

COVID-19 risk assessment – Partial re-opening of schools

Site / school name:	Brookwood Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Partial re-opening of primary schools – Early Years, Reception, Years 1 and 6 from 1 June 2020 at the earliest ▪ Some face to face support in secondary schools for Years 10 and 12 ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	SLT	Date of completion:	19 th May 2020; updated 26 May 2020; updated 4 th June 2020; updated 19 th June 2020; updated 26 th June; 3 rd July 2020
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	Within one month of completion	Risk assessment no:	Version 7 – 3 rd July 2020
Record of risk assessment reviews			
Date of review:	13/05/2020	Reviewed by:	Jon Robinson
		Comments / date of next review:	<ul style="list-style-type: none"> ▪ Further information on face masks for first aid ▪ Simplified format ▪ Additional section on early years provision
Date of review:	23/05/2020	Reviewed by:	Jon Robinson
		Comments / date of next review:	<ul style="list-style-type: none"> ▪ Additional staff role definitions added for clarification ▪ Staff mental health and wellbeing ▪ Requirement for COSHH risk assessments ▪ Requirements for waste management and disposal ▪ Sections on individual staff and pupil assessments where required ▪ Minor clarification / updates highlighted in yellow

Date of review:		Reviewed by:		Comments / date of next review:	■
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What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>Organise class groups</p> <ul style="list-style-type: none"> ▪ Ensure maximum numbers are adhered to. ▪ Minimising contact between groups. ▪ Ensure children and young people always stay in the same groups on each day and do not mix on subsequent days. ▪ Where possible ensure that the same teachers and other staff are assigned to the same groups during the day and on subsequent days. ▪ Where staff are taking breaks then supervision should be by other members of staff from the same group. ▪ Ensure students are only in school when they need to be. 	<ul style="list-style-type: none"> ▪ Surveys issued for Yrs 6, 1, R and nursery, along with key workers to establish demand ▪ Risk assessments for children with EHCPs to be completed ▪ Children organised into appropriately sized groups ▪ Each group allocated a room, dedicated entrance and exit routes and toilets ▪ Allocate appropriately skilled staff and communicate staffing arrangements ▪ Create site map of rooms and routes and communicate this with staff along with videos (latter also to be used with children and parents) ▪ Individual risk assessments for higher risk staff ▪ Staff Code of Conduct and “Working in School” protocol sent to all staff with an electronic sign off and included in training for 8th and 9th June ▪ Communication with parents to provide clarity over staggered intakes, entry and exit expectations etc. ▪ Two members of staff where possible in each bubble and alternatively, an extra member 	<p>SLT</p> <p>SENCO</p> <p>SLT</p>	<p>By 22nd May</p> <p>By 5th June</p>	

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			<p>of staff per year group to supervise breaks and lunch cover if necessary</p>			
		<p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none"> ▪ Move furniture and desks to enable social distancing between pupils. Ensure the same principle is applied to teachers' desks. ▪ Floor markings can be used as well to define transit routes or no-go spaces in classrooms. ▪ Remove any unnecessary items including soft furnishings and other items that are hard to clean. ▪ Consider allocating students a desk so they use the same desk if they are in on consecutive days. ▪ All spaces should be well ventilated using windows etc where possible. 	<ul style="list-style-type: none"> ▪ Adhere to government guidance on social distancing – some floor markings already in place, others to be considered to designate routes for different year groups. ▪ Create videos to educate children and parents on arrangements and expectations ▪ Regular site walks by SLT taking into account the age of the children using the designated space ▪ Ensure windows open properly in classrooms / learning spaces identified. ▪ Soft furnishings / hard to clean items to be removed w/c 18th May and stored in children's centre (currently mothballed). ▪ Layout/ learning space to be set out during the week prior to cohorts returning, in order to communicate to staff and parents in advance. ▪ Desks to be allocated to children in year 6, situated in 	<p>SLT / Caretaker / identified support staff</p>	<p>Before 5th June</p>	

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			<p>hall (well ventilated, designated entry and exit)</p> <ul style="list-style-type: none"> ▪ All children’s equipment labelled clearly ▪ Plastic cups purchased to be used in the event that water bottles are left at home. ▪ Additional space identified for one further key worker bubble – not yet required but anticipated – will be in Bumblebees class. ▪ Reception classes sharing toilets but with allocated cubicles / sinks and dedicated entrances to ensure they remain separate. ▪ Dedicated area of the field allocated for Reception to use. ▪ One member of staff providing comfort breaks for teachers in each bubble. 			
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> ▪ Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. ▪ Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. 	<ul style="list-style-type: none"> ▪ Set out where each year group is permitted to go outdoors and when. ▪ Lessons outside of the classroom will need to be risk assessed. ▪ Structure of the day to be clearly articulated to staff and timetabled to ensure social distancing maintained 	SLT	By 5th June	

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			<ul style="list-style-type: none"> ▪ Home learning offer to be reviewed to ensure this can be achieved in and out of school. ▪ Staff in school to use non-contact time to plan for activities and resources in a safe way consistent with Covid guidelines. ▪ External, non-contact sporting activities will be permitted provided regular hand washing and equipment is disinfected after use. 			
		<p>Movement around the school</p> <ul style="list-style-type: none"> ▪ Use the timetable to and selection of classrooms to reduce movement around the school as much as possible. ▪ Consider if teachers move rather than pupils ensuring that contact between different groups is minimised. ▪ Stagger assembly times and consider if they are even necessary. ▪ Stagger start and finish times. ▪ Stagger break and lunch times. ▪ Use one-way systems where possible. ▪ Consider if dividers can be placed in corridors where two-way travel is necessary. ▪ Prioritise use of classrooms where external doors are present so entry / exit can be made from outside rather internal corridors. 	<ul style="list-style-type: none"> ▪ Children to stay in same classroom with same staff for the remainder of the term. ▪ No assemblies ▪ SLT to go into classrooms as far as the doorway, but no further unless required in order to, for eg, manage behaviour. ▪ Any out of bounds areas clearly identified ▪ Stringent handwashing will be observed. ▪ Timetable and designated routes for children and staff will ensure no two-way travel. ▪ Year 6 will be in the hall, enter through main door, exit out on to playground via hall door. ▪ Year 1 bubble using Ladybirds class (only one bubble has 	SLT	By 8 th June	

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		<ul style="list-style-type: none"> ▪ Use floor or wall markings to highlight social distancing. ▪ If students need to queue to get into a classroom mark out clear waiting areas with 2 metre spacing. Pupils may need to enter classrooms one at a time as directed by staff. ▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time. ▪ With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation. Doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open wherever possible. ▪ Some children may need additional support with these measures e.g. the very young or those with special educational needs. 	<ul style="list-style-type: none"> ▪ returned) with designated entry and exit routes. ▪ Year R to use their own classroom with designated entry and exit routes; and the IT suite (two bubbles returning). Entry and exit on a one way through the playground. Toilet facilities segregated to avoid bubbles mixing. Reception children picked up from the front of school to avoid clusters of parents around the rear of the school site. ▪ Key workers to relocate to new area of the school with effect from 26th May. ▪ New key worker bubble set up in Bumblebees class pending anticipated increased numbers. ▪ Staggered timings in place – Key workers 8:45am to 3:15pm; Year 6 9am to 1pm; Year 1 9:15am to 12:45pm; Year R 9:30 – 12:30pm. ▪ Use cones and tape to signal social distancing expectations. ▪ Children to go to the toilet one at a time. ▪ Younger children and those with additional needs taken to toilet at regular intervals 			

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			<ul style="list-style-type: none"> ▪ All children to walk on the left side at all times. ▪ Fire doors open in the day and then ensure they are shut before leaving at night. ▪ Fire doors at top of stairs to yr 5&6 remain closed – regular cleaning schedule in place for these. ▪ All children with EHCPs to be individually risk assessed. 			
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Use halls, dining areas and sports facilities at half capacity. ▪ If class groups need to use the space at the same time ensure the groups do not mix and do not play sports or games together. ▪ Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group. ▪ Stagger the use of staff rooms, work rooms and offices to maintain social distancing. ▪ Limit the numbers using the staff room at any one time and minimise use as much as possible. 	<ul style="list-style-type: none"> ▪ Lunch for key worker children only to be eaten either in classrooms or outside, weather permitting. ▪ Lunch for FSM / UIFSM to be taken away on departure (cold packed lunch option) ▪ Children to bring a snack of fruit to eat during the session, kept separately with their belongings. ▪ If outside, clearly marked and social distanced spaces. ▪ Staff encouraged to take breaks outside. ▪ Designate areas for staff to have a break – provide extra facilities for this purpose ▪ Shared facilities limited to five people at a time – must 	SLT	By 5 th June	

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			<p>maintain social distancing – shared facilities must be wiped down after each use.</p> <ul style="list-style-type: none"> ▪ Staff from different groups should not mix. ▪ Office staff work spaces to be clearly identified – no sharing of work spaces. 			
		<p>Outside spaces</p> <ul style="list-style-type: none"> ▪ Should be used for exercise and breaks where possible ▪ Outdoor education can limit transmission and allow easier distancing between children and staff ▪ Outdoor equipment should not be used unless it can be ensured that appropriate cleaning takes place, groups do not use it at the same time and there is cleaning in between groups using the equipment. 	<ul style="list-style-type: none"> ▪ Closing off little adventure and big adventure ▪ Timetable all outdoor space and limit year groups to certain designated spaces within the school. ▪ Pedestrian gate and gate through to the car park to remain closed. ▪ Each outdoor bubble has an allocated bin for the children to dispose of waste – this has been clearly communicated to bubbles. ▪ No contact games or games where hands are used. Hands to be washed after games, and any equipment disinfected. ▪ Outdoor play equipment to be used within designated groups. ▪ Outdoor equipment cleaned at the end of the day in line with cleaning routines. 	SLT	By 5 th June	
		<p>Shared resources</p>	<ul style="list-style-type: none"> ▪ Classrooms cleared of all shared resources 	SLT	By 5 th June	

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		<ul style="list-style-type: none"> ▪ Limit what shared resources are required and, particularly any that are taken home. ▪ Cleaning will be needed after each use where shared resources are used by different groups. ▪ Practical lessons can go ahead only if equipment is cleaned between use and the classroom / space is cleaned between different groups using them. 	<ul style="list-style-type: none"> ▪ Individual resources to be labelled on each individual desk. ▪ Children to only bring in water bottles that can be refilled during the day and a snack. All kept on individual desk. ▪ Reading books from school library kept for a week, then wiped and left over weekend before being used again. ▪ Exercise books provided by school and stay on individual desks. ▪ Lessons to be risk assessed if required. ▪ Designated member of staff to print items on behalf of groups to avoid bottleneck at printer (one printer for the school). ▪ Printer / photocopier wiped down after each use. 			
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons arising from travel to school or dropping / 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> ▪ Encourage people to walk or cycle to school where possible ▪ Highlight government advice on safe travel to parents and carers. ▪ Where school transport is provided ensure the transport provider is aware of any timetable changes and are adhering to government guidelines. Seek a copy of their risk assessment and operating plan. 	<ul style="list-style-type: none"> ▪ Staggered starts and entry / no entry to buildings to be communicated. ▪ Cones/markers in place down Connaught Road to encourage social distancing for parents waiting – in place at beginning and end of school day. ▪ Year 6 chn to be encouraged to come on their own. 	SLT	By 5 th June	

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picking up at school.		<ul style="list-style-type: none"> ▪ Stagger start and finish times to limit numbers at any one time. ▪ Mark drop and pick up areas including with social distancing markers. Different areas may be needed for different classes and groups. 	<ul style="list-style-type: none"> ▪ Identified entry and exit for year 1 and year R ▪ Clear signage and markings in place to ensure that social distancing is maintained while parents wait. 			
<ul style="list-style-type: none"> ▪ Risks of spread of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision. ▪ Potential for spread to other family members / persons. 	<p>First aid and care provision</p> <ul style="list-style-type: none"> ▪ The school will maintain suitable first aid and where needed paediatric first aid cover. ▪ Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. ▪ If staff need to escort pupils to the welfare room then social distancing and hygiene should be maintained. If this is not possible, then PPE should be used. ▪ All first aid equipment will always be accessible. ▪ Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ▪ If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can 	<ul style="list-style-type: none"> ▪ Staffing rotas to include designated first aiders in each cohort group. ▪ Checking stock levels of first aid supplies and designate a first aid station for each group with appropriate PPE equipment if required. ▪ One child with diabetes in key worker bubble – managed by office team – dedicated station set up in key worker area for this purpose. ▪ First aid protocols to be written and shared with all staff as well as displayed prominently. ▪ Any intimate care plans to be reviewed to include use of PPE ▪ Designate areas for any intimate care to take place with named staff ▪ School policy relating to intimate care to be updated with Covid addendum. ▪ Head of School’s office designated for children to wait if they are unwell or showing 	SLT, Admin team	By 8 th June	

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		<p>return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> All incidents must be recorded as per the school's normal arrangements. 	<p>symptoms to protect the safety of other chn and staff – PPE to be available for staff in the room in this instance.</p> <ul style="list-style-type: none"> Follow general guidance (left) for if a child has symptoms 			
<ul style="list-style-type: none"> Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. 	<ul style="list-style-type: none"> Staff and other occupants may become contaminated via indirect contact with contaminated equipment. Potential for spread to other family members / occupants. 	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> Information on measures in place will be provided at reception and key entry points. All staff will be briefed weekly as a minimum on expected hygiene standards. All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene. Sufficient quantities of cleaning supplies and hand soap to be maintained. More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. Ensure that bins are emptied throughout the day. Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. 	<ul style="list-style-type: none"> Increased signage on gates / entrances Staff briefings to include hygiene reminders Hand washing posters to remain prominently displayed by all sinks Designated member of staff in each cohort group to lead on cleaning throughout the day Timetable to include identified times for cleaning – before chn in, once during break, once after the chn leave. Arrangements communicated to staff in briefing Log to be created for cleaning in each location and for toilets. 	SLT & Admin team	By 5 th June	

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		<ul style="list-style-type: none"> ▪ IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day. ▪ Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available. 	<ul style="list-style-type: none"> ▪ Regular handwashing to be on the timetable ▪ All classrooms have sinks – one child at a time to wash hands. ▪ Deep clean of site w/c 1st June. ▪ SLT to walk the site with the contractor and clarify expectations for cleaning standards going forward. ▪ Stocks of soap etc checked and orders placed to fill gaps – weekly stock check thereafter. 			
<ul style="list-style-type: none"> ▪ Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> ▪ Staff and occupants infected by consumption of contaminated food packaging or food product. ▪ Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<p>Catering provision</p> <ul style="list-style-type: none"> ▪ Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines ▪ Ensure that catering providers are aware of any changes to lunch times and operating practices you have made. 	<ul style="list-style-type: none"> ▪ Cold take away lunch provided by 1215 caterers – placed on tables in the dining hall and separated by cohort in named bags – allergies / special dietary requirements clearly marked ▪ Designated member of staff for each cohort to collect the lunches at designated time. ▪ Key worker children to eat either in classroom or outside (socially distanced) ▪ Communicate with caterers regarding the timetable and when meals are expected. ▪ BET/School will have seen risk assessment from 1215 	SLT / 1215 catering staff	By 5 th June	

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			<ul style="list-style-type: none"> 1215 catering staff working in school to attend one of the staff training sessions 			
<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear emergency arrangements. 	<p>Emergencies</p> <ul style="list-style-type: none"> Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. If you are sharing with other schools make sure any external staff are aware as well. Other emergency procedures e.g. lockdown should be reviewed as required. 	<ul style="list-style-type: none"> Review procedures (fire and lockdown) and update if appropriate in relation to social distancing (muster points etc) Communication with staff and children on any changes Ensure appropriate signage in place. 	SLT	By 5 th June	
<ul style="list-style-type: none"> Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from little used systems Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to failure 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> Before school reopens: Ensure all little used water outlets are flushed through. Check and test all fire protective systems Check and test all relevant safety critical devices Carry out a visual site inspection to identify any issues that may need remedying Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore 	<ul style="list-style-type: none"> Check lockdown alarm – contact Elite Fire Routine maintenance has continued during this time in line with maintenance checklist. 	SLT	By 5 th June	

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<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 	<p>of safety critical items.</p> <ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>need to be postponed until testing has taken place.</p> <p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow government guidance. ▪ If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. ▪ A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 	<ul style="list-style-type: none"> ▪ Head of School’s office designated in event anyone becomes unwell. ▪ PPE available in this area ▪ Room to be thoroughly cleaned once empty ▪ Regular reminders to staff of correct and safe procedures for dealing with anyone unwell with symptoms ▪ Parents strongly encouraged to seek a test if child shows symptoms and provide school with feedback. ▪ Track days of isolation to ensure no child or sibling returns before they should ▪ Explore use of CPOMS to track isolation / create reminder to trigger further discussions if required. ▪ Follow government guidance. ▪ At least one spare classroom / space to be retained to enable response to incidents /emergencies/unforeseen situations that require a bubble to move. ▪ Template letters prepared to send to parents / staff in the event of a suspected case. 	<p>SLT / Admin team</p>	<p>By 5th June</p>	

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		<p>seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>	<ul style="list-style-type: none"> ▪ Clear process in place with the cleaning team to alert them in the event of a suspected case – text and email to be sent and acknowledged. ▪ Bubble room affected to be cleaned with bleach-based spray and then closed with clear signage for 72 hours. ▪ Alternative isolation room identified for situations where a suspected case has used the room in the interim until the room can be cleaned. ▪ Additional space identified for situations where a bubble has already moved and another space is required. ▪ Public health and the Trust routinely advised of suspected cases. 			
		<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. ▪ All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. 	<ul style="list-style-type: none"> ▪ As above while symptoms but unconfirmed ▪ Communicate with other families and staff in cohort group if a confirmed case. ▪ Deep clean of areas used by impacted cohort group. ▪ Inform PH England, and BET to gain further guidance. 	SLT	As required	

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		<ul style="list-style-type: none"> ▪ Where a child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. ▪ There is guidance available for special schools, specialist colleges, local authorities and any other settings managing children and young people with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people. 				
<ul style="list-style-type: none"> ▪ Remote working of staff. Potential for DSE related issues when away from site. 	<ul style="list-style-type: none"> ▪ Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school based employees. ▪ There is a risk of musculoskeletal injuries. 	<p>Staff working remotely</p> <ul style="list-style-type: none"> ▪ All staff working remotely to undertake DSE assessment and home working checklist. ▪ All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure. ▪ E-learning courses can be carried out to supplement guidance as required. ▪ Ensure regular communication with staff working remotely. 	<ul style="list-style-type: none"> ▪ Risk assessments provided to staff and returned. ▪ Regular check-ins with staff working from home as is currently in place. ▪ Meetings to continue to take place over Teams where appropriate so all staff remain engaged and connected 	SLT	In place and ongoing	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons in an early years setting. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>Early years provision</p> <ul style="list-style-type: none"> ▪ For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply. ▪ Early years groups in school should consider: <ul style="list-style-type: none"> ▪ how to keep small groups of children together throughout the day and to avoid larger groups of children mixing ▪ consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously ▪ remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ▪ Ensure that help is available for children and young people who have trouble cleaning their hands independently 	<ul style="list-style-type: none"> ▪ ICT room to be used as additional space for EYFS if required in light of lower max numbers ▪ Only necessary easily wipeable resources available ▪ No malleable resources (e.g. playdough and sand) to be used ▪ Clear cleaning routines ▪ Regular modelling to the children of how to clean themselves ▪ Where possible, pedal bins with lids to be purchased so that lids do not need to be touched to reduce risk of contamination ▪ Each reception class is in a separate classroom but if this cannot be maintained a divider will be used to keep children in separate parts of the room. ▪ 2 adults are allocated per bubble so that adults remain consistent, can release each other for breaks and administer first aid without another adult needing to enter the bubble. ▪ No free flow in outside area – each bubble to be designated a cordoned off area 	SLT	Before 22 nd June	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
			<ul style="list-style-type: none"> ▪ No toys to be brought in from home unless agreed with adult in advance. These would need to be cleaned or put in a plastic wallet until home time. ▪ Designated area for child and staff member to wait if child is showing symptoms ▪ PPE grab bags available in designated area and also for intimate care if required – PPE log to be completed ▪ Clear communication with parents regarding drop off and how to deal with anxieties. 			
<ul style="list-style-type: none"> ▪ Potential for harm to mental health wellbeing 	<ul style="list-style-type: none"> ▪ Staff mental health impacted as a result of Coronavirus and changes to their normal work life balance 	<ul style="list-style-type: none"> ▪ Be aware of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. ▪ Workload should be carefully managed and assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. ▪ Consider where additional resource could be safely brought in if necessary. ▪ Ensure regular communication and consultation with all staff 	<ul style="list-style-type: none"> ▪ All staff aware of the Employee Assistance Programme ▪ Regular check ins with staff – 1:1 plus team meetings ▪ SLT complete Educare Wellbeing training ▪ CV19 HR flowchart to be completed and an additional risk assessment to be undertaken with anxious staff. ▪ Regular wellbeing input from wellbeing lead ▪ Wellbeing plans reviewed for staff currently supported by one ▪ Daily wellbeing activities included in teaching 	SLT	By 5 th June although much of this is already in place	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
		<ul style="list-style-type: none"> ▪ Ensure staff know where to get additional support. 	<ul style="list-style-type: none"> ▪ Daily ‘temperature checks’ for wellbeing so that staff wellbeing is measured ▪ Supervision offered for safeguarding team ▪ Home learning reviewed to ensure manageable for teachers ▪ Weekly check ins for people working from home to measure workload ▪ Clear communication structure so that all staff are kept informed and know how to report concerns 			
<ul style="list-style-type: none"> ▪ Harm from use of new or different hazardous products 	<ul style="list-style-type: none"> ▪ Contact, inhalation or ingestion injuries or illness from hazardous substances affecting all persons 	<ul style="list-style-type: none"> ▪ Ensure that any hazardous substances that are used as a result of changes to cleaning or hygiene regimes have a COSHH risk assessment. ▪ Ensure that any significant findings or precautions are shared with those using the products. ▪ It should be noted that in most if not all cases these will be lower risk items. 	<ul style="list-style-type: none"> ▪ Liaise with contract cleaners regarding products that will be used (particularly in the event of a positive case on site) and COSHH risk assessments attached to these. ▪ Communicate any specific precautions regarding cleaning products to staff during the training sessions. ▪ Clear agreed process in place with cleaning company in event of suspected case. 	SLT	By 5 th June	
<ul style="list-style-type: none"> ▪ Clinical / contaminated waste 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or 	Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues)	<ul style="list-style-type: none"> ▪ Yellow hazard bags to be available in all designated first aid areas – two to be used for each child treated. 	SLT	By 5 th June	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
	<p>indirect contact with carriers.</p> <ul style="list-style-type: none"> Potential for spread to other family members / persons. 	<p>should be double bagged in plastic rubbish bags and ideally then in a bin.</p> <ul style="list-style-type: none"> It should then be put in a suitable and secure place and marked for storage until the individual's test results are known. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority or contractor. 	<ul style="list-style-type: none"> Yellow hazard bags to be available in the Head of School's office for storage of contaminated items including used PPE until individual's test results are known. Double bag all waste Order lidded bins for first aid areas and Head of School office. Designated storage area (bin with closed lid) identified in Head of School's office for hazard bags while test outcome awaited. Bin to be thoroughly cleaned and disinfected once empty Create a rota for emptying bins, using appropriate PPE if necessary 			
<ul style="list-style-type: none"> Increased risks from coronavirus for vulnerable staff members 	<ul style="list-style-type: none"> Staff with pre-existing medical conditions or other vulnerabilities that may make them more susceptible to Covid-19. 	<ul style="list-style-type: none"> If general precautions outlined in government guidance are followed then for most persons these should ensure that sufficient control measures are in place to manage the spread of coronavirus. Consideration should be given to summarising risk and measures by role as indicated in the persons covered section at the start of this risk assessment. Where there is a specific concern an individual risk assessment may be appropriate but this should be based on clear medical or specific need. 	<ul style="list-style-type: none"> CV19 HR flowchart to be completed and enable staff who are extremely vulnerable or vulnerable to work from home Vulnerable staff who wish to return to work in these groups, advised to seek medical advice and an additional risk assessment completed Extremely vulnerable staff need medical confirmation that they can return to work 	SLT	By 5 th June	

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
			<ul style="list-style-type: none"> ▪ An additional risk assessment to be undertaken with anxious staff. ▪ For all staff, generic job descriptions to be looked at and identify risks and measures put in place 			
<ul style="list-style-type: none"> ▪ Individual pupils with challenging behaviour may pose additional risks 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers because of challenging behaviour e.g. spitting, coughing etc. 	<ul style="list-style-type: none"> ▪ Specific pupils with challenging behaviour should be identified and a risk assessment completed for each pupil with regards to the increased risk to others from the spread of coronavirus because of the behaviour. ▪ This could include pupils who would not normally require an individual approach but with the new measures in place may require an assessment. ▪ Additional measures and PPE may be required for staff in some circumstances. ▪ School behaviour policy to be reviewed to take account of COVID-19 and any new measures in place. 	<ul style="list-style-type: none"> ▪ Behaviour policy to be reviewed and shared with staff, pupils and parents ▪ Individual behaviour plans for children who need support to meet behaviour policy ▪ Individual risk assessments to be undertaken for children with specific needs ▪ PPE to be available for staff if necessary, as highlighted on risk assessment 	SLT / SENCO	By 5 th June	