

BRENZETT CEP SCHOOL RISK ASSESSMENT July 2020 – For September opening

To be completed by SLT member and reviewed by Governor regularly.

LxS	Likelihood	Severity	Risk Rating
= R	1 Seldom 2 Frequently 3 Certain	1 Low 2 Medium 3 High	1 = Very low or no risk 2 = Low risk 3-4 = Medium risk 6 = High risk 9 = Very High risk

**This risk assessment is in response to Covid19 and will be updated regularly to reflect school changes and responses to government guidelines.
The Aquila Trust have created a Risk Assessment which forms part of the appendices.**

Location, activity, or issue being looked at: Returning to School COVID19

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R / R	What extra controls need to be put in place?	By when?	By whom?
Monitoring this RA and H&S	Checks are not carried out	All	1	3	3	All check to be carried out either daily or weekly to ensure RA remains robust See Appendices Check List and Daily management check list (HOS office)	2	RA is adapted changed and reviewed weekly in line with any govt changes to guidelines. Check lists completed daily	All Actions will be in place for 2 nd Sept 2020	

Potential Exposure to Covid – 19 (Coronavirus):	Transmission to pupils and staff	All	1	3	<p>3</p> <p>All staff must read and follow the guidelines; Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Staff maintaining distance from pupils and other staff as much as possible.</p> <p>Prevention:</p> <ul style="list-style-type: none"> - minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school - clean hands thoroughly more often than usual - ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach - introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and antibacterial spray. 	2	<p>If no tissue, use the crook of your elbow.</p> <p>Enforce social distancing as advised by UK Government.</p> <p>Reporting to management to be encouraged by staff if 2 metre rule is seen to be breached by pupils and staff.</p>		
Exposure to Virus	Known Exposure to Covid – 19 (Coronavirus):				Do not come into work where someone you live with has been diagnosed. You are at increased risk. Immediately self-isolate from others at School and contact the				

				<p>management team. If you are in school and receive the news that someone has been diagnosed, you will be asked to leave School immediately and the area would be cleaned. Following cleaning of premises as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease. Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) employees are individually assessed.</p> <p>Response to any infection:</p> <ul style="list-style-type: none"> - engage with the NHS Test and Trace process - manage confirmed cases of coronavirus (COVID-19) amongst the school community - contain any outbreak by following local health protection team advice 				
Classroom Layout	Transmission from pupil to pupil	All pupils		Children to face the front of the classroom. Pupils to sit side by side.		For further guidance, please see - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-		

							outbreak/guidance-for-full-opening-schools		
Ventilation	To ensure good ventilation across the school in line with govt advice	All staff pupils	2	3	6	<p>Where possible windows and doors are to be propped to ensure good ventilation.</p> <p>Premises staff prop doors open and close them at the end of the day.</p> <p>This ensure less contact with doors by adults and pupils.</p> <p>In an emergency (eg Fire) All doors will be closed by staff on exit.</p>	<p>Make sure they:</p> <p>Don't prop open any automatic fire doors</p> <p>See: Managed use policy In accordance with our fire safety policies, strategy and risk assessment, we have developed this additional Managed Use Policy in order to ensure the health, safety and welfare of all occupiers within our school buildings and the loss of said assets.</p> <p>Only open doors where it's safe to do Its safer to have doors open than have children and adults constantly opening them</p>		
Staff and Pupils arriving at School	Testing of Staff before starting work:				<p>2 Metre zone marked around school.</p> <p>2 Metre distancing marked to ensure Social Physical Distancing remains a priority for those arriving at school and leaving school.</p> <p>All staff and pupils must have their temperature taken and hands sanitised on entering the building at all times .If temperature is over 37.8 degrees, member of staff to go home immediately and follow action plan guidance (see other document) or pupil they must be isolated and go home immediately on collection.</p>	<p>We will be continuing with temperature taking to offer a level of reassurance to anxious parents based on feedback gathered from questionnaire feedback (8th July 2020)</p> <p>Where parents have identified an allergy to hand sanitiser wipes can be used.</p>			

						<p>The 7 day period starts from the day when you first became ill. After 7 days you may return to School if you feel better and no longer have a high temperature. If you still have a high temperature, keep self-isolating until your temperature returns to normal. After 7 days you do not need to self-isolate if you just have a cough as a cough can last for several weeks, once the infection has gone.</p>			
Children arriving by taxi	Virus passed from driver to pupil and vice versa	All adults and children	2	3	6	<p>KCC have provided a Risk Assessment. Pupil must wear face covering on entry to vehicle. Driver must wear face covering on entry to vehicle.</p>	Risk assessment from KCC Transport on file in school.		
Staff contact	Staff passing on the virus to each other.	All adults and children	2	3	6	<p>Staff must keep contact to the minimum. Staff to be aware of 'social physical distancing' Staff to continue strict hygiene routines.</p> <p>Staff will be working within a Key Stage Group (Appendix 1) and will endeavour to avoid other groups of children/adults when in school.</p> <p>Staff who are 'vulnerable' and at risk. Need to complete with HOS the Vulnerable Person Risk Assessment</p>	<p>Clinically Vulnerable see guidance – https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>		
Visitors to school	Passing on the virus	All adults and children	2	3	6	<p>All visitors to remain outside of the building unless their visit is essential. See Govt guidance If it is essential to enter the building. Temperature is to be taken and to use hand gel and socially physically distance themselves.</p>	To further protect staff and pupils, visitors will not be permitted in any of the classrooms or offices. As bubbles are not to be compromised and offices staff could be 'at risk'		

					<p>They will not be permitted beyond the Reception area/Classroom door unless a visit has been pre-arranged and they have completed a visitor declaration form.</p> <p>Parents accompanying children on to school property to follow guidance from a staff member to the correct drop off/pick up.</p> <p>Governors If in the event Governors attend site They will be asked to use the Governor Management Checklist and the visitor Declaration Form. They will also remain in the office area of the school if pupils and most staff are on site.</p>	<p>Contractors: Any contractor attending the site must comply with the Contractors Checklist (EW) They must also supply the school with a Risk Assessment, Covid 19 Risk assessment, Insurance and method statement.</p>				
All Staff and Visitors	<p>Staff leaving the building and then returning to school and passing the virus through additional contact.</p> <p>Visitors arriving having previously had contact at another premises other than home.</p>	All Adults	2	3	6	<p>Staff must not leave their bubble to go out of school. If they do they will need to return to their home, shower and change their clothes and then return to school.</p> <p>Staff who are required to travel between different sites must be kept to a minimum.</p> <p>No visitor may enter the building unless it is essential . If it essential they must adhere to the school procedures.</p>	2	On return to the school, the procedures for entering the site must be followed by all staff members.		
Agency/Specialist teacher Visitors	Visitors for pupil support and meetings	All Staff and Pupils				<p>Visitors must be clear on the reason for their visit.</p> <p>An offer of a virtual meeting will be offered first.</p>				

						Visits to site must complete normal procedures and complete visitor declaration form.				
Emergencies	Contractors other emergency repair workers.	All Staff Pupils	2	3	6	Contractors will only be admitted if it is an emergency situation or, to carryout essential maintenance.	2	All maintenance must be arranged where possible outside of schools hours.		
Increase in pupil attendance	Toilet breaks	All adults and children	2	3	6	Identified toilets for each bubble. Specific toilet identified for isolation will be recommissioned if used for this purpose.	2	It has been identified that due to the toilet facilities available that Cherry Class will use the disabled isolation toilet facilities. However, in the event of a person needing to be isolated, the class will use Acorn Class toilets, which will be still be within the Key Stage bubble.		
Increase in pupil attendance	Breaks	All adults and children				Staff to allocate areas for pupils to socialise in. Staff must supervise all break times. Break times staggered and different playgrounds used so no Key Stage groups come in to contact with others.	2			
Increase in pupil attendance	Lunchtime food prep	All adults and children				Catering staff to have temperatures taken on arrival to work Where possible keep to social distancing measures.				
Increase in pupil attendance	Lunchtime Service	All adults and children				Packed lunches outside where possible School dinners: Pupils to remain in allocated seat and staff on duty will take plates to them. Staggered timings in place to ensure no crossing of Key Stage bubbles.				

						Cleaning regime in place between sittings.			
Staff	Staff Lunch breaks	All Adults	2	3	6	Staff, not directly supervising must follow social distancing rules at all times. Surfaces to be wiped clean daily. Dishwasher put on at the end of the day.		Staff Room; To sit and leave 3 seats apart at least. If possible eat outside Staff allocated areas. Tea and Coffee. Staff to leave a 2 metre gap whilst getting drinks.	
Cleaning after every meal	Potential Spread of virus	All Staff pupils	1	3	3	Make sure all surfaces including table tops and benches are washed with correct solutions. Door handles and push panels on doors to be cleaned after every sitting.	2	Cleaner has changed hours to after school so any additional cleaning is done immediately at end of school.	
Cleaning at the end of the day	Potential Spread of virus	All Staff pupils	1	3	3	All rooms used to be cleaned and a schedule in place.			
Cleaning Classrooms	Spreading of virus via toys and equipment in all areas	Pupils	2	3	6	All equipment and toys that are used must follow a strict washing regime this needs to be planned and checked	2	See detailed plan attached for YR R	
Use of Reading Books	Spreading Virus through books	All staff pupils	2	3	6	Books must be left on identified shelf in Library for 48hrs before being returned to library shelves.	2	All staff to manage and ensure strict cleansing is adhered to.	
PE Lessons	Risk of Virus spreading through sharing PE Equipment	All staff pupils	2	3	6	All equipment to be washed after use. No tennis balls, cloth bean bags. Only plastic washable equipment to be used.	2	See separate PE Risk Assessment	
Outdoor climbing equipment	Potential spread of virus through sharing of structure	Pupils	2	3	6	Climbing equipment to be washed after use.	2	See separate PE Risk Assessment See outdoor play guidance	
Cleaning Classroom	Potential risk to pupils and staff	All staff pupils	1	3	3	Classroom cleaning protocol in place RED cloth bodily fluids BLUE cloth for desk and hard surfaces GREEN cloth computer/laptops YELLOW cloth Bathrooms/sinks	2	To reduce cross contamination ensure cloths are kept separately and used appropriately	

Mental Health issues for Staff	Adverse effect on the Mental Health and wellbeing of Staff	All Staff pupils	2	3	6	<p>Staff to hold fortnightly check ins with identified 'buddy', to ensure staff have an opportunity to raise concerns or offload in a professional capacity.</p> <p>Staff emailed regularly and signposted to support lines, staff care, resources that may support them or their families during this time.</p> <p>Staff to be aware that we all react in different ways to anxiety and stress and that some anxieties may exhibit themselves in different ways for different people.</p>	2	<p>Staff counselling CARE Pack</p> <p>'Buddy' will be their identified 'CiA' Coach.</p> <p>Staff Self Support system to be offered.</p> <p>Mental health and well-being action plan has staff identified as an area for actions. To be updated for September opening.</p>		
Mental Health issues for pupils	Adverse effect on the Mental Health and wellbeing of pupils					<p>When FLO, Hos, or teachers contact families, if they have concerns about mental health they should use MYConcern to record, in detail and factually what happened and what questions this may raise. The DSL will make contact with appropriate agency or contact family directly.</p>		<p>A range of counselling services to be engaged for individual pupils where needed</p> <p>Restorative tiered approach to pupil wellbeing to be used by all staff</p>		
Lack of staff	School closure due to a member or members of staff being infected with the virus and not enough staff to ensure the safety of the pupils	All adults and children	2	3	6	<p>Contact all parents, close school directly</p> <p>Staff to self-isolate and remain away from school.</p> <p>Parents to be directed to KCC to allocate places</p>		<p>School to carry out deep clean before re opening</p>		
Emergency Procedure Management	Management of staff, pupils and visitors during an	All Staff pupils	2	3	6	<p>Staff to remind children of the procedures for evacuation Pupils</p>	2	<p>Number of children to be added to 'Yellow Sheet'</p>		

	emergency (i.e fire evacuation)					to follow normal emergency procedures.		daily so all aware of how many in each class rooms.		
Management of Parents	Parents fail to follow social distancing rules when within school building/grounds	All Staff pupils	2	3	6	<p>Parents will not be admitted in to the school building. Parents will drop pupils at school. Lining up using the pathway/playground markings at 2m with their child. Entry only in to reception/playground area. Temperature to be taken and written down, children then welcomed into the building, to wash hands and proceed to classroom.</p> <p>Parents to wait and only leave if the pupil is accepted in.</p>	2	Parents fully informed of procedures in place and given reminders by staff when needed.		
Staff and Pupils	Management of staff and pupil movements within the school buildings	All Staff pupils	2	3	6	To ensure safe physical distancing a one way system to be introduced down on the left up on the left and cross opposite doors only.		Corridor width to be used move additional furniture to the centre of walkway.		
Pupil	Management of pupils leaving	Pupils	1	3	3	<p>Parents to wait outside of school building exercising social distancing. Pupils to be released one at a time when parents are called forward to collection/drop off point.</p> <p>Parents to pick up at staggered times.</p>		Parents to exercise strict social distancing whilst picking their children up from school.		
Pupil	Behaviour Management	Pupils	1	3	3	Pupils will be informed of any additional expectations in behaviour to ensure safety. Additional measures may need to be used, for example: parents to collect pupils who are not obeying rules to ensure safety of others.		Parents to agree that they will collect children not adhering to safety measures.		

Wraparound care	Transmission of virus between pupils and staff		2	3	6	Bubbles to be kept in consistent groups for breakfast and afterschool provisions		Key stage groups to be used for consistency and staffing.		
Forest School	Transmission of virus.	Pupils	2	3	6	All tools and equipment will be cleaned between each forest school session. Children will come to school in Forest School kit		Pupils will be escorted outside by an adult from their bubble to meet with Forest School leader. To be read in conjunction with current Forest School Risk Assessment		

Name of Assessor: _____

Date: _____

Review Date: May 2020

Job Title: _____

Sign here to confirm when all actions have been completed