

## Braywick Court School Operating Risk Assessment March 2021

### Key documents referenced:

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)
- Health and Safety Policy dated
- lateral Flow Test Risk Assessment dated January 2021
- PE risk assessment

### Action priority:

Priority 1 - urgent actions that must be taken as soon as possible and before the start of next week

Priority 2 - important actions that must be completed within the next 7 days

Priority 3 - actions that can wait for up to 14 days before being completed

Priority 4 - actions that can wait for up to 28 days or longer before being completed

Name of site	Braywick Court School This risk assessment does not cover preschool at Bray Village Hall, who have a separate risk assessment
Purpose and scope	<b>School operating profile:</b> open to all children  This document will assess and specify reasonably practicable mitigating control measures to achieve the key overarching objectives: <ol style="list-style-type: none"> <li>a. help <b>reduce the risk of COVID for pupils and staff who are in school</b></li> <li>b. help <b>reduce public health impacts</b> from in-school mixing</li> <li>c. striving for <b>best student outcomes</b> and fulfilling educational and wellbeing responsibilities</li> </ol>
Risk assessment conducted by	Gemma Donnelly
Risk assessment approved by	Simon Baker, Chair of LAB
Date of next review	29th March 2021

#	Risk description	Control measures and mitigating considerations	Additional measures necessary before risk level is tolerable after control measures are applied	Action required and by who	Priority 1 / 2 / 3 / 4
1	Infected staff or pupils attending school with or without symptoms	<ul style="list-style-type: none"> <li>• Deep clean of building before pupils return</li> <li>• All resources lent to homes returned and quarantined before reopening</li> <li>• Hygiene protocol shared and displayed for all staff and pupils.</li> <li>• Hand washing rules rigidly implemented for staff and pupils throughout the duration of time on site</li> <li>• Pupils to be organised into bubbles of no more than 32 (1 class)</li> <li>• Adult movement between groups to be limited as much as possible</li> <li>• Physical contact between staff and pupils to be limited – follow current guidelines re social distancing.</li> <li>• Children and staff remain in their bubble as often as possible</li> <li>• Staff will avoid crossing bubbles. Exceptions: large space e.g. school hall where social distancing can take place, PE outside, SLT, covering classes in an emergency. <ul style="list-style-type: none"> <li>• clean air flow system In operation at all times. high level windows kept open, balcony door and classroom doors kept open to ensure constant air flow.</li> </ul> </li> <li>• Each playground will be used by one bubble at a time</li> <li>• Extended Care will be run in the same bubbles. Breakfast club will take place in the hall, with groups in clearly segregated areas. After school clubs and Evening Owls will take place in separate rooms for each bubble, with staff from the same daytime bubble.</li> <li>• Peripatetic teachers will only teach one bubble during each of their visits and will remain socially distanced at all times. Another member of school staff will be present at all times to provide any close contact support which may be needed by the children.</li> <li>• PPE to be available in the event of emergency first aid needing to be administered. First aid kits in all bubbles so that children are only sent to the office in the case of medical care required beyond plasters etc.</li> <li>• Timetabling adhered to in order to avoid groups of pupils gathering or mixing in communal spaces</li> <li>• Assemblies to happen virtually so that children are not congregating in spaces with children outside of their regular bubble.</li> <li>• Groups to be allocated a time for use of outside space for</li> </ul>	Remind staff, parents and children of all measures in place in preparation for a return to school for all pupils	GD	2

		<p>playtimes and PE and sports clubs</p> <ul style="list-style-type: none"> <li>• Groups stay in classroom/ teaching spaces for all lessons apart from PE, which will take place outside wherever possible</li> <li>• Children asked to wear clean uniform every day</li> </ul> <p>Communicated to parents that clothing must be washed at 60 degrees Celsius to kill the virus. Alternatively, antibacterial laundry detergent or tumble drying the clothes will kill the virus.</p> <ul style="list-style-type: none"> <li>• Pupils must wash hands on entry to school and before leaving school and routinely throughout the day</li> <li>• All information sent to parents to be in electronic form. Meetings to take place over the phone or screen wherever possible.</li> </ul> <ul style="list-style-type: none"> <li>• Social distancing in place for parents on the school site – remain outside of the building. Encourage use of Walking Bus, with staggered timings for each bubble. Minimize number of parents on site to collect at any one time by using all available entrances. Staff on gate to stagger entry if required.</li> </ul> <p>3.05-3.15pm – dismissal from school  3.15 – Walking Bus leaves school</p> <ul style="list-style-type: none"> <li>• Only one adult to collect each family</li> <li>• All adults to wear face masks on and around the school site for drop off and collection</li> </ul> <p>Families not following the current rules of social distancing will be asked to stay at home for 7 days</p> <p>Aim to minimise contact with individuals who are unwell by ensuring that those with COVID symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> <li>• Communicate requirement not to attend if they have COVID symptoms, have tested positive in at least the last 10 days or if they have someone in their household who has</li> <li>• Signpost staff and parents to latest Government advice regarding symptoms and self-isolation and NHS Test and Trace <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• Verbal health monitoring upon arrival in school - member of staff to ask pupils if they have symptoms and if so, send to dedicated COVID isolation room that is ventilated whilst awaiting home return arrangements to be made <ul style="list-style-type: none"> <li>o Staff to monitor and support each other</li> <li>o Staff monitor pupils</li> </ul> </li> <li>• Individuals presenting with new continuous cough, or a high temperature or has a loss of, or change in their normal sense of taste</li> </ul>		
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		<p>or smell must be sent to the COVID isolation room prior to returning home. medical room next door to the main office will be used for this.</p> <ul style="list-style-type: none"> <li>• Staff or pupils becoming unwell with COVID symptoms whilst at school <ul style="list-style-type: none"> <li>• Send to medical room immediately</li> <li>• PPE must be worn by staff attending to these individuals if a +2m distance cannot be achieved  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>• Call parents to collect from school Immediately</li> <li>• Call ggg without delay if the individual is seriously unwell or their life may be at risk</li> <li>• Engage with NHS Test and Trace process</li> <li>• Signpost those being sent home to Government self-isolation guidance  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• Signpost those being sent home to contact NHS Test and Trace to arrange a PCR test  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• Provide printed copies of key NHS guidance documents for those being sent home in case they do not have access to the internet at home.</li> </ul> </li> <li>• Sensitivity must be given in order not to create stigma or allow individuals presenting with symptoms to be discriminated against or bullied by others</li> <li>• Seek advice from PHE on Local Health Protection Team in the case to assist with in-school contact tracing and isolation directions to help identify and contain any outbreak</li> </ul>			
2	Increased risk from virus to individuals who are CV/CEV	<ul style="list-style-type: none"> <li>• Clinically Extremely Vulnerable individuals should not attend work or learning on site and follow Government shielding advice and any direction from their doctor</li> <li>• Clinically Vulnerable should take additional care if attending the school site with handwashing, minimal contact with others, +2m distancing and use for face coverings as identified in this risk assessment</li> </ul>	Additional risk assessment in place for Kobey Jake under review from his pediatrician CV staff have received their vaccine before returning to work	GD	3

3	Vulnerable pupils who are shielding /isolating missing education as unable to return to school	<ul style="list-style-type: none"> <li>• Pupils who are shielding to be identified by SLT</li> <li>• Home learning plan in place</li> <li>• KS2 pupils to be offered remote access to direct teaching of lessons via online learning platform eg Zoom</li> <li>• EYFS &amp; KS1 pupils to be provided with home learning support for duration of absence from school</li> <li>• See Education Continuity Plan for further information</li> </ul>	Update records for relevant children	SLT	3
4	Pupils whose parents choose not to return them to school missing education	<ul style="list-style-type: none"> <li>• Work with the families to understand the reasons for children not returning</li> <li>• Support to put a plan in place to ensure that all children who are not shielding or isolating can return to school</li> </ul>	Monitor attendance registers and act accordingly	Monitored by Office Manager Referred to SLT	4
5	Handwashing procedures may not be followed and will cause the virus to spread.	<ul style="list-style-type: none"> <li>• Routines established with all children for regular handwashing</li> <li>• Signs up in working areas and toilets.</li> <li>• Children practice daily how to wash their hands with their designated staff member.</li> <li>• Any child refusing to follow procedures will be sent home immediately.</li> </ul>	Remind children on return to school	Teachers and classroom staff	4
6	Airborne virus spread between pupils and staff in classrooms and other smaller volume indoor spaces used by pupils	<p><b>Separation of people and minimised person-to-person contact</b></p> <ul style="list-style-type: none"> <li>• Everyone In bubbles of one class only, with as little mixing as possible between bubbles</li> <li>• One classroom per bubble and use of outside space, all other spaces remain out of use as far as possible</li> <li>• Air flow system to remain on at all times – removes the air from the room, cleans it and pumps clean air back in</li> <li>• Windows and doors of occupied spaces can also be kept open</li> <li>• All staff meetings to take place virtually</li> </ul> <p><b>Face coverings</b></p> <ul style="list-style-type: none"> <li>• School will follow current Government guidance on face coverings <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> <li>• Face coverings for all adults to be worn when moving around outside of classrooms, to include drop off and collection times outdoors.</li> <li>• Face covering wearing exemptions to be notified and approved by SLT</li> <li>• Reserve supply of face coverings and disposable plastic bags available and kept in Reception and readily available</li> <li>• Waste face coverings must be taken home by individuals in their own</li> </ul>	Remind children on return to school	Teachers and classroom staff	4

		<p>sealable plastic bag or be disposed of in black bin bags and not recycling bins that site staff may sort by hand</p> <ul style="list-style-type: none"> <li>• Handwashing or sanitisation facilities will be available for cleaning hands after touching face coverings</li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• Communicate the handwashing protocols that will be in place and respiratory etiquette expected of all pupils. Back up with other communications, including resources such as <a href="#">e-Bug</a> where appropriate</li> <li>• Posters reminding pupils to 'catch it, bin it, kill it' placed at key sight line points around school</li> <li>• Hygiene stations to be equipped with tissues</li> <li>• Increase the number of bins around site for safe disposal of tissues</li> </ul> <p><b>On-site staff and pupil group consistency</b></p> <ul style="list-style-type: none"> <li>• Plan to keep groups of pupils learning on-site as consistent as possible, recording any changes from this in case it is required by NHS Test &amp; Trace</li> <li>• If staff do need to operate across different pupil groups /bubbles, they should maintain 2m distancing from other staff and pupils</li> </ul>			
7	Pupils working in school unable to maintain social distancing	<ul style="list-style-type: none"> <li>• Principles of social distancing to be shared with pupils in a way they can understand eg 2 jumpers away</li> <li>• Classrooms to be organised to maximise space between pupils, especially in Key Stage 2 where there is a higher likelihood of pupils being able to socially distance</li> <li>• Pupils kept within their designated group and not able to mix with other groups of children in school</li> <li>• Groups to be allocated separate playground times and space</li> <li>• Pupils groups to be capped at a maximum of 62 pupils</li> <li>• In year groups where social distancing is impractical eg EYFS &amp; Year 1, stringent hygiene measures to be followed and frequent handwashing encouraged by all members of that group</li> </ul>	Remind children on return to school	Teachers and classroom staff	4
8	Hard surface virus spread by teachers and pupils in classrooms or similar spaces	<ul style="list-style-type: none"> <li>• Unoccupied rooms to be locked and only accessed by the site manager</li> <li>• Position hygiene stations equipped with sanitiser gel of the correct <a href="#">specification</a> at key points where they can be used by pupils and staff before and after each lesson and other times throughout the day</li> <li>• Remind pupils to wash hands on arrival at school and frequently</li> </ul>	Site to be checked and prepared	Caretaker, checked by Office Manager	3

		<p>throughout the day. Handwash and sanitiser to meet recommended <a href="#">specification</a></p> <ul style="list-style-type: none"> <li>• Older pupils to be made responsible for wiping down their own desk after each lesson</li> <li>• Teaching staff to clean their own desk space after each lesson</li> <li>• Provide safe waste disposal of cleaning wipe or cloths in each classroom</li> <li>• COVID daily cleaning checklist to be used by cleaning staff to be completed, signed and returned to office manager.</li> <li>• Cleaning staff to ensure increased frequency of cleaning door handles, light switches and hard contact surfaces that are more frequently touched throughout school day and at end of day</li> <li>• Daily evening clean of hard contact surfaces throughout school <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Staff to remind pupils on requirement for handwashing for 20+ seconds after return from breaks, change of rooms, before/after eating and visiting the bathroom</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			
9	Hard surface virus spread by teachers and pupils in non-teaching rooms and areas of the school	<ul style="list-style-type: none"> <li>• Reduce requirement to touch surfaces: hold doors open where possible without breaching fire or security protocols.</li> <li>• Increase frequency of cleaning door handles, stair handrails, light switches, locker handles and other hard contact surfaces throughout school day</li> <li>• Additional daily evening clean of hard contact surfaces throughout school</li> <li>• Cleaning schedule to include of hard contact surfaces in outdoor areas such as trim trail</li> <li>• Caretaker to assess whether any COVID control measures may negatively impact other H&amp;S or security measures around the site and raise concerns with the Office Manager.</li> </ul> <p>IMPORTANT: existing H&amp;S measures will be considered before making changes such as fire doors, security or other safety features.</p>	Update cleaning protocols and checklists for reopening	Caretaker, checked by Office Manager	3
10	Virus spread from learning resources with hard surfaces including	<ul style="list-style-type: none"> <li>• Teaching staff to consider adjusting lessons to use individual equipment that can easily be sanitised between use and also be available to those learning at home</li> <li>• If used, pupils on site to wipe down in-school equipment after use with</li> </ul>			

	computers, musical instruments, stationery, science and sports equipment	<p>sanitising wipes, supervised by staff</p> <ul style="list-style-type: none"> <li>• Pupils to use own equipment or be allocated equipment and not share with others where appropriate</li> <li>• Where it is assessed as educationally necessary to share equipment within or between groups/bubbles being educated on site, these must be meticulously cleaned and when possible, left to 'quarantine' for 48hrs (72hrs for plastic items)</li> <li>• Pupils and staff to be asked to limit the quantity of items brought into school to those that are necessary. KS2 will bring their own stationery and not share where possible.</li> </ul> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures.</p>			
11	Pinch points that concentrate flow of people at the same time, reducing ability to socially distance	<ul style="list-style-type: none"> <li>• Monitor pinch points and internal areas where queues might form</li> <li>• Supervise the following pinch points to remind and enforce social distancing where necessary <ul style="list-style-type: none"> <li>- Door to sports playground</li> <li>- Doors to enter site - main entrance and side entrance</li> <li>- Top of the stairs</li> </ul> </li> <li>• Plan staggered timetables to help reduce the opportunity for group bubbles to be burst by meeting in corridors</li> <li>• Stagger school start and finish times with arrival slots designed to separate individuals and groups where possible</li> <li>• Maintain one-way system for circulating around school</li> <li>• Separate entrance and exit from school site for each phase</li> <li>• Adjust timetable to allow additional time for lesson transitions, hand washing and staggered breaks</li> <li>• lift to only be used by those physically unable to use the stairs or for transporting furniture, resources etc. No more than one child and one adult from the same bubble at any one time.</li> </ul>	Review rotas and timetables with all staff	DHT	3
12	Larger than class size gatherings, such as assemblies	<ul style="list-style-type: none"> <li>• All such meetings will take place online</li> </ul>			



13	Virus spread by staff or students returning from asymptomatic testing area into other areas of site	<ul style="list-style-type: none"> <li>Control measures contained within the Asymptomatic Testing Risk Assessment and Government guidance must be communicated to those involved in the process, and be followed <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a></li> <li>See risk assessment for Lateral Flow Tests</li> <li>Testing staff shall not be expected to conduct other face-to-face in-school duties on the same day as testing, minimising the opportunity for mixing with colleagues and students outside the testing location</li> </ul>	All staff to begin testing regime in preparation for a return to school	HT Office Manager	3
14	Cloakrooms	<ul style="list-style-type: none"> <li>Children keep all belongings in their locker outside their own classroom</li> <li>lunch boxes to be kept on top of lockers, not communal lunch trolleys</li> <li>Classroom staff to monitor trip hazards caused by if pupils are not using lockers/cloakrooms and have coats and bags in classrooms</li> </ul>	Communicate new regimes to staff, parents and children	HT	3
15	Music and signing spreading airborne virus particles to individuals on site	<ul style="list-style-type: none"> <li>Singing will only happen in class bubbles, in well ventilated rooms, or outdoors if possible</li> </ul>	Music lessons to be taught remotely	DHT	3
16	Virus spread from soft surfaces such as paper, books and material that cannot be laundered such as soft furnishings	<ul style="list-style-type: none"> <li>Soft furnishings eg cushions have been removed from rooms which are in use</li> <li>Reading books online only, no transfer of books between home and school.</li> </ul>			
17	Virus spread during sport activity for those being educated on-site	<ul style="list-style-type: none"> <li>Specific COVID risk assessment is in place for PE and after school clubs, following governing body guidance</li> <li>PE lessons and after school clubs will only take place within class bubbles</li> <li>Use outdoor space for sports whenever possible, or well ventilated indoor hall if it is not</li> <li>Specific days will be allocated for sports and request pupils to attend school dressed in PE kit to avoid changing rooms</li> <li>Ensure any sports equipment is cleaned thoroughly between use and reduce unnecessary sharing of individual items</li> </ul>			

18	Break times and lunchtimes	<ul style="list-style-type: none"> <li>One class bubble at a time in each open space (sports playground, Adventure playground, balcony)</li> <li>Clean outdoor playground equipment and furniture (benches etc) between each group</li> </ul>	Review rotas and timetables with all staff	DHT	3
19	Staff rooms for those working on-site	<ul style="list-style-type: none"> <li>Staggered breaks to minimise staff contact</li> <li>Room break rooms available - staff spread between them</li> <li>Staff to use their own glass/mug and cutlery and keep this with them</li> <li>Ensure cleaning rota includes staff rooms throughout teaching day</li> <li>Require staff to sanitise hands before and after use of any touch points (such as kettle, fridge etc)</li> </ul>	Remind staff of spaces available for PPA time and breaks	HT	3
20	Greater potential for virus loading in bathrooms	<ul style="list-style-type: none"> <li>Increased frequency of cleaning of all bathrooms and loos to be provided by contractors</li> <li>Cleaners to produce a COVID daily cleaning checklist for use by cleaning staff, to be completed, signed and returned to office manager</li> <li>Allocate bathrooms to specific pupil groups</li> </ul>			
21	Greater potential for virus loading in medical room affecting staff supervising / caring for individuals before return home or those cleaning it afterwards	<ul style="list-style-type: none"> <li>Dedicated COVID medical isolation room with a closeable door equipped with gloves, tissues, sanitiser gel and waste disposal.</li> <li>Follow PPE guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>Face masks (for individuals with possible infection and FFP2 or FFP3 respirator masks and safety glasses/face shields for first aiders who may need to approach and care for them).</li> <li>Safe cleaning of bodily fluids and waste disposal</li> <li>Deep clean after each use of the room</li> </ul>			
22	Close contact between first aiders, school nurse and infected people	<ul style="list-style-type: none"> <li>Follow guidelines on first aid and review school first aid needs assessment <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> <ul style="list-style-type: none"> <li>Individuals displaying COVID symptoms: where it is possible, move the casualty to the dedicated COVID isolation room to apply first aid. Where this is not possible, first aider to wear PPE before treating casualty.</li> <li>Other treatment with individual not displaying COVID symptoms - use the normal sick room to apply first aid</li> </ul> </li> </ul>			

		<ul style="list-style-type: none"> <li>• Call 999 ambulance if an individual is seriously unwell or their life may be at risk</li> <li>• Anyone coming into contact with someone who is unwell must wash their hands thoroughly prior to conducting other duties and the COVID sick room should be cleaned using bleach</li> </ul>			
23	Increased risk to cleaning staff themselves and of spreading the virus to other areas	<ul style="list-style-type: none"> <li>• Inform, train and supervise cleaning staff including correct use of PPE <ul style="list-style-type: none"> <li>○ Routine cleaning: provide PPE to include gloves, aprons and standard face masks and monitor compliance</li> <li>○ Cleaning locations where known or suspected individual may have been or for cleaning bodily fluids: enhanced PPE to include respirator style face mask and eye protection</li> </ul> </li> <li>• Provide sufficient cleaning supplies of correct specifications, including disposable cloths and safe waste disposal facilities</li> <li>• Provide sufficient facilities for cleaning staff to clean themselves after work and before leaving the site</li> <li>• Do not use the same cleaning cloth in multiple rooms to avoid the risk of spreading the virus from room to room.</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</a></li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></li> </ul>			
24	Supply chain does not ensure adequate stocks of cleaning and hygiene materials in school	<ul style="list-style-type: none"> <li>• Site Manager and Office Manager to audit stock of cleaning materials before school reopens</li> <li>• Stock to be ordered to ensure an excess which exceeds the delivery lead time eg: If deliveries take 5 working days to arrive, we must ensure we have sufficient stocks for 6 days' worth of cleaning.</li> <li>• Site manager to complete a daily audit of cleaning and hygiene materials to maintain stock levels and avoid shortages</li> <li>• In case of a severe shortage of cleaning and hygiene supplies, Site Manager/Office Manager to procure stock at local supermarket using school procurement card</li> </ul>			
25	Pupils leaving school for external appointments and	<ul style="list-style-type: none"> <li>• Such occurrences should be discouraged for pupils who are learning on site</li> <li>• Pupils to book out in normal way and be instructed to wash hands</li> </ul>			

	returning to school	<p>before departing</p> <ul style="list-style-type: none"> <li>On return to school, pupil to check-in and be directed to hygiene station to wash hands before returning to class</li> <li>Pupils to be reminded to follow social distancing guidelines, safe use of public transport and other government advice whilst temporarily off site when checking-out from reception/student services desk.</li> <li>Sign in sheet to have a check sheet confirming that social distancing, hand washing, sanitiser and face coverings on public transport have been compiled with.</li> </ul>			
26	School kitchen	<ul style="list-style-type: none"> <li>External catering supplier's COVID risk assessment and staff operating procedure to be requested and reviewed</li> <li>Caterer to provide a COVID daily cleaning checklist for use by kitchen staff to be signed and returned to management</li> <li>Consult with chef regarding appropriate kitchen food hygiene control measures including use of PPE by catering staff</li> <li>Kitchen areas must be cleaned before and after each food preparation using appropriate catering sanitiser products</li> <li>Ensure that crockery or cutlery used is washed thoroughly in hot water with detergent and dried after</li> <li>Where food is provided, use food coverings to reduce exposure to airborne particles during food preparation</li> </ul>	Make sure Caterlink staff are aware of all protocols and have started their testing regime in preparation for a return to school	Office Manager	3
27	Dining areas for pupils dining on site who are eligible for FSM	<ul style="list-style-type: none"> <li>All lunches to be eaten in classrooms, hall to be used as play space.</li> <li>Pupils will wash hands before entering dining areas and supervise entry and exit to dining areas with face coverings to be worn unless sat down to eat</li> </ul>			
28	Drinking fountains	<ul style="list-style-type: none"> <li>All children to bring their own water bottle and do not share it with others</li> <li>Drinking fountains will not be used. bottles can be refilled from classroom sinks.</li> </ul>			
29	Ingestion or unsafe use of sanitiser gel or cleaning products	<ul style="list-style-type: none"> <li>Supervise use of sanitiser gel for younger pupils or for those with additional needs as appropriate</li> <li>Review COSHH assessment for alcohol gel and cleaning products, store in accordance with manufacturer's instructions and restrict access to stored quantities of greater volumes</li> </ul>			
30	Emergency procedures - fire	<ul style="list-style-type: none"> <li>In case of evacuation, bubbles with do their best to remain 2m apart.</li> <li>Staff to wear masks If possible</li> <li>people will leave from a variety of exits as usual.</li> <li>Bubbles will be well spread out at the muster point.</li> </ul>			

		<ul style="list-style-type: none"> <li>• Fire drills will be carried out regularly in order to re-familiarise pupils and staff with evacuation arrangements and to highlight any changes that have been necessary</li> </ul>			
31	Emergency procedures - security lockdown	<ul style="list-style-type: none"> <li>• Review school security risk assessment and ensure that changes to school access or egress (to facilitate social distancing) do not counter security access control measures</li> <li>• Brief staff and pupils to re-familiarise them with school security protocols and to highlight any changes that have been necessary during the current phase of opening</li> <li>• At an appropriate time and in proportion to the assessed security risk, conduct a lockdown rehearsal for staff</li> </ul>	Drill planned for March Brief staff in preparation	HT Office manager	4
32	Pupils' increased anxiety and other mental health	<ul style="list-style-type: none"> <li>• Staff to monitor pupils' wellbeing and be alert to potential need for greater emotional support</li> <li>• All staff to undertake mental health training online before children return to school.</li> <li>• Support to be provided in bubbles, overseen by ELSA and SENDCO.</li> <li>• Signpost to external resources including <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> <li>• Communicate with parents and pupils in advance regarding how these arrangements will work practically in order to reassure them and to help address further anxiety.</li> <li>• Teaching staff to continue to conduct check-ins with offsite pupils, focusing on those already identified as potentially vulnerable, and swiftly escalating concerns to DSL and SENDCO.</li> </ul>	Staff to undertake online training as directed	HT	4
33	Staff welfare. Increased anxiety, occupational stress and mental health presentations by staff exacerbated by changing priorities, workloads, time pressures and blurred work-life balance	<ul style="list-style-type: none"> <li>• Proactive line management and regular manager 'check ins' with staff, especially those working from home, in order to help recognise <a href="#">signs of occupational stress</a></li> <li>• Managers to discuss welfare with colleagues and escalate concerns to the HT.</li> <li>• HT to ensure all staff have access to counselling services and that they are periodically reminded of access arrangements <ul style="list-style-type: none"> <li>• SLT to monitor staff workloads to ensure these remain manageable</li> <li>• Staff members are free to phone or email SLT or line manager to discuss any concerns</li> <li>• SLT and line managers regularly check in with all staff and support as and where needed</li> <li>• SLT supported by LAB, BPET, RBWM</li> <li>• RBWM Ed Psyc support line available daily</li> </ul> </li> </ul>			

		<ul style="list-style-type: none"> <li>• LAB available to support staff members.</li> </ul>			
34	Musculoskeletal and other health issues caused by extended online teaching	<ul style="list-style-type: none"> <li>• Additional equipment provided. e.g. laptop stands, keyboards.</li> <li>• Findings of risk assessments and any individual adjustments necessary to be collated and escalated to HT.</li> </ul>			
35	Visitors including parents	<ul style="list-style-type: none"> <li>• Minimise the number of non-essential visitors</li> <li>• Where possible, restrict visitors to appointment only and restrict site access to a designated room close to the main entrance, hosting them in this room rather than permitting their further movement through the site</li> <li>• Clear communication with parents - how to get In touch with staff. no entry to school building without an appointment.</li> <li>• All adults must wear masks around the building.</li> <li>• Visitors In direct contact with children will be asked to take a LFT on arrival and wait for the result before entering the building.</li> <li>• Inform essential visitors of the school's COVID-related social distancing and other infection control protocols when signing-in</li> <li>• Peripatetic and specialist staff (e.g. speech therapist) may move between schools where necessary but visits should be minimised and follow in full the protocols of the host school whilst on site. They should either wear a mask or follow appropriate social distancing measures.</li> <li>• Stickers to be worn rather than reusable lanyards</li> <li>• Visitors to only use designated toilet during time on site</li> <li>• Wherever possible, meetings with visitors must be held in a well-ventilated room where social distancing can be enforced.</li> <li>• Meetings to be held via phone or Zoom rather than face to face wherever possible</li> </ul>			
36	Contractors	<ul style="list-style-type: none"> <li>• Reduce any unnecessary contractor visits whilst pupils are onsite</li> <li>• Office Manager to provide contractors with a health screening questionnaire to be completed before being granted permission to work on site</li> <li>• Plan their work to be at times when pupils are not on site as far as possible.</li> <li>• Caretaker to request contractor method statements and review their COVID-related control measures</li> <li>• Caretaker and Office Manager to inform contractors of the school's COVID-related social distancing and other infection protocols</li> </ul>			

37	External lettings	<ul style="list-style-type: none"> <li>External bookings of school facilities or sites used by pupils will not be permitted during the current phase of restricted operation</li> </ul>			
38	Educational visits	<ul style="list-style-type: none"> <li>Educational Visits are not permitted during the current phase of restricted operation</li> </ul>			
39	Non-compliance	<ul style="list-style-type: none"> <li>Encourage culture of 'positive compliance' through mutual respect and have plans in place for dealing with non-compliance for those onsite</li> <li>SLT conduct daily observations and maintain visibility to reassure students and staff</li> </ul>			
40	Other Estates related occupational H&S	<ul style="list-style-type: none"> <li>Caretaker to advise Office Manager &amp; HT on other H&amp;S risk assessments that may be affected during the current phase of operation that may cause temporary changes of use, access arrangements, increased storage of chemicals/cleaning materials and closed-off buildings. This shall include: <ul style="list-style-type: none"> <li>Fire</li> <li>Security and access control</li> <li>Legionella</li> <li>COSH</li> </ul> </li> <li>Office Manager to conduct periodic walking site tour to make H&amp;S observations and record the outcomes of these</li> </ul>			
41	Safeguarding	<ul style="list-style-type: none"> <li>DSL to review safeguarding policy to ensure that current teaching and supervision arrangements remain in line with the policy and good practice</li> <li>DSL to report back to HT and escalate any potential causes for concern regarding processes and procedures during this phase of operation</li> <li>DSL to ensure that any gaps in onsite DSL / DSO cover are escalated to the HT to arrange suitable alternative cover</li> </ul>			
42	Too many staff are unwell at one time to maintain staffing levels in the school.	<ul style="list-style-type: none"> <li>Staff remain strictly with one bubble of children only with no crossing.</li> <li>Increased numbers of bank staff employed to help cover any staff shortages</li> <li>In the event of staffing shortages, a class/bubble or whole school may close until safe staffing levels can be established.</li> </ul>			
43	Lone working in classrooms – adult	<ul style="list-style-type: none"> <li>With bubbles of 2 classes, most classes will have two adults in a room, especially in the mornings</li> </ul>			

	needs to leave the room e.g. to collect something or go to the toilet	<ul style="list-style-type: none"> <li>Every staff member has another staff member allocated who they can call on to cover - detailed in planning documents for reopening</li> </ul>			
44	Lone working in classrooms – medical emergency	<ul style="list-style-type: none"> <li>All staff know where their nearest additional first aider is</li> <li>All classrooms have a red triangle. Staff and children trained that in an emergency the red triangle should be given to the nearest first aider who will attend.</li> <li>Each bubble has an arrangement of who will cover if the first aider needs to attend an emergency</li> </ul>			
Other actions identified by risk assessment				Action required and by who	Priority 1 / 2 / 3

#### Individuals consulted during this assessment

Name	Date consulted	Name	Date consulted
Michelle Robertson Deputy Head	23.02.2021	Simon Baker - Chair of LAB	23.02.2021
Gemma Colebeck EYFS Phase Leader	23.02.2021	Stuart Dixon - COO	23.02.2021
Jemma Gerlis KS2 Phase Leader	23.02.2021	Mark Greatrex - CEO	23.02.2021
Karen Brake Office Manager	23.02.2021	Jools Tait - PE coordinator	23.02.2021
Mark Caretaker	23.02.2021	Daniel Bavington - sports coach	23.02.2021
Tina Elstob HLTA line manager for TAs	23.02.2021	Rachel Rees - sports coach	23.02.2021
Berkshire Maestros - music lessons	23.02.2021	Victoria Marigliani - Extended Care Manager	23.02.2021