

Result of COVID-19 risk assessment for the full reopening of Beanfield Primary School from the autumn term 2020.

Introduction

The risk assessment was carried out in line with our Risk Assessment Policy as published on The Brooke Weston Trust website. It will continue to be reviewed and updated as necessary, particularly in response to changing guidance.

29 risks and associated consequences have been considered. For each risk, control measures have been identified to manage the risk as effectively as possible. The risks identified and key measures in place to control them so that students, staff and visitors are kept as safe as possible are set out on page two of this document.

Risk control and mitigation strategies have followed the 'system of controls' set out in Government guidance for schools. This system of controls is a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail here.

Prevention:

- 1) 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
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Risks and key controls

Risk 1	Inability or failure to maintain appropriate social distancing in school
Key control measures	<ul style="list-style-type: none"> • Government guidance recognises that social distancing among young children difficult to achieve. • Limit the number of persons in each room/area and follow social distancing guidance. • Teachers/Cover staff need a two-metre safe zone at the front of the classroom near and in front of the whiteboard. Allocate places for staff to work to maintain 2m social distancing. • Teachers will mainly teach from the front of the classroom. Teachers will not bend down to talk to children. If teachers need to move around the room they approach from the back of child. • All hard surfaces subject to hand contact cleaned throughout the day, especially after changes of activity, using cleaning products supplied by the school. • All equipment used is cleaned daily or more often when used, including computer equipment. • Provide handwashing station and sanitiser in each classroom as well as provide hand sanitiser in public areas throughout the school • Strict hygiene rules to be implemented, all staff to be asked to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry. ○ Use alcohol-based hand sanitiser. ○ Wash hands if face is touched. • Furniture to be arranged and potentially look to remove unnecessary equipment from spaces (including soft furnishings) to avoid potential for contamination and reduce cleaning demand. • Children to be allocated to a work place with own equipment in a pencil case provided by school. Limit items being brought in by children • Staffrooms will continue to be out of bounds for staff to eat in however, the policy of 1 person admitted into the staffrooms at a given time will remain to allow staff to access fridges, microwaves and tea/coffee facilities. • Beanfield will bubble children by year groups – Nursery, YR, Y1, Y2, Y3, Y4, Y5, Y6 and the Unit Provision. This means the minimum bubble size is 55 (Unit Provision) and the maximum bubble size will be 90 (Mainstream year groups). • Beanfield classrooms will be set up from Y1 – Y6 with children sitting in individual seats in rows. The rows will all face the front of the class. There will be a 2m space between the teacher and the front row. This also includes seating arrangements in open areas and other intervention areas. • In the EYFS classroom children will be sitting in individual carpet spaces in rows. The rows will all face the front of the class. There will be a 2m space between the teacher and the front row. There will be a 2m space at the back or side of carpet for TA/CS • In the UP classroom, where possible, children will be sat in individual work stations or at tables facing the front of the classroom. • Assemblies will not be permitted in the hall spaces in school but will be conducted via TEAMS as a virtual assembly. • Timetables for across the school will ensure year groups are working together and sharing spaces – e.g. PE will ensure year groups are timetabled on the same day. • Computing suite will be used as a staff working space and will not be used by children due to the set up and lay out. Computing will be taught through the use of year group laptops/learn pads which will not be shared between bubbles and cleaned after use. • Break times and lunch times will be staggered and zoned to allow year groups to remain in bubbles. The KS1 & KS2 playgrounds and the KS1 & KS2 halls will be zoned into 2 areas to allow 2 bubbles to access their dedicated zoned spaces safely. At lunchtimes, children will remain in their zones until moved to another zone by an adult - e.g. an adult moving a year group from an outside zone into an inside zone to eat lunch. • Install hygiene measures at entry point to each bubble. All staff who enter the bubble need to sanitise their hands on entry.
Risk 2	Access to and egress from school site presents increased opportunity for transmission
Key control measures	<ul style="list-style-type: none"> • Reduce non-essential visitors entering site • Require all persons to wash their hands before entering or leaving the site – signage to encourage and hand sanitiser provided in reception areas • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. <p>Visitors</p> <ul style="list-style-type: none"> • All visitors to be made aware of site rules. • Only visitors carrying out essential work and maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. <p>Staff</p> <ul style="list-style-type: none"> • Staff who are showing any of the signs of Covid-19 may NOT come to school. • Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.

	<ul style="list-style-type: none"> • Staff have been informed about the need for self-isolation as advised by the Government. • Install signage at entrance and exit points clarifying expectations and routes of entry / egress • Alert signage regarding social distancing measures in place to prevent the spread of Coronavirus. <ul style="list-style-type: none"> ○ Giving clear information ○ Explaining control measures ○ Putting responsibility onto parents - if you show any symptoms you must not enter our site. ○ Way finding signage directing parents/children. • Monitor site access points to enable social distancing. Ensure manning of gates so that parents use correct entrance and exit. • Set up physical barrier system for the end of the day to ensure parents queue effectively. • Ensure there is a one way system for parents to follow to enter and egress the site to avoid “bottlenecks” • Ensure markings are clear on school roadway/playground displaying 2m spaces for families to queue when entering and egressing the site. • Introduce staggered start and finish times for students to allow parents to access the road to socially distance • Ensure other controls are in place to maintain security including changes to door locking routines and signing in/out procedures • Communicate expectations with parents/carers regularly including: <ul style="list-style-type: none"> • New arrangements for drop off / collection • No gatherings on school sites • No entry to school sites without prior appointment • No conversations with staff members during drop off and pick up • Staff are required to maintain 2 metres distance at all times which may mean waiting in their car if they have parked next to somebody else who has just arrived. • Staff to use fobs to sign in on InVentry. If fob has been forgotten, admin team will create a paper signing in sheet. • Sanitising stations will be set up at all staff entry points into school and all staff must sanitise before entering the building. • Children will need to wash/sanitise their hands every time they enter the school building – stations will need to be set up inside each outside door. • Children will need to wash/sanitise their hands again every time they enter their classrooms unless they are entering classroom straight from the playground. • Children will need to wash/sanitise their hands every time they leave to go out for break/lunch. • If it is raining heavily, all children will enter school through the usual route and straight into their classrooms • Staff will need to stand at key points: <ul style="list-style-type: none"> • One at the EYFS gate and one at the entrance to the shelter. • One at the door to the Year 1 corridor. • One at the start of the walkway round to the Year 2 quad to stop parents coming further than the playground. • One at the entrance to the Year 6 annex and one at the Year 5 entrance. • If it is raining at the end of the day classes will wait until the latest possible time to line up at their designated spaces and be collected in the usual way. • Protocol for removing face coverings to be shared with parents prior to school return. Reusable masks need to be placed in a plastic bag and put into the child’s school bag. This plastic bag needs to be provided by the parent. Protocol around hand washing needs to be followed once face covering has been removed. • Non-essential visitor list reviewed each half term and is sent to all staff for consultation. • All visitors including Trust personnel, to be given a Covid visitors leaflet upon arrival. All visitors are to be emailed a COVID information leaflet before entering the site. • New entry times – Nov 20 <ul style="list-style-type: none"> • Reception/Year 1/Year 2 – 8:30am – 8:40am • Year 3 & 4 – 8:40am – 8:50am • Years 5&6 / Nursery – 8:50am – 9:00am • Unit Provision – 9:00am – 9:15am • New Exit times – Nov 20 <ul style="list-style-type: none"> • Unit Provision – 2:45pm – 3:00pm • Nursery – 2:50pm – 3:00pm • Reception/Year 1/Year 2 – 3:00pm – 3:10pm • Year 3/Year 4 – 3:10pm – 3:20pm • Year 5/Year 6 – 3:20pm – 3:30pm • Nursery will also have a lunchtime exit time and entry time between 11:55am – 12:10pm • Year 3 and 4 walkers to exit through the car park with 2 adults (1 with Year 3 line and 1 with Year 4 line) to reduce the congregation of parents outside the exit gate. Car park to be out of use to staff between 3:15pm – 3:30pm
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Risk 3	Insufficient availability of staff to fulfil all school duties
Key control measures	<ul style="list-style-type: none"> • Staff to follow social distancing guidance in offices/close working in rooms etc. to help control the potential spread of the virus and maintain staff health. • Staff absence phoned through as normal to line managers and this is monitored each morning. • Staff need to maintain social distancing amongst themselves. • Staffroom to be limited to 1 person in at a time to access fridge/microwave. • In the event of a Teacher absence a cover supervisor will have to step in to cover the class. TAs may be asked to volunteer to help run a class if staffing is an issue. • Non-first aiders are able to administer basic first aid in their Bubble. • One-page crib sheet to be provided by admin team for all visitors or temporary staff who enter our site. • Line managers will use previous staffing structures to determine operational viability in each area. If there are concerns surrounding an area not being able to function, then a discussion between the line manager and Principal will take place. Decisions around deploying staff from other areas will be discussed with staff and their line managers prior to implementing them. • All staff are expected back to work in September. For staff who have not been in school due to shielding reasons or because they are clinically vulnerable, an individual risk assessment will be completed alongside their line manager to discuss any changes to their deployment. The principal will discuss the RA template with all line manager prior to commencing the individual RA process. The process is a discussion between the line manager and the employee. Once completed, the RA will be shared with the Principal who will discuss any significant issues with Kat Pithey (HR Manager). The principal will then sign it off. • Maximum occupancy signs to be added to all meeting rooms/spaces where adults can work/come into contact with each other.
Risk 4	Loss of key staff due to self-isolation
Key control measures	<ul style="list-style-type: none"> • Multiple key holders in place • Communication trees established • Leadership hierarchy in place • Buddy-buddy system with partner school for estates management purposes • Identify key activities with single point of control and train others • Provide a checklist of key actions and responsibilities to ensure the school is able to be open.
Risk 5	Staff feel unsupported or unclear about expectations and procedures
Key control measures	<ul style="list-style-type: none"> • Staff information area created on Trust website, containing useful tools and resources for staff. This includes an FAQ document. • Access to 'Health Assured Programme' • Staff are able to speak to two trained Adult Mental Health First Aiders • Share re-opening plan and staffing in advance. • Staff protocol for re-entry in place and shared. • September training day for all staff to go through protocols face to face and walk them through expectations. • Define expectations of hygiene, social distancing and equipment use that staff will need to implement with children • Define arrangements for staff regarding non-contact time and breaks during the day • Rigorous cleaning/ hygiene and social distancing in place at all times. • Clearly explain support provisions in place, including access to PPE where the risk assessment identifies the requirement • Each phase leader/Line manager is responsible for how the detail behind the risk assessment looks. Line managers and phase leaders will plan aspects of the training day in September to discuss this detail. • Weekly Covid bulletin starting 20th November to highlight key points to all staff. This is to reduce the amount of email received regarding changes to the risk assessment. • Those staff required to shield have received regular contact from the school to provide support where required. • Risk assessments have been updated following the second lockdown to alleviate staff concerns.
Risk 6	Suspected case of COVID-19 displaying symptoms whilst at school
Key control measures	<ul style="list-style-type: none"> • If a person displays symptoms (staff member or student) - A high temperature or a persistent cough, they should: <ul style="list-style-type: none"> ○ Notify the Principal immediately (if staff). ○ Tell a staff member and be referred to first aid (if student) ○ Be isolated to designated area (all) ○ Avoid touching anything (all) ○ Go home as soon as possible (following existing school procedures for students) • Designated area (Medical office next to KS1 staffroom). Designated member of staff to take child to space via outside space where possible. • All other persons are to maintain a safe distance from affected individual. • Ensure PPE is worn if suspected case requires first aid and 2-meter distancing can't be maintained (moisture resistant mask, apron, gloves and eye protection) • All existing control measures to remain in place. Signage displayed around school. Frequent reminders for staff and parents.

	<ul style="list-style-type: none"> All existing control measures in place. All SLT and admin team will have protocols to had to advice staff, parents and carers in all circumstances. PPE for Covid-19 responder is based on coat hook between Principals and Vice-Principals office. Further PPE to be provided by PPE champion – Donna Martin, if needed. Nearest toilet from medical room is toilet in EYFS. One dedicated cubical to be used for unwell child and reported to cleaning team in school to thoroughly clean before and after use by child. For staff, there is a Brooke Weston Trust Test and Trace flow-chart under the Staff Information Area for a summary. For parents, this will be communicated in the welcome back to school booklet which will be sent out W/B 10th August. Anyone who has been tested will be asked to inform the school immediately of test results. In the case of staff, this needs to be shared with the Principal. For pupils, as soon as notification is received from parents, it needs to be shared with the Principal. Areas occupied and equipment used by the affected person will be identified and then thoroughly cleaned and disinfected following latest guidance. Person displaying symptoms must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. Pupils in Bubble where suspected case is, move to an unoccupied room or outside if available and deep clean takes place. Ensure supply of tissues and bin bags are provided in all medical rooms or any other space identified to host ill people.
Risk 7	A Confirmed case of Covid-19 in school
Key control measures	<ul style="list-style-type: none"> Enhanced cleaning (infection prevention and control) regimes in accordance with published guidance. Signage displayed around school sites reminding to undertake good personal hygiene and symptoms Staff and students reminded to adhere to social distancing Government advice relating to isolation shared with staff Entrance protocols > “stop & check” for symptoms protocols to all staff & pupils prior to entrance being granted. Limit access to external visitors School nominates 1 key person that will be responsible for ensuring that the cleaning processes are adhered to on a daily basis. The name of the nominated person is recorded and retained in a file marked “COVID-19: Site Actions” Call DfE Coronavirus helpline for advice and implement advice received Confirmed protocols and advice from DfE regarding informing other staff/parents on confirmed case. DfE Helpline and Local PH protection team contact details and BWT flow charts displayed in Principals office and Sarah Fleming’s office. Once principal has been informed of a confirmed case, she will make the call to the DfE Helpline. This may be delegated to a senior member of staff to make the call. Feedback with be gathered ASAP to implement actions. Principal will also inform EP, CEO & CoG. All processed regarding self isolation will be shared with parents in the re-opening schools booklet. There will also be individual discussions directly with parents by senior staff following processes and advice given by DfE
Risk 8	Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case
Key control measures	<ul style="list-style-type: none"> Staff and students told to follow latest isolation guidelines should they find they have a new, persistent cough and/or a high temperature. Records of actions taken will be kept. Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance. All visitors reminded of current isolation guidelines and asked questions before entering premises (helping avoid contact with personnel suspected of having caught COVID-19) Systems in place to deal with those arriving at school who are not supposed to be there Additional signage displayed outside and inside the school Key information shared with staff Information booklet sent to parents 2m markings for families prior to child entering school building to adhere to social distancing Appropriate respiratory protective equipment (RPE) masks to be considered as last resort where effective separation cannot be maintained; however face fit testing (FFT) must be completed to ensure mask effectiveness for relevant masks. Redesigning curriculum delivery through timetables to limit shared resources being used that may aid transmission. This also needs to be considered for playtimes and lunchtimes.
Risk 9	Poor hygiene by school occupants increases risk of transmission
Key control measures	<ul style="list-style-type: none"> School occupants reminded daily via signage to: <ul style="list-style-type: none"> wash hands regularly using soap for at least 20 seconds ‘catch it, bin it, kill it’ Use sanitiser provided

	<ul style="list-style-type: none"> ○ Observe social distancing <ul style="list-style-type: none"> ● Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above. ● Staff will be provided with basic cleaning equipment in classrooms to instantly clean surfaces throughout the day – e.g. if a child sneezes onto the table. ● All hard surfaces subject to hand contact cleaned throughout the day, using cleaning products supplied by the school. Extra cleaners throughout the day to ensure regular cleaning. ● Staff and students reminded to avoid touching face/eyes/nose/mouth ● Regularly clean the hand washing facilities and check soap and sanitiser levels. ● Provide suitable and sufficient lidded rubbish bins with bin bags for hand towels with regular removal and disposal. ● Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stocks securely stored. ● All equipment used is cleaned daily or more often when used. No use of computer equipment. Children to have their own equipment which is not shared. If art equipment or DT equipment is used it must not be shared and must be cleaned with warm detergent. <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> ○ Wash hands on entry. ○ Use alcohol-based hand sanitiser. ○ Wash hands every hour. ○ Wash hands if face is touched. <ul style="list-style-type: none"> ● Children accessing classrooms from outside doors will sanitise hands on arrival. Children who need to access via an external door before entering their classroom will sanitise on entry to the school. Children will wash/sanitise hands on every occasion they leave and re-enter their classroom. This practice has been ingrained in staff since re-opening on June 1st and will remain embedded. ● Provide handwashing station and sanitiser in each classroom as well as provide hand sanitiser in public areas throughout the school ● Introduce welfare facility check sheets to confirm that soap and sanitiser dispensers are well stocked. ● Remove unnecessary equipment from spaces to avoid potential for contamination and reduce cleaning demand. ● Water fountains will not be available. ● Introduce robust infection prevention and control checklists for all cleaning staff which must be signed off and quality assured as the end of each shift. ● Avoid unnecessary handling of resources (books etc.) and use gloves where this is necessary. ● Library will be out of bounds. ● Pupils will be expected to return in school uniform. As a school, we will allow children to come into school in their PE kits on PE days to avoid unnecessary reasons for changing. This will also allow PE kits to be taken home and cleaned before the following week. ● Outdoor air supply can be achieved by natural ventilation by opening windows. These should be opened just enough to provide background constant ventilation but opened more fully during breaks/lunch to purge the air in the room. ● Ensure that windows / doors will be opened to increase ventilation where physical activities such as PE are being undertaken indoors. These also need to be open before lunchtimes in both halls. ● External doors can also be used to provide natural ventilation ● Air conditioning may be used as long as they supply a single room (which is the case for all of our systems) but wherever possible should be supplemented by an outdoor air supply ● Install hygiene measures at entry point to each bubble. All staff who enter the bubble need to sanitise their hands on entry. <p>Protocols for Monitoring</p> <p>Book/Folder Looks:</p> <ul style="list-style-type: none"> ● Sanitise hands before commencing the book look. ● Wear gloves for the duration of the book look. ● Leave books/folders out for teachers to come and collect. <p>Monitoring in lessons:</p> <ul style="list-style-type: none"> ● Arrange your visit with teachers involved in advance so they can ensure a safe space is available for you in their classroom. ● Sanitise hands before entering the classroom. ● If planning to look in books/folders, wear gloves. ● Ensure you maintain a 2 metre social distance from the class teacher and from children when you are seated. ● If talking to children in classrooms approach from behind. <p>Discussion with children outside their classroom:</p> <ul style="list-style-type: none"> ● Sanitise your hands before commencing a discussion and ensure children to do the same. ● Ensure you maintain a 2 metre distance from all children. ● If children are from different bubbles, ensure they are kept 2 metres apart. ● If children are sitting at a table for a discussion ensure they are all seated facing the same way.
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Risk 10	Lack of awareness of risks from Covid-19 increases risk of transmission
Key control measures	<ul style="list-style-type: none"> • Posters displayed around site including all entrances. • Staff briefings to remind all personnel 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 includes informing personnel of the known symptoms. • Frequent reminders to parents on Website and social media. • Advice sought from DfE Helpline on individualised cases. This discussion will be documented and shared with parent/carer or staff member.
Risk 11	Infection prevention and control (cleaning) regimes insufficient or ineffective
Key control measures	<ul style="list-style-type: none"> • An enhanced cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. • Infection prevention and control guidelines available from central team. • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily. • Reorganise cleaning staff working patterns to ensure that sufficient coverage in terms of personnel is available both during and after the school day • Staff to have cleaning equipment in classrooms. • Increase cleaning capacity by hiring additional cleaning staff if needed • Arrange for staff to work flexibly supporting other Trust schools. • Implement a 'clean as you go' culture, with other school staff undertaking some cleaning tasks such as wiping classroom desks and doors before and after each lesson. • Cleaning staff to be included in all staff communications so they are kept updated of developments in school and expectations for reporting absence etc. Note most cleaners do not use school email. Alternative methods of effective communication must be put in place. • Enhance cleaning during the day will continue with regular sanitising of all toilets during the day to include pans, seats, sinks, taps, hard surfaces, door handles, locking bolts and push plates. • Each year group bubble will be attended by a cleaner as soon as the classes break for lunch. Sanitising to include desks, hard surfaces, sink, tap, door handles and push plates and switches • As in the existing control measures, toilets will be split by bubbles rather than by gender This will apply to: <ul style="list-style-type: none"> ○ Reception and Nursery ○ Year 1 and Year 2 ○ Year 4 and Year 5 • On PE days, children to come to school in PE kit so there is no need to change for P.E. • Cleaning staff will be required to report to site office upon arrival when any new guidance or instruction will be issued to them as necessary. • Cleaning checklist implemented to ensure staff at lunch time and after school are clear on cleaning regimes in school. This will be monitored by the site manager
Risk 12	Lack of required Personal Protective Equipment (PPE) for identified purposes
Key control measures	<ul style="list-style-type: none"> • Routine school operations requiring PPE identified, for example the provision of intimate care or nappy changing in early years settings. • Supply chain for usual stock identified • Lead PPE champion identified (Donna Martin) • There will need to be one member of staff per area that is first aid trained and not assigned to a bubble to provide first aid or intimate care if needed who will require full PPE. • Identify multiple sources of all PPE identified as required through this risk assessment. Do not rely on a single supplier • Utilise support from Central Team, to centrally monitor PPE stock levels across all Trust schools and procure supplies • Facilitate sharing of supplies where temporary supply issues present. • Identified protocols for correct use of PPE in different scenarios. • Hold stock at sufficient capacity to cover a minimum of two weeks' requirements at all times. Ordering in advance of stock depletion. • Standard monthly order has been placed for the foreseeable. Ability to increase stock orders without the need to go through the usual finance process.
Risk 13	Increased risk of harm to vulnerable staff or students, including those attending special unit provision
Key control measures	<p>Existing risk assessments and operating procedures in place including:</p> <ul style="list-style-type: none"> • Personal Emergency Evacuation Plans • Intimate care requirements • Behaviour Management Plans • Care Plans • Pupil Profiles • High Risk Pupil RAs <ul style="list-style-type: none"> • Records kept of students with specific identified health needs. • Review risk assessments in place for specific purposes for specific people/groups

	<ul style="list-style-type: none"> Mitigating Risk plan reviewed and updated including liaison with all outside agencies including NHS Specialists who access SEND Provision. Risk assessments written by staff and shared with parents for their input Request information from families to help identify any student who may be at greater risk from Covid-19 Liaison with Trust HR manager regarding staff Review staff availability to ensure that the particular needs of any identified individual or group can be appropriately met. Update plans accordingly. Advise identified individuals or groups that they cannot be safely cared for at school Continue to review special school guidance from DfE to implement across our UP. Phased return for all existing pupils and new pupils Use identified dedicated break out rooms for children as a calm down/alternative working space Follow all guidelines linked to PPE when carrying out intimate care and with regard to face shields in higher risk rooms 																														
Risk 14	Injury or illness suffered during school occupation requiring administration of first aid																														
Key control measures	<ul style="list-style-type: none"> Normal school operating procedures apply with the addition of PPE as required. Staff within Bubble able to provide basic first aid. Designated First aider to have full PPE protection, 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 PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion Ensure staff rota includes qualified first aider on site. Ensure all first aid boxes include supply of appropriate PPE Ensure staff rota includes qualified first aider on site. Identify secure room to treat / leave ill persons Restrict educational activities to low risk only. List of dedicated first aiders per bubble to be provided and displayed in school. First Aid lead (Helen Cross) to provide staff with a basic outline of when a first aider is called for. Ensure staff know how to use PPE and in what instances. Remind first aiders on protocol for safe removal of PPE once first aid has been completed. Ensure First Aiders are aware to cover casualties mouth during CPR with the provided mouth covering PPE to keep first aid safe. 																														
Risk 15	Provision of food for students, including use of restaurant facilities or other designated spaces for eating - exposure from large numbers of persons gathering																														
Key control measures	<ul style="list-style-type: none"> Lunch times to be staggered to reduce numbers and contact. The lunch period will run from 11:30am – 1:30pm. Hand cleaning will take place in the classrooms prior to leaving. Dedicated handwashing station will be placed in each hall for children who are outside first before eating their lunch second. Both KS1 and KS2 halls will be zoned to allow 2 bubbles to eat at the same time. The zones are to ensure there is no cross over of children into each others bubbles to maintain the integrity of the overall risk assessment. KS2 Hall – 48 circular seats + 68 bench seats (4 on a bench x 17 benches) = 116 KS1 Hall – 56 circular seats + 28 bench seats (4 on a bench x 7 benches) = 84 <table border="1" data-bbox="395 1406 890 1951"> <thead> <tr> <th>Year group</th> <th>Eating lunch</th> <th>Outside playing</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>11:30 – 12:00 KS1 Hall</td> <td>N/A</td> </tr> <tr> <td>R</td> <td>11:30 – 12:00 Both halls</td> <td>12:00 – 12:30</td> </tr> <tr> <td>Y1</td> <td>12:00 – 12:30 Both halls</td> <td>12:30 – 1:00</td> </tr> <tr> <td>Y2</td> <td>12:00 – 12:30 Both halls</td> <td>12:30 – 1:00</td> </tr> <tr> <td>Y3</td> <td>12:30 – 1:00 Both halls</td> <td>12:00 – 12:30</td> </tr> <tr> <td>Y4</td> <td>12:30 – 1:00 Both halls</td> <td>12:00 – 12:30</td> </tr> <tr> <td>Y5</td> <td>1:00 – 1:30 Both halls</td> <td>12:30 – 1:00</td> </tr> <tr> <td>Y6</td> <td>1:00 – 1:30 Both halls</td> <td>12:30 – 1:00</td> </tr> <tr> <td>UP</td> <td>11:30 – 12:00 KS2 Hall or dedicated classrooms</td> <td>12:00 – 12:30</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Children will not be allowed to leave a zone until their dedicated end time. All children will leave their dedicated zone together with a member of staff who will escort them outside. 	Year group	Eating lunch	Outside playing	N	11:30 – 12:00 KS1 Hall	N/A	R	11:30 – 12:00 Both halls	12:00 – 12:30	Y1	12:00 – 12:30 Both halls	12:30 – 1:00	Y2	12:00 – 12:30 Both halls	12:30 – 1:00	Y3	12:30 – 1:00 Both halls	12:00 – 12:30	Y4	12:30 – 1:00 Both halls	12:00 – 12:30	Y5	1:00 – 1:30 Both halls	12:30 – 1:00	Y6	1:00 – 1:30 Both halls	12:30 – 1:00	UP	11:30 – 12:00 KS2 Hall or dedicated classrooms	12:00 – 12:30
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N	11:30 – 12:00 KS1 Hall	N/A																													
R	11:30 – 12:00 Both halls	12:00 – 12:30																													
Y1	12:00 – 12:30 Both halls	12:30 – 1:00																													
Y2	12:00 – 12:30 Both halls	12:30 – 1:00																													
Y3	12:30 – 1:00 Both halls	12:00 – 12:30																													
Y4	12:30 – 1:00 Both halls	12:00 – 12:30																													
Y5	1:00 – 1:30 Both halls	12:30 – 1:00																													
Y6	1:00 – 1:30 Both halls	12:30 – 1:00																													
UP	11:30 – 12:00 KS2 Hall or dedicated classrooms	12:00 – 12:30																													

	<ul style="list-style-type: none"> • SLT on rota to monitor the halls. Support from Wellbeing team in halls and on playground. • A dedicated member of staff in each year group will be on reflection duty. If children have not finished their lunch by their dedicated end time, they will be escorted to the year group staff member of duty to finish their lunch there. • If children eating in classrooms due to a bubble being removed from the classroom and into the hall, full cleaning regimes around cleaning tables before and after eating will be implemented. • The KS1 and KS2 playgrounds will be zoned and each bubble will have a dedicated section to play in. This will be monitored by the dedicated member of staff. • Lunch staff and TAs will be assigned to a bubble to support lunches. This will include both inside and outside duties. • Children will all sit facing one way in the halls. • As one zone leaves, the tables and seats need to be wiped down. Due to the nature of the tables – one bubble can sit on side of the table. As they leave, the table can be wiped down for children to sit on the other side of the table. This will reduce the need to clean the same sets of seats during a lunch period. • Staff need to eat their lunches in their classrooms or on one of the limited spaced in the KS2 Hall. • All staff need to ensure they are adhering to social distancing and sit 2m apart and/or 2m away from children. This applies to in the halls as well as in the classrooms. • All rubbish and waste is put straight in the bin by the user and not left for someone else to clear up. • Specific kitchen risk assessment being completed by Trust catering manager and school leads. • Snack time in the UP will be reviewed under the guidance. • Breakfast in the Extended provision will be cereal only so no food is touch. Toast will not be available. • Food after school will be prepared, cooked and provided by the kitchen. • Maximum hall occupancy signs to be made. Once KS2 hall is full, children need to be escorted to KS1 hall to fill the space there. • Maximum occupancy per bubble is 52. • Ensure all staff working in the hall wear aprons, gloves and face covering at all times.
Risk 16	Use of changing facilities, showers and drying rooms
Key control measures	<ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins, with bin bags, in these areas with regular removal and disposal. • Deploy additional staff to support PE delivery so that suitable supervision is maintained at all times. • If shower facilities have to be used by the unit provision staff, cleaning staff will be notified immediately and the area will be cleaned. • Children will receive their entitlement to 2 hours PE on one day and will attend school in their PE kits on those days to reduce the need to change
Risk 17	Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant) increases risk of transmission or other issues
Key control measures	<ul style="list-style-type: none"> • Site teams provided with list of facilities management activities to complete via Every Compliance Management system and receive automatic reminders. • Weekly 'keeping in touch' calls taking place between Site teams and Director of Estates to confirm appropriate routines in place. • Cleaning has continued to take place during partial opening of the school • Site teams provided with checklist as a reminder by Director of Estates of priority checks and servicing requirements and required to update 'Every' prior to school re-opening so compliance position is demonstrated. • Any areas of school not full cleaned since partial shutdown to be cleaned in accordance with the latest infection prevention and control (cleaning) guidance.
Risk 18	Outbreak of fire reduces ability for distancing (e.g. between bubbles)
Key control measures	<ul style="list-style-type: none"> • Existing FRA and associated evacuation procedures remain in place • Children will exit classrooms either via external doors or in the way they usually would and line up on the playground nearest to their classroom. • As children are exiting the school building, staff need to make sure that distance is kept between the Bubbles. • Complete & maintain accurate property occupancy register maintained during occupied hours. • Ensure muster points for fire procedures are amended for KS2 to allow safe social distancing – Years 3 & 4 & 5 to line up at the front of the bottom playground. Years 6 and the Unit Provision to line up at the back of the bottom playground. • Staff who are not directly assigned to a class (e.g. admin/catering/site) need to ensure they remain 2m apart from each other when congregating to their nearest fire assembly point.
Risk 19	Use of school transport (of any kind) increases opportunity for transmission
Key control measures	<ul style="list-style-type: none"> • Assurance sought from bus operators that appropriate cleaning and hygiene measures in place • Assurance sought from operators with regards to distancing and PPE on transport • Assurance sought from operators with regards to hygiene in event of vomit. • Discussion if needed with SEN transport to commission additional busses to facilitate social distancing • Discussion with SEN Transport cleaning protocol for each journey and other requirements ie PPE to travel • Rota to ensure set 'bubbles' collect appropriate children and to adhere to social distancing measures • SEN Transport link staff member to only liaise with drivers/Pas before and after school sessions to minimise any opportunity for spread of infection.

	<ul style="list-style-type: none"> Continue with mitigating risk actions with regards to wheelchairs –antibacterial wipe down and transfer to school wheel chair immediately , home chair further cleaned and left in store. Discussions with parents to bring children in if preferred Section in parent re-opening booklet linked to coming to school on Public Transport.
Risk 20	Travel off site increases opportunity for transmission
Key control measures	<ul style="list-style-type: none"> Conduct meetings electronically or via telephone wherever possible Travel is only required for essential purposes. Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons advised to limit their use of public transport. Where travel is essential, use private single occupancy where possible. PPE will be used as necessary for staff conducting home visits for safeguarding purposes. Residential cancelled until Easter 2021 Staff who are car sharing for any reason must wear face coverings inside their vehicle. This includes: <ul style="list-style-type: none"> Travelling to and from work Completing home visits The school mini bus will be used by the wellbeing or specialist provision team in emergencies where children need collecting or dropping home. These need to be agreed by the Principal first. When using the minibus, children must sit in the back and staff in the front to maintain distance. Staff must wear face coverings.
Risk 21	Deliveries & waste collection – visitors to site increase opportunity for transmission
Key control measures	<ul style="list-style-type: none"> Signage in reception areas reminding visitors to maintain social distancing. Floor marking tape used to signal distance to keep from reception desks. Staff advised not to approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste to be disposed of in bins immediately or site teams asked to remove it as soon as possible. Minimise handling. Signage erected at delivery points reminding drivers to maintain social distancing and to use hand sanitiser or PPE where practical for them to do so. Antibacterial wipes / spray made available for staff to clean any products delivered prior to handling. Monitor waste collection times and amend if necessary to limit potential for interactions.
Risk 22	Contractors, visitor and volunteers attending school site
Key control measures	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary by the school Principal to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and contractors will be reminded of this on arrival each day via displayed signage. All contractors are to wash their hands or use sanitiser upon entering the site. Site inductions are to be carried out with all contractors following social distancing principles (2m separation). The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned before occupation again by any other user. All visitors will be signed in by a member of the admin team. This will include entry time, exit time, who they are visiting and the purpose of their visit. This will be documented to support track and trace. All volunteers will continue to be inducted by Donna Martin and/or Sarah Fleming. A specific discussion regarding this risk assessment and the protocol surrounding school will be given before they re-start back at work. Each volunteer will be assigned to a year group bubble to work. All contractors given a copy of the visitor information leaflet
Risk 23	Reintroducing the use of shared equipment and resources as part of curriculum delivery
Key control measures	<ul style="list-style-type: none"> In classrooms, children will be set up with their own equipment in a named pencil case to include pens, pencil, ruler, rubber, scissors, glue, colouring equipment. Any equipment used by children in classrooms that is shared with other classes eg art equipment, laptops, science equipment will be cleaned thoroughly between uses. PE timetables will be set up to ensure there will no sharing of PE equipment between bubbles. Computing suite will be out of use for pupils. Computing lessons will be conducted through dedicated set of bubble laptops or learn pads. Reading books will be allocated to go home but these will be collated on return and left unused and out of reach for 72 hours before being placed back on shelves. The library will be out of bounds however boxes of books can be gathered to be used within bubbles. Extended provision will continue to use equipment from the shed. This will not be used by anyone else. The trim trails on the KS1/KS2 playground will continue to be out of bounds. The climbing frame in EYFS can be used as it is one bubble using it. This will be cleaned daily as part of the cleaning of EYFS. Children will be advised to bring into school only the essentials needed for their day: <ul style="list-style-type: none"> Lunch box

	<ul style="list-style-type: none"> • Water bottle • Planner • Reading book • Mobile phones (if essential) <ul style="list-style-type: none"> • To ensure elements of the curriculum are safely delivered for staff and students, dedicated risk assessments have been written to support hygiene procedure will be written and shared with staff prior to activities commencing. These have been written by the individual subject leaders and are saved with a copy of this risk assessment. This will include: <ul style="list-style-type: none"> • Practical science • Practical DT • Music • PE • Art/drama • Certain EYFS activities
Risk 24	Recruitment activities and teacher training
Key control measures	<ul style="list-style-type: none"> • ITT trainees will be allowed back on site in September. Class teachers with an ITT student need to ensure there is a safe space for them as the teacher but also for their student. These safe spaces can be rotated between student and teacher depending on who is teaching and observing. • Copy of risk assessment will be given to them and an induction with a dedicated senior leader will commence in prior to them starting. ITT mentor will be responsible for ensuring all aspects of the RA are adhered to. • All ITT students who are starting in the Autumn term will be invited in on the training days in September. • Recruitment is monitored by Donna Martin and all interviews are conducted virtually. Pre-employment checks are held virtually where possible. • Tours of the school by prospective candidates need to be agreed by the Principal prior to commencing and will be conducted either before or after school.
Risk 25	Safeguarding cases – increase in volume and interventions needed
Key control measures	<ul style="list-style-type: none"> • Staff Information area created on Trust website, containing useful tools and resources for staff. This includes an FAQ document. • Access to Health Assured Programme • PPE will be used when conducting home visits • Should it be essential that a meeting with parents take place this will be conducted in an open space with ventilation and social distanced of 2 meters at all times. • Any 1:1 work with a child that needs to take place will be conducted at a distance of 2 meters distance between staff and child • School's safeguarding manager will continue to be given time for role and opportunity for flexible working arrangements to ensure meetings/referrals can take place.
Risk 26	Extra-curricular provision reintroduced
Key control measures	<ul style="list-style-type: none"> • Extended provision will be available in the autumn term. The hours will be reduced slightly to allow cleaning to take place prior to staff and children entering. Places will be offered to vulnerable children and then parents who are critical to the covid-19 response. • All clubs will focus on the Recovery Curriculum and will take place in classrooms with children being grouped from within their bubbles. Normal hand sanitising will take place.
Risk 27	Behaviour and discipline falls below usual standards and results in increased transmission risk
Key control measures	<ul style="list-style-type: none"> • Expectations for behaviour shared with pupils, parents and staff. • Reflection and isolation room will be removed from their current spaces and will be redeveloped in more open spaces <ul style="list-style-type: none"> ○ KS1 – purple chairs/work bench outside of sunshine room ○ KS2 – quiet outside area outside of the annex – dry days ○ KS2 – Year 3 open area – wet days • Updated procedure will be written and shared with all staff on September training day. • Expectations for pupils behaviour will be shared with pupils on return in September. • Dedicated section in return to school booklet to focus on poor behaviour and how this will be dealt with in school. This will include parents coming to collect children if the risk is too high.
Risk 28	Bubble or whole school required to isolate / lock-down due to outbreak
Key control measures	<ul style="list-style-type: none"> • Phase leaders will become remote learning leads and will co-ordinate the remote learning offer for their bubbles. • Remote learning policy to be written and shared with staff in September. • Ensure nominated members of staff have full access to Purple Mash and Mathletics to allocate new pupils. • Phase Leaders to have full access to their year groups to lead and monitor home-learning. • Plan an agreed 'home-learning core offer' for each phase. • Determine expectations of class teachers for 'marking' and tracking work during any closure.
Risk 29	Insufficient space available to accommodate all students

Key control measures

- Dedicated staff working space set up in Computing suite.
- Open areas will be transformed into intervention areas – these will be zoned off to ensure that bubbles are not crossing. This will also ensure there is a 2m safe space each member of staff.
- In the event of closing a bubble for cleaning, the class will be asked to go outside to allow cleaning to take place. If the weather does not permit this, the KS1 hall will be used for the year group to use. In this occurs during lunchtime, packed lunches will need to be consumed in the classrooms.