breaks outdoors where practical, maintaining social distancing.	Phase leaders	ongoing	
	Regular contact with all staff by line managers	• Line managers contact staff at least weekly, to include a wellbeing check; • Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have.	DB/ Phase leaders	ongoing	
	Weekly communication with all staff	• Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues.	DB	ongoing	
	Provision of Employee Assistance Programme / Signposting support	• School has signposted suggested sources of support to all staff; • Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing.	MEB/NG/DB	ongoing	