

Risk Assessment Return to Work and School during COVID-19

BREDENBURY PRIMARY SCHOOL

BREDENBURY

HEREFORDSHIRE

HR7 4TF

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Risk Assessment – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

Location:		Activity: Returning to workplace after the COVID-19						
Task/Equipment/Materials/Activities	Hazard	Who is at risk?	Current Control Measures	Additional Requirements	By When?	By Whom?	Completion date	
High Risk Groups <ul style="list-style-type: none"> • Clinically Vulnerable (CV) • Clinically Extremely Vulnerable (CEV) • Pregnant • Black, Asian and Minority Ethnic (BAME) 	Risk of COVID-19 transmission.	Staff Pupils Parents	i. A risk assessment is completed for staff in High Risk Groups, and controls are applied in line with government guidance (currently 1 member of staff fall into these categories) ii. For Clinically Extremely Vulnerable groups, establish whether remote working is possible, or adjustments can be made to allow social distancing (currently applies to 0 students) iii. A New and Expectant Mother Risk Assessment is in place. All NEM Risk Assessments will be reviewed regularly as the pregnancy progresses by the Head of School (currently 1 staff as NEM) iv. Establish a system for communicating with Parents who have concerns over children returning to school and share information on controls we have in place (multiple communication channels already exist and are being used by parents/carers to discuss concerns) v. During one to one conversation, managers to identify employees with	All employees to complete questionnaires to ensure we are protecting people who are at higher risk. HoS to review staff roles and where possible, ensure there is provision for the most vulnerable groups to work remotely, or have changes to their role to enable social distancing. In the event that an employee refuses to begin work due to health fears, a review on a case by case basis will be implemented.	i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 All points to be reviewed at intervals no less than every 4 weeks for material change.	All Staff HoS HoS HoS HoS		

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			problems working from home, i.e. lack of space, equipment, health (mental); and assist where possible. If a manager is unsure how to assist contact with Executive Headteacher, HR or Board of Governors should be made aware (currently 1 member of staff in medical recovery and 1 member of staff on maternity leave)				
Introducing additional pupils and staff members to schools.	Increased numbers of pupils and employees could make social distancing more difficult and increase the likelihood of transmission.	Pupils Staff	<p>i. Pupils have been “bubbled” by Key Stage in individual classes no greater than 25 and by school “zone” KS1 and KS2 Groups, 2 zones and 1 entry/exit points, 1 per Key Stage. Each entry/exit point and each room has hand sanitisation available as well as hand washing facilities. See above for details on the school bubble planning</p> <p>ii. Assess the risk posed by children who may not be able to understand and maintain social distancing and hygiene measures; or who are prone to spitting, biting, physical contact etc. The school conduct policy has been fully reviewed to deal with such instances where failure to comply with safe practice is not observed</p> <p>iii. Consider limitations already presented by some lessons,</p>	<p>Plans to allow sufficient PPA time for teachers have been put in place by HoS and PPA requirements for all staff have been planned for.</p> <p>Where they are required, supply and temporary staff must receive the same level of H&S training and instruction as an employed member of staff. Bredenbury has employed a full-time member of staff as well as TA provision to provide the first line of supply cover in school in KS1 covering a maternity cover and TA cover. These staff members have completed all training in preparation. Where required on an ad-hoc basis, HoS will step in to cover to ensure continuity.</p>	<p>i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20</p> <p>All points to be reviewed at intervals no less than every 4 weeks for material change, with a review of extra-curricular provision by 30.10.20.</p>	<p>HoS HoS HoS HoS</p>	

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			<p>such as PPE requirement, shared equipment. Full consideration has been made with no practical sessions for EY/KS1 and KS2 other than PE (staggered provision), Forest School (TA assisted) or within their discrete bubble.</p>	<p>Only in extreme need will external supply staff be bought in and then will need to be fully appraised of procedures in place.</p> <p>Extra-curricular provisions such as after school provision will begin in October but will be monitored and reviewed at half-termly intervals to ensure they are safe and effective.</p>			
Standard Health & Safety practices being forgotten or not prioritised.	Safety standards in the school may drop if they are not effectively maintained in parallel to COVID-19 control measures.	Staff Pupils Contractors Visitors	<ul style="list-style-type: none"> i. Documents including H&S Policy, Fire Risk Assessment, Legionella Risk Assessment and Asbestos Management Plan should be reviewed as usual ii. Checks will be carried out around the school to ensure that no ACMs have been damaged by rodents or vandalism while the school has been closed or only operating at a limited capacity iii. Air conditioning and ventilation maintenance is up to date and records are in place iv. Where possible regular opening of doors and windows for increased ventilation is in place. Be conscious of fire safety 	<p>Accident reporting arrangements are reviewed, to ensure all incidents and accidents are reported appropriately following a period of relatively low incident occurrence. Standard procedures to be issued first staff meeting to cover new staff.</p> <p>A COVID-secure certificate is in place, along with the associated controls, to protect vulnerable staff and displayed within Reception.</p>	<ul style="list-style-type: none"> i. As required ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change, with policy review as falling due.</p>	HoS/CT HoS/CT CT All Staff	
Display screen	Staff risk posture problems	Staff	<ul style="list-style-type: none"> i. DSE training and assessments 	Remote workers self-	<ul style="list-style-type: none"> i. 08.09.20 	HoS	

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Equipment	and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.		<p>of workstation carried out by all new starters. Actions carried out asap</p> <p>ii. Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting</p> <p>iii. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen</p> <p>iv. Shared workstations are assessed for all users.</p> <p>v. Work planned to include regular breaks or change of activity</p> <p>vi. Lighting and temperature suitably controlled</p> <p>vii. Any adjustable blinds at window to control natural light on screen have been fully retracted to enable efficient ventilation</p> <p>viii. Noise levels controlled.</p> <p>ix. Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays</p> <p>x. Laptop users trained to carry out own DSE assessment for use away from office</p> <p>xi. Where possible, laptops should be used with separate screen, keyboard and mouse</p>	<p>assessment.</p> <p>All employees to re-assess their working station on return.</p> <p>Check that identified actions from self-assessment are followed up ASAP.</p> <p>Head of School to monitor to ensure staff continue to get breaks away from the computer.</p> <p>Staff working from home to take additional screen breaks if not able to work at a DSE compliant workstation.</p>	<p>ii. 08.09.20</p> <p>iii. 08.09.20</p> <p>iv. 02.09.20</p> <p>v. 02.09.20</p> <p>vi. 02.09.20</p> <p>vii. 02.09.20</p> <p>viii. 02.09.20</p> <p>ix. 02.09.20</p> <p>x. 30.09.20</p> <p>xi. 30.09.20</p> <p>All points to be reviewed by 30.10.20 for material change.</p>	<p>HoS</p> <p>HoS</p> <p>HoS</p> <p>Teachers</p> <p>All Staff</p> <p>HoS</p> <p>All Staff</p> <p>HoS</p> <p>HoS</p> <p>HoS</p>	
Stress, anxiety and general uncertainty over safety	Staff, pupils and parents could be affected by worries related to Covid-19, i.e.	Staff Pupils Parents	i. Staff understand what their duties and responsibilities are through focussed staff	Return to work Questionnaire.	<p>i. 02.09.20</p> <p>ii. 02.09.20</p> <p>iii. 02.09.20</p>	<p>HoS</p> <p>HoS</p> <p>HoS</p>	

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	contracting virus, uncertainty, significant decrease/increase in workload, job losses, health fears etc.		<ul style="list-style-type: none"> ii. meetings September INSET Staff can talk to HoS if they are feeling unwell or ill at ease about things at work iii. Providing support for workers around mental health and wellbeing. All staff aware of Mental Health First Aider for staff iv. Regular channels of communication such as school website and newsletters are maintained, and kept up to date with current guidance, to include parental contact system, whole school letters and dedicated Parent and Carer Facebook group v. Clear discussion with Parents/Carers, and Pupils over expectations and controls 	<p>Sharing and discussing risk assessment with employees to reassure and take feedback.</p> <p>Staff/Parent/Pupil concerns are taken seriously and discussed honestly. Efforts are made to reassure those with concerns, and flexibility is applied where possible.</p> <p>Holidays taken during term breaks should be discussed with staff, due to the 14-day self-isolation requirement.</p> <p>Arrangements put in place for staff who face unavoidable quarantine arrangements arising from COVID-19. Staff will be permitted to work from home paid in full in this instance.</p>	<ul style="list-style-type: none"> iv. 02.09.20 v. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change and as required by staff.</p>	HoS All Staff	
Water supply and Legionella	Legionella risk in water system and the risk of Legionellosis	Staff Pupils	<ul style="list-style-type: none"> i. Systems are subject to routine flushing, during the lockdown ii. Legionella Risk assessment in place and a subject of regular review iii. Check for any obvious leaks, water damage etc. and both hot and cold-water supplies are operational 	<p>Review a need to disinfect the system in accordance with Legionella Control Association LA Guidance on Reopening Buildings (issue date 13th May 2020)</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change or earlier if required as part of wider risk</p>	CT CT CT	

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					management protocols.		
Fire safety	Risk of lack of maintenance, faulty equipment	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> i. Subject to regular inspection ii. Check fire doors are operating properly and free of damage iii. Check fire exits are operating properly and free of damage iv. Ensure gas safety certificate is still current. Check for any signs of a gas leak v. Ensure fixed and portable electrical equipment vi. During evacuations, social distancing does not apply. Social distancing can be applied again once persons have reached safety 	<p>An inspection to be carried to ensure fire safety equipment is in good working order and maintenance records are in place, i.e. fire emergency lights, fire extinguishers, fire alarm</p> <p>Ensure PAT certificates are current.</p> <p>Visual inspections of electrical equipment for damage</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 vi. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change or earlier if required as part of wider risk management protocols.</p>	<ul style="list-style-type: none"> CT CT CT CT CT HoS 	
Commute to school/work and back	Risk of COVID-19 transmission.	Staff Pupils Parents	<ul style="list-style-type: none"> i. Employees to follow Government advice about using public transport ii. Discourage employee use of public transport iii. Employees encouraged to walk or use a bicycle where possible iv. Parents discouraged from socialising with other parents, or meeting with them on journey to school v. National and Local Authority guidance for the use of School Transport will be shared with staff and parents via Facebook group and website 	<p>Consider the way employees travel to work during ‘Return to work conversation’.</p> <p>Carpools discouraged through parental/carer communication.</p> <p>Maximum one parent/guardian to accompany children. Children under the age of 11 will not be required to wear face coverings on public and school supplied transport, in line with government guidance.</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks or as designated from outside agencies e.g. Local Authority for material change.</p>	<ul style="list-style-type: none"> HoS HoS HoS HoS HoS 	

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Parking vehicles and bicycle storage	Risk of COVID-19 transmission.	Staff Pupils Parents Visitors Contractors	i. Staff, parents and pupils to maintain social distancing when leaving and returning to their cars, supervised where possible by staff presence		i. 02.09.20 ii. 02.09.20 iii. 02.09.20 All points to be reviewed at intervals no less than every 4 weeks for material change.	HoS All Staff All Staff	
Arriving and leaving work/school	Risk of COVID-19 transmission.	Staff Parents Pupils	i. Entrance/Exit from the building will be controlled using separate in and out doors for Key Stage bubbles, closest to their base. Pupils arriving on site line up prior to the entrance gate and are supervised in 2 separate areas before being escorted into school by a staff member of the appropriate bubble. Protocols are included as appendices to this RA ii. IN and OUT doors are sign-posted iii. Hand sanitisers are available at all staff and visitor entry points iv. Hand washing upon arrival established with dedicated facilities for each Key Stage Group bubble. Pupil handwashing is supervised	Staggering of arrival times/leaving times to be implemented if required. Individual storage for clothing /bags to be identified. Doors left open, or function automatically where possible, to reduce use of push buttons and handles.	i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 All points to be reviewed at intervals no less than every 4 weeks for material change.	All Staff HoS HoS All Staff HoS	

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Moving around the building.	Risk of COVID-19 transmission.	Staff Pupils contractors	<ul style="list-style-type: none"> i. Movement around site by students is minimal. Alternative controls are considered where this is not possible i. Direction of travel in corridors is marked, where one-way systems are. Hand sanitiser is provided in areas where automatic doors or holding open doors is not possible, including reception and all classrooms ii. Employees are discouraged from non-essential trips around the building iii. Restricted access to certain areas not used within the planned protocols iv. Use of email/telephone contact between offices/staff is encouraged 		<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 vi. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	<ul style="list-style-type: none"> SLT SLT All Staff All Staff All Staff All Staff 	
Use of classrooms and offices	Risk of COVID-19 transmission.	Staff Pupils	<ul style="list-style-type: none"> i. Review of room layouts to allow people to work further apart from each other. All classrooms have been arranged from the rear forward creating the maximum usable floor space. ii. Review timetables to reduce the need for travel around the site. Using Key Stage Group bubbles means there is no normal requirement for pupil movement, except at entry/exit, supervised break 	<p>Mark areas to help to maintain social distancing.</p> <p>Hygiene signage will be displayed, and employees will be informed during the training</p> <p>Equipment not to be passed between pupils. Staff and pupils will be provided with their own stationery and supplied where this is possible.</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 vi. 02.09.20 vii. 02.09.20 viii. 02.09.20 ix. 02.09.20 x. 02.09.20 <p>All points to be reviewed at intervals no less than every 4</p>	<ul style="list-style-type: none"> HoS HoS All Staff All Staff All Staff All Staff HoS All Staff All Staff All Staff 	

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			<p>and lunch.</p> <p>iii. Where possible, pupil movement to be limited and controlled to aid in maintaining bubbles within the school</p> <p>iv. Movement of staff around the school to be limited</p> <p>v. Head of School to consider how best to supplement remote education with face-to-face support for pupils. Microsoft Teams to be used for the upload of lessons as per pre-Summer distance learning template. All teachers have planned a 2 week go bag of lessons ready for immediate deployment if required</p> <p>vi. Where possible ensure either natural or mechanical ventilation is accessible. Ensure mechanical ventilation has been subject to all relevant checks and inspections. All classroom windows have been checked to enable effective ventilation and all venetian blinds retracted and to be left in that position</p> <p>vii. Bins in classrooms and offices for the disposal of potentially contaminated material are lidded to reduce infection risk</p> <p>viii. Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact</p>	<p>TA's will support in the supervision on pupils when they have to move around the school.</p> <p>TA's can lead groups, under direction from a teacher, if staff numbers are too limited.</p>	<p>weeks for material change.</p>		
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Meetings	Risk of COVID-19 transmission.	Staff Visitors Contractors	<ul style="list-style-type: none"> i. Remote tools are used to reduce the need for face-to-face meetings where appropriate, normally through the use of Microsoft Teams ii. Number of participants attending face-to-face meetings is minimised. For Staff Meetings delivery in the Main Hall iii. 2 metres distance between participants is maintained iv. Employees are instructed to avoid sharing physical resource (i.e. pens/paper documents) during meetings v. Hand sanitiser is provided in meeting rooms vi. Mark floors to ensure social distancing to be installed in the meeting rooms, where possible remove/or tape off chairs to ensure compliance 	<p>Each meeting room to be sign posted informing maximum capacity.</p> <p>Communal food not provided during meetings.</p> <p>After a meeting, staff to be encouraged to wipe their working stations (meeting organiser responsible for reminding attendees).</p> <p>Rules of use of meeting room to be distributed to all employees and attendees to meetings.</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 vi. 02.09.20 <p>All points to be reviewed at intervals no less than every 2 weeks for material change.</p>	<p>HoS</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>HoS</p> <p>HoS</p>	
Common Areas	Risk of COVID-19	Staff	<ul style="list-style-type: none"> i. Use of outside break areas, or 		<ul style="list-style-type: none"> i. 02.09.20 	All Staff	

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	transmission.	Pupils Visitors Contractors	<p>lunch taken at desks. For Staff, instructions have been issued to use their Class Room not the Staff Room which is closed.</p> <p>ii. Floor marking installed to maintain social distancing</p> <p>iii. Seating has been configured to reduce capacity and reduce face-to-face interactions, using alternate seats where possible to avoid direct face to face on fixed table/seating</p> <p>iv. Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves, water fountains etc</p>	<p>Employees to be encouraged to bring own food.</p> <p>Inform employees to clean communal items with the products provided.</p> <p>Place signs with the cleaning instructions by communal items.</p>	<p>ii. 02.09.20</p> <p>iii. 02.09.20</p> <p>iv. 02.09.20</p> <p>v. 02.09.20</p> <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	<p>HoS</p> <p>HoS</p> <p>CT</p> <p>HoS</p>	
Break Times, outdoor areas and Lunch.	Risk of COVID-19 transmission	Staff Pupils	<p>i. Outdoor areas thoroughly swept for evidence of trespass or vandalism during closure (e.g. damaged perimeter fencing or play equipment, discarded waste or drug paraphernalia, sharps, fire damage etc.)</p> <p>ii. Staff availability must be sufficient to allow suitable breaks throughout the day.</p> <p>iii. Employees are encouraged to remain on-site during breaks</p> <p>iv. Employees encouraged to take breaks in their classrooms to avoid mixing and contact with other staff members</p>	<p>Staggered break periods and lunches.</p> <p>Lunch groups limited to bubbles</p> <p>Children reminded of social distancing before breaks.</p> <p>Hand washing for 20 seconds before and after break periods.</p> <p>Play/sports equipment distributed rather than collected from central location by pupils.</p> <p>Sanitize play equipment where possible and take</p>	<p>i. 02.09.20</p> <p>ii. 02.09.20</p> <p>iii. 02.09.20</p> <p>iv. 02.09.20</p> <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	<p>ABM</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	

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				difficult to clean play equipment out of use.			
Accidents, security and other incidents	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> i. Accident reporting procedure is in place ii. COVID-19 cases resulting from exposure in the workplace are RIDDOR reportable iii. Suspected incidents of COVID-19 reported to the local authority, Executive Headteacher and Governing Body iv. Pupils who become unwell with COVID-19 symptoms at school should be taken to the Medical Room to await collection. Parents should be informed immediately and pointed towards government guidance on COVID-19 cases in the household v. Anyone who needs to make contact with a symptomatic pupil must wear the appropriate PPE (Gloves, mask, apron), situated in Reception. Where coughing, spitting or vomiting is possible, goggles should also be worn vi. If the pupil needs to use a bathroom, the room should be cleaned after use. The allocated bathroom is the disabled lavatory which must be cleaned down immediately after use and reserved 	<p>First aiders to be provided with hand sanitiser and Personal Protective Equipment where appropriate.</p> <p>Check all first aid boxes, before building is open to ensure gloves, sanitisers and other required items are in place and not expired.</p> <p>Employees to be made aware that in an emergency, e.g. fire evacuation, social distancing does not apply.</p> <p>Fire Marshals staff roles to be assessed separately.</p> <p>Emergency PPE kits for Primary Schools provided by HC, for use only when dealing with a symptomatic person.</p> <p>If emergency CPR is needed, take advice from emergency services call handlers. Guidance can also be found on the Resuscitation Council website, and the RLSS website and First Aid</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 vi. 02.09.20 vii. 02.09.20 viii. 02.09.20 ix. 02.09.20 x. 02.09.20 xi. 02.09.20 xii. 02.09.20 xiii. 02.09.20 xiv. 02.09.20 xv. 02.09.20 xvi. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	<ul style="list-style-type: none"> HoS HoS HoS ABM ABM ABM ABM ABM ABM All Staff All Staff All Staff All Staff HoS HoS/EHT 	

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			<p>vii. specifically Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained, which would be the case within the Medical Room</p> <p>viii. If contact with a child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. Instructions for the use of PPE can be found here</p> <p>ix. To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE</p> <p>x. put it in a plastic rubbish bag and tie it when full</p> <p>xi. place the plastic bag in a second bin bag and tie it</p> <p>xii. put it in a suitable and secure place, designated as the alarm cupboard marked for storage for 72 hours</p> <p>xiii. Full guidance on disposal of PPE and waste related to COVID-19 can be found here.</p> <p>xiv. The relevant member of staff calls for emergency assistance</p>	<p>trained staff have been issued the link.</p> <p>If the child has siblings or other household members in the school, they will be sent home to self-isolate. If possible, they will wait in a separate room for collection. If this is not possible, they will wait with the ill sibling and be asked to stay 2m apart.</p> <p>Where a pupil or member of staff tests positive for COVID-19, the rest of that group should then self-isolate for 14 days where they have come into close contact. Parents should be made aware of what is happening to avoid rumours and misinformation spreading. The Executive Headteacher will contact PHE.</p>			
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			<p>xv. immediately if the pupil's symptoms worsen</p> <p>xv. Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated</p> <p>xvi. Establish what disciplinary/supportive measures will be taken for incidents that involve spitting/intentional coughing etc. The Behaviour Policy has been fully updated to reflect these possibilities and will be reviewed for effect</p>				
Visitors and contractors	Risk of COVID-19 transmission.	Staff Parents Visitors Contractors	<p>i. Remote contacts are encouraged and enabled as far as possible</p> <p>ii. Clear social distancing floor markings are in place for queues</p> <p>iii. Hand sanitiser is provided for visitors</p> <p>iv. Entry and exit points and flow of visitors has been reviewed and established. All visitors wait at the gate to be escorted into school</p> <p>v. Clear protocols to be developed, displayed and communicated for all visitors at point of entry</p> <p>vi. The number of visitors to the premises is limited and communicated to all employees, all visitors must be</p>	<p>Cleaning system of visitor's lanyard/ID to be identified, lanyards to be disinfected and boxed for 72 hours before re-use.</p> <p>Visitors to be asked to bring own pen to sign-in in reception/visitors signed in by reception, or pens used are disinfected and boxed as per lanyards.</p> <p>Schedules to be revised to limit number on site e.g. contractors and routine maintenance.</p> <p>Maintenance work to be reviewed to consider that which can be undertaken</p>	<p>i. 02.09.20</p> <p>ii. 02.09.20</p> <p>iii. 02.09.20</p> <p>iv. 02.09.20</p> <p>v. 02.09.20</p> <p>vi. 02.09.20</p> <p>vii. 02.09.20</p> <p>viii. 02.09.20</p> <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	All Staff HoS HoS HoS HoS All Staff HoS HoS	

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			<p>vii. pre-notified to ABM Cleaning materials and sanitizer to be provided in reception area</p> <p>viii. Signs and visual aids to be displayed at points of entry and at multiple points in visitor areas</p>	<p>outside of normal working hours.</p> <p>Visitors waiting area to be reviewed to ensure 2 metres social distancing is maintained with no more than 1 seated on a one in one out basis. Visitors will not normally be accepted without a prior appointment.</p> <p>Employees interacting with visitors, i.e. reception, caretaking staff to be provided with necessary training on safe working measures by HoS.</p>			
Cleaning	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<p>i. Waste is removed at the end of each day</p> <p>ii. In the case of a suspected COVID-19 case presenting in school, cleaning will be carried out in line with COVID-19: cleaning of non-healthcare settings</p> <p>iii. External cleaning companies should supply an updated Risk Assessment reflecting any changes</p> <p>iv. Building cleaning schedules to be reviewed and frequency increased where necessary, including periodic cleaning of shared areas (i.e. between uses). Cleaner in charge to liaise with ABM to ensure no</p>	<p>Guidance to be established and published on what to do in the event of known or suspected COVID-19 case in the workplace.</p> <p>Use of high touch items such as printers to be reviewed protocols communicated and signposted and suitable cleaning materials located adjacent and out of pupil reach.</p> <p>All staff will be involved in cleaning in some way, within the bubble in which they teach, including touch</p>	<p>i. 02.09.20</p> <p>ii. 02.09.20</p> <p>iii. 02.09.20</p> <p>iv. 02.09.20</p> <p>v. 02.09.20</p> <p>vi. 02.09.20</p> <p>vii. 02.09.20</p> <p>viii. 02.09.20</p> <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	<p>CT</p> <p>HoS</p> <p>HoS</p> <p>HoS</p> <p>All Staff</p> <p>HoS</p> <p>HoS</p> <p>All Staff</p>	

Risk Assessment – Return to Work and School during COVID-19

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			<ul style="list-style-type: none"> v. cleaners on site whilst school exit procedures are in force vi. All equipment is cleaned between uses vii. Safe, disposable materials to be provided for employees to use viii. Suitable cleaning materials available to all staff in each room via a cleaning caddy viii. Frequent cleaning of regularly touched surfaces, objects such as door handles to be introduced. Scheduled member of cleaning or Teaching Assistant team available at Breaks, Lunch and other times as appropriate 	<p>surfaces and shared equipment. They are trained and provided with any necessary PPE.</p> <p>Dedicated and competent cleaners are employed to undertake cleaning using hazardous substances and deep cleans. Must be through the Caretaker.</p>			
Hygiene, handwashing, sanitation facilities and toilets	Risk of COVID-19 transmission.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> i. Posters are displayed in order to build awareness of handwashing techniques and hygiene protocols e.g. avoid face touching, binning tissues etc ii. Hand sanitisers is provided in multiple locations including in every classroom iii. All persons to wash hands for 20 seconds with soap and water when entering the building at the identified wash stations iv. Alcohol hand sanitizer (60% Vol) provided in frequently used areas. Hand lotion provided for staff who have to wash hands more frequently v. Hand washing for pupils to be 	<p>Toilet cleaning schedules to be reviewed regularly and monitored. The most used facilities to be cleaned more frequently.</p> <p>Guidance on using toilet facilities to be identified and to be shared with staff to achieve social distancing. All staff and adults to use main toilets in the Staff Area at the rear of the building only.</p> <p>Enhanced cleaning regime for door handles, bolts, taps and any other objects that could be touched by hands.</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 vi. 02.09.20 vii. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	HoS HoS All Staff HoS All Staff HoS All Staff	

Risk Assessment – Return to Work and School during COVID-19

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			<ul style="list-style-type: none"> vi. Tissues and lidded bins provided in class vii. Hand hygiene reiterated during lesson times 	Supervised toilet visits for pupils where appropriate. Limit number in facilities to 2 at any time.			
Goods handling, deliveries and onsite vehicles.	Risk of COVID-19 transmission.	Staff Visitors	<ul style="list-style-type: none"> i. Protocol to be established for incoming deliveries and goods. Non-contact and or 72-hour isolation where possible. Delivery area identified within Admin area ii. Hand sanitiser and hand washing protocols to be established for staff handling deliveries iii. Protocols to be communicated to staff and information to be displayed 	<p>Pool cars/Shared vehicle (minibuses etc.) usage to be reviewed and cleaning protocol to be established.</p> <p>Hand sanitiser to be provided for use in pool/shared vehicles.</p> <p>A protocol to be established for handling waste bins ('in and out' from the building for collection).</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	HoS HoS HoS	
Personal Protective Equipment and face coverings	Risk of COVID-19 transmission.	Staff	<ul style="list-style-type: none"> i. Which roles/tasks require PPE established by service area manager. PPE is offered for all staff who wish to uptake it ii. School has established supply chain partners for PPE, details of which are held by the Head of School iii. Use of face coverings where a need has not been established to be discouraged (not prohibited) 	<p>Guidelines on safe use of face coverings to be displayed and to be included in staff training.</p> <p>Where face coverings may need to be used with pupils with a SEND requirement, this is to be explained to parents and pupils in advance (i.e. via letter home to parents).</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	All Staff HoS All Staff	
Shift patterns and working groups	Risk of COVID-19 transmission.	Staff	<ul style="list-style-type: none"> i. Use of meeting rooms is centrally controlled ii. Staff patterns to be reviewed 		<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 	HoS HoS HoS	

Risk Assessment – Return to Work and School during COVID-19

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			<ul style="list-style-type: none"> iii. to minimise contact Shift patterns to be fixed as far as reasonably possible iv. Employees to be clear on what days/times they should be attending work v. Areas of common use between different teams and shifts to be identified vi. Cleaning protocols before and after use of common places to be established and sign posted 		<ul style="list-style-type: none"> iv. 02.09.20 v. 02.09.20 vi. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change.</p>	<p>All Staff HoS HoS</p>	
Work related travel and Educational Visits	Risk of COVID-19 transmission.	Staff Pupils Public	<ul style="list-style-type: none"> i. All non-essential visits have been cancelled, postponed or remote option have been implemented ii. Domestic overnight visits, and visits overseas, will be postponed until advised by government travel guidance iii. Social distancing measures are applied to visits where possible iv. PPE is supplied for visits where required by role v. Records are kept of overnight stays 	<p>Shared vehicles to be cleaned between shifts/handover.</p> <p>Risk assessments will be completed for individual educational visits and stored on Evolve.</p> <p>Risk assessments for regular visits must be updated to take COVID-19 precautions and guidance into account.</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 <p>All points to be reviewed at intervals no less than every 2 weeks for material change.</p>	<p>HoS HoS All Staff HoS HoS</p>	
Communication and training	Risk of COVID-19 transmission.	Staff	<ul style="list-style-type: none"> i. Clear, consistent and regular communication methods are in place and disseminated from Head of School to all staff ii. Employees and Trade Unions are engaged and involved in developing safe working measures through staff involvement iii. Changes to existing practices 	<p>Employees to receive communication and training prior to returning to work and INSET. New procedures to be communicated to employees.</p> <p>Regular review and monitoring of measures to</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 iv. 02.09.20 v. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material</p>	<p>All Staff EHT/HoS EHT HoS HoS</p>	

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			<ul style="list-style-type: none"> iv. are discussed and agreed with Trade Unions Employees’ mental health is a key focus and support measures have been identified, implemented and continually reminded v. A communication strategy has been established to ensure that all employees are updated regularly, i.e. staff meetings and email round robins etc 	<p>be scheduled.</p> <p>Communication materials including images to be available in different formats/languages where appropriate.</p> <p>Risk assessment to be shared with staff.</p>	change.		
Music Provision	Risk of transmission via shared instruments, singing, chanting, etc.	Staff Pupils	<ul style="list-style-type: none"> i. Classrooms arranged to avoid pupils facing each other ii. Peripatetic lesson suspended until at least 01.11.20 iii. Music classes being taken outside if feasible 	<p>Ensure good ventilation where outdoor classes are not possible.</p> <p>Shows/assemblies to be avoided.</p> <p>Instruments should not be shared.</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 iii. 02.09.20 <p>All points to be reviewed at intervals no less than every 4 weeks for material change. Peripatetic provision to be reviewed by 01.11.20.</p>	HoS HoS All Staff	
Physical Activity/PE/Forest School	Risk of transmission via contact sports and shared equipment.		<ul style="list-style-type: none"> i. Risk assessments for off-site facilities reviewed, and procedures in place in off-site facilities followed ii. Use of changing areas reviewed and minimised Children will attend in suitable clothes for PE and Forest School activities 	<p>Classes taken outside where possible.</p> <p>Contact sports avoided. No sharing of equipment between bubbles and paired only sharing on equipment within bubbles, and thorough cleaning arrangements between use.</p>	<ul style="list-style-type: none"> i. 02.09.20 ii. 02.09.20 <p>All points to be reviewed at intervals no less than every 2 weeks for material change.</p>	HoS All Staff	

Risk Assessment – Return to Work and School during COVID-19

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Initial Assessment Review Date / /	Risk Assessment assessed, reviewed by the following competent person below:	Tasks and control measures agreed by:
Name (PRINT)	Board of Governors Representative: Mrs C Edwards	Name (PRINT): Mr M Farmer Executive Headteacher
Signature:	Signature: Signed Hard copy held at School Date: 02.09.20	Signature: Signed Hard copy held at School Date: 02.09.20
Next Review Date: 28/09/20	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health. You should review your risk assessment:</p> <ul style="list-style-type: none"> • if it is no longer valid • if there has been a significant change 	

Checklist – Return to Work and School during COVID-19

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

COVID PROTECTION CONTROL MEASURES CHECKLIST

School Name: Bredenbury Primary School		Yes	No	
General Management	Can you confirm you have signposted all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that has been read.			
	Can you confirm that government COVID-19 key messages, information, guidance and resources have been shared with parents and pupils?			
	Can you confirm that you have shared your schools local COVID-19 policy or procedures with staff and parents			
	Can you confirm that you have identified any Extremely Clinically Vulnerable staff ¹ (shielded category) and that they are remaining at home and being supported to work at home?			
	Can you confirm that any staff who live with someone who is Extremely Clinically Vulnerable (shielded), is able to adhere to stringent social distancing in your school ² ?			
	Can you confirm that any clinically vulnerable staff with pre-existing health conditions ³ are either: <ul style="list-style-type: none"> • working from home where possible - the preferred option, or if this is not possible • working on-site, staying 2 metres away from others where possible, or • the risks have been assessed, discussed and agreed with the member of staff if they will need to work within 2 metres of others. 			
	Can you confirm that any pupils who are Extremely Clinically Vulnerable ⁴ (shielded category) shall not be attending school and will continue to be supported at home as much as possible			
	Minimise contact with individuals who have COVID-19 symptoms	Can you confirm you have advised staff/parents/pupils/suppliers not to attend school if they or any member of their household has COVID-19 symptoms or has been identified as a positive case?		
		Can you confirm that staff /parents/pupils have been made aware of the principles of the self-isolation requirements (7 days for the case and 14 days for their household)		
		Can you confirm you have procedures in place to ensure staff and pupils do not return to school within the recommended isolation period		
Can you confirm you are aware of local testing arrangements for staff				
Can you confirm you are aware of local reporting arrangements for new suspected cases (staff and pupils)				
	Can you confirm you have a procedure in place for when a pupil or staff member develops COVID-19 symptoms whilst in school that adheres to			

¹ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

² <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

³ <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

⁴ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

Checklist – Return to Work and School during COVID-19

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	guidance (go home/await collection by a member of their family or household).		
Frequent hand cleaning	Can you confirm your pupils and staff can clean their hands and have this timetabled in where necessary, on arrival at the setting, before and after eating, toileting, after play, after sneezing or coughing, and before leaving.		
	Can you confirm that supervision of handwashing is available and help for those who have trouble handwashing independently		
	Can you confirm that sufficient handwashing facilities and consumables such as hand sanitisers are available?		
Good respiratory hygiene	Can you confirm sufficient access to tissues for coughs or sneezes and availability of lidded bins for tissue waste (‘catch it, bin it, kill it’).		
Regular cleaning of settings	Can you confirm you have assessed and implemented an increased and thorough regular cleaning of rooms and facilities as well as in between cohorts of children		
	Can you confirm you have risk assessed frequently touched surfaces and touch points and identified how often they will be cleaned		
Appropriate use and supply of PPE	Can you confirm you are aware how to order PPE and have ordered a small stock for supervising children who develop symptoms at school before they go home?		
	Can you confirm you have identified those pupils whose care routinely already involves the use of PPE due to their intimate care needs and risk assessed the PPE required for those pupils?		
	Can you confirm you have trained relevant staff how to use appropriate PPE.		
	Can you confirm you have a procedure for dealing with waste from PPE		
Minimising contact & mixing (social distancing)	Can you confirm you have risk assessed and communicated your process for drop off and collection minimising adult contact		
	Can you confirm you have risk assessed and determined your organisation of small class groups, rooms and other environments, maintaining space between seats and desks where possible.		
	Can you confirm you have risk assessed and refreshed your timetables to reduce movement around the school/building, considered what can be delivered outdoors, staggering assembly groups and break times so that children are not moving around at the same time		
	Can you confirm you have identified how children will arrive, and reduce any unnecessary travel on coaches, buses or public transport where possible.		
	Can you confirm you have risk assessed and have plans to keep cohorts of small groups of children together where possible every day, ensuring the same teacher and other staff, using the same desks and the same rooms.		
	Can you confirm you have risk assessed and have developed plans to reduce mixing within the school by for example applying one-way circulation, staggered lunch breaks, use of toilets and other facilities.		

Sources of information for completing your risk assessment

Please refer to Health & Safety Hazard Identification and Risk Assessment Guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - Guidance on the full opening of schools.

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak> - Guidance on managing the school premises during COVID-19.

<https://www.gov.uk/government/collections/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak> - Guidance on attendance in education during COVID-19

<https://www.gov.uk/guidance/teaching-about-mental-wellbeing> - Guidance on teaching about mental health.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august> – Guidance on shielding and protecting extremely vulnerable persons.

<https://www.info.gov.hk/info/sars/en/useofbleach.htm> - information on the safe use of bleach.

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm> - Information on cleaning your workplace to reduce risk from Coronavirus.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> - Advice on the phased return of outdoor sports and recreation.

<https://www.youthsporttrust.org/coronavirus-support-schools> - Resources to support in the delivery of PE and sports.

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> - Guidance on the provision of food in schools and other food businesses.