

Berrybrook Primary School - PARTIAL SCHOOL RETURN - COVID-19 Risk Assessment



HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> A one-way system introduced when parents bring pupils to school, avoiding cross pedestrian traffic keeping parents outside of perimeter. Parents and pupils will enter the site on Underhill Lane and leave site via carpark exit. AS/EP/KW will be outside as a signpost aid for parents along the route, in addition to one way arrows displayed as a visual aid. All groups of pupils will have allocated drop off and pick up times. See attached appendix 1 for details. 2 metre rule to be enforced while they are waiting for staff to receive their children from agreed point. 2 metre marker (table) will be in place from the gate to ensure parents maintain social distancing from staff at drop off and pick up times. Parents will be asked not to gather before the gate opens or stay after their child has entered the school. Parents will be asked to only have one parent/ carer bringing the children to school and no other family members should accompany them. Pupils will walk directly into classrooms via external doors for each classroom, a staff member will be stood outside 2 metres from the door to welcome the children into their classroom. 	LOW	Y	

			<ul style="list-style-type: none"> • Pupils to individually wash hands on arrival to the classroom. Staff at the entrance to the classroom will prompt/supervise this. • Member of SLT will be stood at the gate where pupils enter and verbally guide them to classes ensuring social distancing, 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to maintain 2 metre rule. • Parents will not be allowed to pass through internal gates on site. Pupils will leave parents at the gate and pupils will walk to classroom external door. Parents to leave site via the one way system. • 2 metre marker will be in place from the gate to ensure parents maintain social distancing from staff at drop off and pick up times. • Staff to keep conversation with parents to a minimum and ask them to contact the school office via telephone with any questions or concerns. Sign displayed with school phone number on entrance window. 	LOW	Y	
Children who walk to/ from school alone	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils and parents to be reminded that it is their responsibility to socially distance whilst walking to and from school. • Pupils who need to bring a mobile phone to school to place the phone into individual plastic trays without touching the tray itself. The member of staff will then place the trays into the classroom locked cupboard until the pupil is leaving when they tray is taken out and the pupil removes the phone, again without touching the tray itself. Tray to then be wiped by staff with cleaning products. • Pupils to wash hands before and after handling phone. • Staff to wash hands after handling trays. • Staff to wear gloves for cleaning trays. 	LOW	Y	

EYFS Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The activities will be set up as far away from each other as possible • EYFS to try and maintain a 2 metre rule between each activity and minimise the number of children in one area • Remove soft furnishings and loose carpets. Resources that are not easily cleaned will be removed. • Minimise the amount of resources available in the room avoiding wet play / sand / playdough etc • Minimise the sharing of toys and resources between groups, cleaning between use. Children will be allocated their own set of basic resources for example, pencil, crayons, whiteboard pens, counting resources to use daily that only they will access. • Provide pupils with an individual carpet space that allows 2 metre social distancing for story times or discussion time. • All EYFS groups to be limited to 8 children where possible with the maximum group number never exceeding 16 children • Children and staff to mix in a small consistent group throughout the day within designated settings to avoid contact with other groups • All groups to be within rooms that meet the EYFS ratios per child : (under 2 years-3.5m² / 2years-2.5m² / 3 to 5 years 2.3m²) • Rooms to be well ventilated, doors can be propped open but must be closed each evening 	LOW	Y	
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom must be set up to ensure a 2-metre rule is in place between each child, removing vacant chairs and tables to minimise excess surfaces for pupils to touch. 	LOW	Y	

			<ul style="list-style-type: none"> • The teacher's desk must be kept 2 metres away from the children's tables/desks. • Children should not share equipment within the classroom and keep to the same allocated desks. Equipment will be provided on individual desks for the pupils that only they will access. E.g. glue stick, pen, pencil, ruler, rubber, coloured pencils, green pen. • Tissues available for pupils on desks to use when coughing or sneezing and they must go into a bin after one use. • Pupils will have the same allocated desk daily and will be asked to keep their coat (if bringing one) on back of their chair. Anyone bringing a lunch will keep it in a disposable bag under their table. • Classroom doors are to be left open during the day, using door wedge if needed to minimise use of door handles. All doors will be closed at end of each school day. 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. • Where children may require extra assistance a 2 metre rule must try to be enforced. • Pupils will be encouraged to wash hands regularly. • Staff will implement and share adapted behaviour policy/expectations with pupils regularly. • Anyone bringing a lunch will keep it in a disposable bag under their table. • If staff are using the photocopier, hands must be washed before and after use. • Staff are to ensure that worksheets/resources needed are placed on each child's table at the start of a day. 	LOW	Y	

			<p>Where possible use of handouts will be minimised and use of whiteboard slides used as visual aid.</p> <ul style="list-style-type: none"> Any use of ICT equipment will be cleaned/wiped before and after use, with only one bubble group able to use the resource each day so that equipment is not immediately passed from one bubble to another. 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet. Have set toilets for each group and only allow one child at a time in the toilet. Only one pupil will be allowed to go to the toilet at a time. Toilet cubicles will be allocated to each bubble group. 1A,1B,6A,6B,KW1,KW2. Cubicle doors and sinks will be labelled with bubble group name where possible. 	LOW	Y	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside on designated playgrounds. Look at providing activities which minimise pupils sharing equipment. Supervising staff must keep a 2 metre distance from each other at all times. Each bubble group will have their own allocated playground area and time slot. Appendix 2 Pupils will be provided with their own equipment to use at break times each day, this will then be cleaned at the end of each day. For pupils who fail to follow the 2 metre distancing rule school's adapted behaviour procedures. 	MED	Y	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff must sit at least 2 metres apart from each other. The staffroom layout is amended to promote this. Additional staffroom has been allocated within the ConnectEd training space. 	LOW	Y	

			<ul style="list-style-type: none"> • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. • Break times to be staggered keeping contact low • Staffroom adjustments have been made to support social distancing. • Staff must wash their hands before preparing drinks/food and after eating. • Staff belongings to be locked in lockable space within their “bubble” teaching area. Belongings to remain locked away at all times whilst pupils are in the space. During break and lunch times, staff belongings are to be kept with them at all times (if not locked away) to minimise contact with surfaces around school. • If staff are using the photocopier, hands must be washed before and after use. • Staff to wash hands after entering the staffroom and using keypad lock. 			
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Each bubble group has their own box of cleaning and first aid equipment. This is to only be used by the bubble staff. All to be kept in a lockable cupboard whilst pupils are in school. • Wear gloves whilst carrying out this task and wash hands after cleaning. 	LOW	Y	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Lunch tables are positioned allowing 2 metres between pupils • Designate playgrounds for set class groups. <u>Appendix 2</u> • Each bubble group will have an allocated time slot for dining/main hall use. <u>Appendix 2</u> 	MED	Y	

			<ul style="list-style-type: none"> • Where possible, each bubble group will be allocated their own lunchtime member of staff, where this is not possible, support staff will supervise their bubble group at lunchtimes. • After each bubble group has left the space. Areas will be wiped down with disinfectant spray or wipes. • Catering staff to provide pre-made meals, avoiding the need to select from the counter, reducing contact. • Where pupils bring their own packed lunch to school this will be in a disposable bag. • Pupils will be provided with their own equipment to use at lunchtimes each day, this will then be cleaned at the end of each session. • For pupils who fail to follow the two metre distancing rule school's adapted behaviour procedures. 			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. • All PPE worn for administering first aid must then be disposed of in PPE labelled/designated bin. • Each classroom will be provided with a basic first aid kit to keep in their bubble room. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment and parents are informed via phone or text message. With option for the parent to request a copy if they wish. • Always wash hands after contact. 	LOW	Y	
First Aid – Life threatening	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. 	MED	Y	

		to close contact	<ul style="list-style-type: none"> • Wear face covering and gloves when in close contact or dealing with bodily fluids which must be disposed of after use in allocated PPE waste bins. • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands after contact • Staff members who have dealt with an incident would be instructed to go home. Given the current Covid-19 situation, it would be advisable to avoid potential contamination of the home, therefore immediately place clothing in a washing machine, then shower and wash thoroughly avoiding contact with other household members until this is done. 			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) which must be disposed of after use in allocated PPE waste bins. • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	MED	Y	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: • Wear Gloves • Wear an apron • Wear a mask 	MED	Y	

			<ul style="list-style-type: none"> • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) PPE must be disposed of into allocated PPE bin • Children within EYFS bubbles to use allocated changing spaces. These are to be cleaned down after each use. • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed • Poster to be displayed within changing area with guidance of putting on face masks. • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. 			
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc, which must be placed in the bin after use. • If contact is required, consider wearing a face covering. • Wash hands after contact • If pupil remains upset and is unable to self-sooth with support provided in classroom, SLT to be contacted and phone call made to parents. 	MED	Y	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff will implement and share adapted behaviour policy/expectations with pupils regularly. • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If team teach techniques are required, it is advised face coverings and gloves are worn. 	MED	Y	

			<ul style="list-style-type: none"> If pupil behaviours becomes unsafe, parents/carers will be requested to collect their child, in line with the home school agreement. 			
Children leaving at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> A one-way system introduced when parents collect pupils from school, avoiding cross pedestrian traffic keeping parents outside of perimeter. Parents will enter the site on Underhill Lane and leave site via carpark exit. AS/EP/KW will be outside as a signpost aid for parents along the route, in addition to one way arrows displayed as a visual aid. All groups of pupils will have allocated pick up times. See attached appendix 1 for details. Each bubble group will have their designated pick up point at the end of each day. Appendix 1 Children released individually from allocated collection/pick up point to waiting parents. Parents/carers will be asked to not gather before the gate opens or stay after their child has entered the school. Parents/carers will be asked to only have one parent/ carer bringing the children to school and no other family members should accompany them. 	LOW	Y	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. Signage will be displayed on windows of front office with a prompt for parents to call school with enquiries and details of school phone number. Parents will be discouraged in congregating around the school site. 	LOW	Y	

<p>Awareness of policies / procedures / Guidance</p>	<p>Staff Pupils Others</p>	<p>Inadequate information</p>	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. • Staff to read shared guidance on NHS Track and Trace procedures and inform Head of School immediately if notification received. • Individual risk assessments have already been undertaken for staff in schools based on current 	<p>LOW</p>	<p>Y</p>	
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			government guidance, these will be reviewed as guidance is updated			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Teaching & support staff to clean down surfaces and equipment where possible during the school day, with a focus on EYFS. Toys to be cleaned with Milton solution daily. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 	MED	Y	

			<ul style="list-style-type: none"> • Pupils are not to wear school uniform and parents to be instructed that clothes must be washed daily and a full new set of clothes must be worn each day. • Staff to be instructed that clothes must be washed daily and a full new set of clothes must be worn each day. 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. 	MED	Y	

			<ul style="list-style-type: none"> • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practical, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • It is important that all staff read the Government guidance (see email to all staff 05/06/20) on the NHS Test and Trace system to understand the process. • Any member of staff subject to Test and Trace must inform the Head of School immediately. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times, which must be disposed of in allocated PPE bin. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self- 	MED	Y	

			<p>isolation' period) has passed, in line with national guidance.</p> <ul style="list-style-type: none"> • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents where necessary. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Staff to read shared guidance on NHS Track and Trace procedures and inform Head of School immediately if notification received. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any 	LOW	Y	

			additional measures required with regards to managing the spread of coronavirus.			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> The school staff report immediately to the head about any cases of suspected coronavirus, even if they are unsure. Staff to read shared guidance on NHS Track and Trace procedures and inform Head of School immediately if notification received. The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	LOW	Y	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths to be thrown away in a lidded bin containing a double bag. 	LOW	Y	
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure the school remains as safe as possible. 	LOW	Y	

Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Contractors will be expected to make prior appointments with school via the front office / Caretaker or Facilities Manager. If arrangements have not been made in advance, access will not be allowed. Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 	LOW	Y	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	LOW	Y	