

Schools Risk Assessment

School	Birch Copse Primary School	
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings in preparation for a full return in March 2021	
List of Hazards	What are you already doing to lower risks?	Additional actions required
Contact with a person who has Covid symptoms	<ul style="list-style-type: none"> Staff and pupils who have covid symptoms must not attend school until they have completed their 10 day isolation period from symptom onset, or if they receive a negative test and are well. Staff and pupils who have tested positive for coronavirus must not attend school for at least 10 days from the start of their symptoms and until their symptoms have resolved; or if asymptomatic, 10 days after their test date and until symptoms have resolved (other than cough or anosmia which can last for several weeks). If a member of a staff or pupils household tests positive for corona virus they must not attend school until the 10 days self-isolation period is over Staff or pupils who have someone in their family who has symptoms must not attend school until they have had a test and it is negative. Understand the test and trace system https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works 	<p>See appendix for additional information.</p> <p>If a child in school shows symptoms and is sent home the rest of the children in that bubble/group/group will only need to be sent home to self-isolate for 10 days after the last contact with the confirmed case if the child subsequently tests positive. https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p> <p>Children attending BASC, will be counted as attending 2 bubbles (BASC and Class).</p> <p>Toilets allocated to classes as stated in appendix.</p>
Suspected cases of Covid 19 in the school day	<p>If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> Notify the Headteacher immediately. Avoid touching anything. Move pupil to a separate room and contact parents for immediate collection. If a staff member needs to stay with them then they must remain 2m away. If personal care needs are required then appropriate PPE 	<p>See appendix for additional information.</p> <p>If a child is ill with symptoms of Coronavirus, please take them directly to the deputy head's or Headteacher's office</p> <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-</p>

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	<p>(gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances.</p> <ul style="list-style-type: none"> • Follow guidance on safe fit, use, removal and disposal of PPE and RPE. • If a staff member shows symptoms they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and testing. • They must not return to school until their period of self-isolation has been completed or if negative test result and they are well. <p>A list of all persons who the affected person has been in contact with should be made, and these are to be monitored for symptoms throughout the following two weeks.</p>	<p>covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>PPE video: https://www.youtube.com/watch?v=-GncQ_ed-9w</p> <p>If the test comes back positive, we will contact the local health protection team for advice and the actions required. This will normally include the rest of the children and adults in that group (and BASC group, if the child attends this) be sent home to self-isolate for 10 days.</p>
<p>Contact between individuals</p>	<ul style="list-style-type: none"> • Children are grouped together in bubble/group/groups • Bubble/group/groups of children should not interact with each other • Older children should be supported to maintain distance where possible • Where possible limit the sharing of rooms and maintain social distancing spaces between bubble/group/groups 	<p>See appendix for additional information.</p> <p>Each Year group will form a bubble - this includes the children and adults</p> <p>Ideally, children will stay within their classes for the majority of the time, limiting the amount of time they are mixing with the other class in their year group. Exceptions include:</p> <ul style="list-style-type: none"> ○ When year groups mix for regular lessons/ group work <ul style="list-style-type: none"> ▪ Year 1 for daily phonics ▪ Year 2 for daily maths lessons ▪ Year 5 for daily maths lessons ▪ Year 6 for daily English and maths lessons ○ Break and lunch times

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		<p>In order to limit the amount of contact between children from different classes, toilets are allocated to each class.</p> <p>BASC will create an additional bubble with children joining from their bubbles within school.</p>
Access to and egress from site	<ul style="list-style-type: none"> • Everyone must wash their hands or use appropriate hand sanitiser on entering the building. • Stop all non-essential visitors entering site • Encourage social distancing of people waiting to enter site via use of signage. • Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. • If staff or pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing. 	<p>See appendix for additional information.</p> <p>To reduce the bottle necks of pupil's arrival at school and entering the building.</p> <ul style="list-style-type: none"> • Staggered start times and end times • Requesting that parents do not arrive too early and do not congregate in groups. • Drop off to the school gate recommended for Year 5 and 6. • One way system to keep parents moving through the site with separate entrance and exits. • Families with children allocated to different arrival times will be asked to drop off at the earliest slot required by the family and pick up all their children at the latest slot. These children will go to their classrooms (teachers will need to be in class from 8.30am-3.30pm) • Each class has a drop off/ pick up route through the school and door to enter/ exit from. Details and route maps can be found in Appendix 1
Communal areas/Offices	<ul style="list-style-type: none"> • Try to avoid having too many staff in any area e.g. staff rooms etc. at any one time, unless appropriate social distancing can be maintained. • Bubble/groups are segregated from each other to reduce social interaction • Regularly clean with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens, telephones, desks, particularly following peak times. • Assemblies or collective worship for more than one bubble/group should be avoided • Increase the cleaning of frequently touched surfaces 	<p>See appendix for additional information.</p> <ul style="list-style-type: none"> • The use of shared areas allows for one group at time to use them and for cleaning to take place in between groups. • In order to limit the amount of contact between children from different classes, toilets are allocated to each class. • Head Teachers could consider using virtual solutions (Google, Zoom etc.) to deliver assemblies. • Plastic screen in office to section off 2 work stations. • Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal

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	<ul style="list-style-type: none"> • More frequent cleaning of rooms/shared areas that are used by different groups • Timetable to keep bubble/groups apart, reduce movements around the school and avoid creating busy corridors / entrances / exits 	areas).
Staffing	<ul style="list-style-type: none"> • Staff should discuss any medical needs with the Head Teacher prior to them entering the school. Relevant guidance for those who are clinically vulnerable and clinically extremely vulnerable must be followed • Any existing individual risk assessments (disability, young persons or new/expectant mothers) should be reviewed, any changes must be recorded including any new controls. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures etc. • If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations. <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • No physical contact. • It is important to maintain social distance for staff wherever possible. • No close contact activities. 	<p>See appendix for additional information.</p> <p>All teachers and staff are allowed to work across different bubble/groups of children but try to reduce this as much as possible.</p> <p>Specialist teachers / supply staff and volunteers are allowed into school to help with the delivery of curriculum but you need to ensure they understand the schools processes and procedures.</p> <p>Mixing of volunteers across groups should be avoided and they should maintain social distance from staff and pupils where possible.</p> <p>It is important to emphasise the need for staff to maintain social distance for staff wherever possible. If there is a confirmed case amongst a staff member, it has the potential to seriously impact the operation of the school if it leads to a number of staff members having to self-isolate for 10 days</p>
Classroom usage	<p>Where possible staff are to maintain a safe distance between each other and pupils.</p> <ul style="list-style-type: none"> • Adjustments to seating arrangements so pupils are sitting side by side and facing forwards towards the teacher. • Bubble/groups should stay together for majority of the time. • Mixing into wider groups for specialist teaching, wrap around care or transport is acceptable but should be kept to a minimum. • Classrooms should be kept well ventilated. • Classroom based resources such as books and games 	<p>See appendix for additional information.</p> <p>Make an assessment of the items in each classroom. Remove those that cannot be easily cleaned and store them separately if possible. This could include soft furnishings, soft toys and toys with lots of small parts.</p> <p>Consider splitting resources/equipment between bubble/groups so that they can be sole use for that bubble/group. This will reduce the burden of cleaning during the school day or between groups. All resources can then be cleaned at the end of each day</p>

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	<p>can be shared by that bubble/group but should be cleaned frequently or should be left unused for 48hrs (72hrs for plastics)</p> <ul style="list-style-type: none"> • If resources are moved between bubble/groups they should be meticulously cleaned or left for 48hrs (72hrs for plastics) before moving to another bubble/group. • Limit the amount of equipment that children are permitted to bring into school to essential items only • Resources such as library books that are taken home should be treated as above and either cleaned on return or left unused for 48hrs (72hrs for plastics) before being re-allocated. <p>Strict hygiene rules to be implemented</p> <ul style="list-style-type: none"> • Establish a routine for hand washing. Prior to or upon entering classrooms, at break times and before and after eating. • Use alcohol-based hand sanitiser where hand washing facilities are not available. • Display PHE handwashing posters around school • Implement catch it, bin it, kill it approach 	<p>Adults should wash their hands more often than usual or use hand sanitiser</p> <p>Adults should wipe surfaces used by other groups regularly (e.g. hot water urn, fridge, and photocopier).</p> <p>Children need to clean hands more often than usual. They should wash their hands:</p> <ul style="list-style-type: none"> ○ At the beginning of the school day ○ After breaktime ○ Before they eat their lunch (within the lunch break) ○ After lunchtime (within the lunch break) ○ Before they go home at the end of the day ○ After they go to the toilet <p>Children should hand sanitise:</p> <ul style="list-style-type: none"> ○ Before break ○ Whenever they leave/ enter the classroom (e.g. PE, group work) <p>Staff should teach and monitor children's hand-washing.</p> <p>Promote the 'catch it, bin it, kill it' approach for children who cough/ sneeze.</p> <p>Clean surfaces that children touch regularly throughout the day (e.g. tables, door handles, light switches)</p> <p>Try to keep doors and windows open throughout the day for ventilation and so we don't need to touch door handles. (we can prop doors open)</p>
<p>Use of outdoor areas and play equipment</p>	<ul style="list-style-type: none"> • Outdoor equipment to be cleaned between uses by separate bubble/groups. • Where cleaning is not possible it should be left for 48 hours (72hrs if plastic) before use by another 	<p>See appendix for additional information.</p> <p>Schools are encouraged to use outdoor areas where possible. However, consideration needs to be taken to keeping bubble/groups segregated.</p>

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	bubble/group.	<p>Consider allocating play areas for a day or days to a bubble/groups/groups and then allow time for cleaning before rotating to another bubble/group of children.</p> <p>Where the play equipment will naturally be left unused for a period of 48 hours (72hrs if plastic), such as weekends. There is no need to clean.</p> <p>Each year have their own outdoor play equipment, which should go out and come back inside with them. E.g. skipping ropes, hoops, balls etc.</p> <p>We need to still encourage social distancing where possible – i.e. no contact games like football matches, tag etc.</p> <p>The climbing frames (and loose parts play in the infants) can be used by one class per week</p>
Physical education	<ul style="list-style-type: none"> • Pupils are to be kept in consistent bubble/groups • Equipment thoroughly cleaned between groups • Contact sports to be avoided, until regulations changed. 	<p>See appendix for additional information.</p> <p>Prioritise outdoor sports where possible Use of external coaches is acceptable but you need to ensure they are aware of and abide by the control measures you have in place</p> <p>Natasha will be back in January to do dance lessons in the hall. She will be asked to stay 2 metres away from the children as she works with many year groups On PE days, children will be allowed to come to school in their PE kits and stay in them for the day Any shared PE equipment should be clean before and after use. It can be shared across year groups (i.e. one class could get it out and clean it at the start, the second class cleans and puts it away at the end)</p>

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<p>Access to staff toilets, rest rooms and changing facilities</p>	<ul style="list-style-type: none"> • Staff rooms should be set up to maintain social distancing • Introduce enhanced cleaning of all facilities throughout and at the end of each day. 	<p>See appendix for additional information.</p> <p>For staff:</p> <ul style="list-style-type: none"> ○ The Wise Owl Room and Breakfast and After School Club can be used as additional staff rooms. ○ Please ensure social distancing with members of staff not in your bubble ○ Please limit your time in the staff room to allow others to use it
<p>School meals</p>	<ul style="list-style-type: none"> • Food and drink should only be consumed in areas that are suitable and can be easily cleaned • Break times should be staggered to reduce congestion and contact. Bubble/group/group groups should not mix. • Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. • Food displays should be protected against contamination by coughing, sneezing etc. • Children should sit side by side and ideally all face in the same direction when eating to avoid face to face contact if possible. • Drinking water should be provided with enhanced cleaning of taps and contact surfaces introduced. • Tables and chairs should be cleaned before, between and after use. • All areas used for eating must be thoroughly cleaned at the end of each break and between bubble/group/groups, including chairs, door handles, vending machines and payment devices. 	<p>See appendix for additional information.</p> <p>Full meal provision should be provided</p> <p>Where schools contract in catering then they should request a copy of the contractors risk assessment to ensure that it does not clash with their own.</p> <p>Snacks can be eaten outside as normal</p> <p>One lunchtime controller will be assigned to each class (if we are short, Year 6 will share)</p> <p>Children will eat lunch in their classroom</p> <p>School dinners will be either a packed lunch or a hot meal in a take-away container. These will be brought to the classroom by the Lunchtime Controller</p>
<p>Wrap around care</p>	<ul style="list-style-type: none"> • Resources used in wrap around care settings will be treated the same as in classrooms with increased cleaning or isolation of 48hr (72hrs for plastics) <p>Where possible children should be kept within bubble/group/groups but it is recognised that this will not always be possible to maintain the bubble/group/groups</p>	<p>See appendix for additional information.</p> <p>The controls put in place for food preparation and consumption should be the same as during the school day</p> <p>Children attending BASC will be treated as an additional bubble. This</p>

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	used in the school day. In this instance groups will be kept small and consistent.	does mean that a child attending BASC, being tested positive for Covid-19 will lead to BASC children and the child's bubble having to self-isolate.
Offsite trips	<ul style="list-style-type: none"> No day trips will be undertaken until guidance changes No overnight or overseas trips will be undertaken until guidance changes 	See appendix for additional information.
Cleaning	<p>A cleaning schedule will need to be implemented throughout the site, ensuring that contact points e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> Virucidal cleaner to be used throughout the day to clean surfaces. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are to be regularly checked and supplies replaced/replenished. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. Only cleaning products supplied by the school should be used. Bin liners should be used in all bins 	<p>See appendix for additional information.</p> <p>If cleaning materials are to be placed in classrooms for teachers to use ensure that they have had sufficient training in their use and storage.</p> <p>By the end of the summer term, PHE is due to publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Where group/individual work takes place outside the classroom, any shared resources should be cleaned before and after use</p> <p>Where an adult works with children across different bubbles (e.g. HLTAs, PPA staff, specialist PE teachers, Pupil Premium TAs etc..) they need to be more vigilant with social distancing and hand hygiene</p>
First aid provision	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands before and after giving first aid and ensure the room/area is cleaned on completion.</p>	<p>See appendix for additional information.</p> <p>Each year group should have their own basic first aid kit – this can be taken outside at break and lunch times. This will include hand sanitiser for the person administering first aid to use before and after providing assistance.</p> <p>Year groups should also have a supply of gloves, masks and aprons. As ice packs need to be kept in the fridge, they are a shared resource and should only be used if absolutely necessary. They need to be cleaned before being replaced back in the fridge. Wet tissue can be used as an alternative cold compress.</p>

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Fire	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Bubble/group/groups should assemble together and not mix with other groups. In the event of an unplanned emergency evacuation, life safety takes priority over social distancing. 	<p>See appendix for additional information.</p> <p>Fire evacuation has not changed. We will carry out a practice drill, as we would normally.</p>
School travel arrangements	<ul style="list-style-type: none"> On dedicated school transport the advice around face masks and face covering for public transport will not apply. Use of hand sanitiser upon boarding Additional cleaning of vehicles by the operator Organised/distanced queuing and boarding where possible Distance within vehicles if possible If staff or pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing. 	<p>Further DfE guidance is to follow</p> <p>Use of face coverings is only recommended for secondary school children if they are likely to come into close contact with others outside their bubble/group/group</p>
Deliveries and waste collection	<ul style="list-style-type: none"> If practicable drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff; allow packages to be left in a safe place. Hands are to be thoroughly washed after handling deliveries or waste materials. Waste bags and containers to be kept closed. If possible, waste collections to be made when the minimum number of persons are on site (i.e. before or after normal opening hours). 	
Visitors to site	<ul style="list-style-type: none"> All visits to site are by appointment only All visitors to be made aware of site rules Any site visitor should be required to wash or sanitise hands before allowing entry to the site. All visitors details must be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number. 	<p>See appendix for additional information.</p> <p>Restrict access to reception/offices/classrooms and all interactions with parents and any other should ideally be by phone or email. Face to face meetings should be by appointment only</p> <p>Where face to face meetings are required then social distancing must</p>

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	<ul style="list-style-type: none"> These records should be kept for 21 days after the visit and stored/disposed of according to GDPR https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 	<p>be maintained.</p> <p>Revise your visitor welcome to reflect the controls you have in place in school</p>
Contractors	<ul style="list-style-type: none"> Contractors carrying out maintenance deemed necessary to the safe running of the school should be allowed on site and must be informed of your covid secure measures and comply with good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Contractors must only access the area/s of work as shown. Contractor to request permission if access to other areas is required. All areas accessed by contractors should be thoroughly cleaned. 	<p>See appendix for additional information.</p> <p>Update the contractors check list to include the school precautions.</p> <p>Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite.</p> <p>Where contractors may now be lone working consider how you will manage adequate supervision.</p>
Weather	<ul style="list-style-type: none"> All persons to dress appropriately for the weather. Facilities are provided to shelter from the elements. 	<p>See appendix for additional information.</p> <p>Parents advised that school will not be able to apply sun cream and spare clothing/hats will not be available.</p>
Lack of awareness	<ul style="list-style-type: none"> Posters will be displayed in the welfare areas and in suitable places around site. “Toolbox talks” will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 	<p>See appendix for additional information.</p> <p>Consider using posters/videos provided by Public health England to promote good hygiene with pupils</p> <p>Try to establish hand washing as a routine in classrooms</p>

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Hand sanitiser	<ul style="list-style-type: none"> To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. Do not use near heat sources. Note: it is preferable to use soap and water before resorting to hand sanitiser. Hand sanitiser must be stored in accordance with the manufacturer's instructions Use of hand sanitiser by pupils must be supervised A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school. 	<p>See appendix for additional information.</p> <p>60% alcohol hand sanitiser is extremely flammable. You need to be very careful of using it in areas where there could be static sparks or naked flames that will cause it to ignite. Be very careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition If the hand sanitiser you have been able to source is not gel then take extra care in its use as it will easily spill and splash.</p>
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Risk assessment completed by	John Micklewhite	Signature	
Risk assessment sponsored by	Mat Graham (Chair of Governors)	Signature	
Date assessment completed	March 2021		
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input checked="" type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature
Sept 2020	John Micklewhite (updated isolation days and contractors)			
March 2021	John Micklewhite			

Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

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<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

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