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|  | **Covid 19 Risk Assessment for**  **Bromesberrow St Marys C of E School** |  |
|  | **ASSESS**  **Decide appropriate Control Measures for Managers and Staff to Implement under PLAN DO REVIEW**  **Who may be at risk:** Staff, pupils and young people, families (Parents, carers and siblings), visitors, contractors, members of public.  **Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable’) – see https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/. An individual risk assessment may be appropriate for vulnerable staff plus BAME and those who are very anxious about returning to their workplace. | **COMPLIANCE NOTES**  NA – not applicable  ✓ - done  Reference to relevant school Covid19 Safe Working Practices where necessary or additional comment |
| **PLAN** | | |
| A | **Prepare Building** | |
| 1 | Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, Lifts, etc.). | ET to check prior to opening |
| 2 | Ventilation and AC systems working optimally (Ventilation system should be kept on continuously, with lower ventilation rates when people are absent). | No mechanical ventilation on site |
| 3 | Covid-19 posters/ signage displayed. Packs provided by GCC | LH and MB to display prior to opening |
| 4 | Modify school reception/early years’ entrance to maintain social distancing (e.g. provide screens or floor markings). | This will be contained outside as much as possible, with markings and signage. SBM to use the intercom to communicate. If someone other than staff needs to enter the school and the foyer they will have a clear line to wait behind, so that 2m social distancing can be adhered to and SBM can communicate at a safe distance. Mask to be worn if social distancing not achievable. |
| 5 | Consider one-way system if possible for circulation around the building | This is not feasible due to the design of our school, but hubs will be zoned so pupils are only ever within these zones-no shared facilities for pupils. These zones will be marked out and barriers/signage used as reminders. Staff will need to be very careful of using shared toilet and photocopier, however visibility to both these areas are clear from each hub area, so staff can manage this through social distancing and line of vision/calling out. |
| 6 | Stairways to be up or down only | NA |
| 7 | Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and keep left signs. | Corridors too narrow to achieve this, hence why hubs need to be self contained. Only staff have to then manage the shared areas (photocopier and toilets) |
| 8 | In areas where queues may form, put down floor markings to indicate distancing | Social distancing reminder sign outside of school. Clear circled handover and wash station, just inside of main gate.  Sofa/cosy area in foyer out of bounds. Deliveries, back and front door to have marked ‘waiting area’ and indicated ‘drop off space’ |
| 9 | Can separate doors be used for in and out of the building (to avoid crossing paths). | Very small staff team, with clear line of sight of front door. Potentially look at electronic sign in/out system to eliminate any potential bottle neck, although would be unlikely due to clear visibility and small numbers of staff.  Each hub will enter and exit through their own class doors. Only staff and any essential visitor will use the front door. Back door only to be used to collect deliveries (milk-SC in the mornings and lunches-LG). No one else should need to enter the kitchen. |
| 10 | Identify doors that can be propped open (to limit use of door handles and aid ventilation). Seek advice from SHE if necessary (e.g. fire safety). | All sliding doors in three classrooms (or hall if used) can be propped open. Internal doors to main corridor should be closed (do they need to be – if open reduces handle contact) and only opened when pupils need to go to the toilet. |
| 11 | Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). | All hubs self contained and have own door to outside to be used on entry and exit for pupils and TP’s. Teachers and admin hub only to use front door (SC to use back door, so she can get milk and it is opened and locked each night for fire safety and security) |
| 12 | Organise classrooms for maintaining space between seats and desks | Desks to be set out single use to maintain 2 metre distancing where possible and will be positioned facing one direction. Unnecessary items to be removed to create space (see 13 below)  . |
| 13 | Inspect classrooms and remove unnecessary items | Spare desks to be stored, ideally within classrooms or in the Shine Room or sheds.. All unnecessary furniture impeding flow of pupils and adults around the classroom to be removed. LH to look at potential storage in either the village hall or the lock up by M50 junction if required. |
| 14 | Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). | To be removed, boxed up and stored. ET to source cardboard boxes to pack things safely away in if required. |
| 15 | In toilets middle cubicle/sink/urinal of 3 to be taken out of use | Rule of only 1 child at a time to go to the toilet if possible. TP’s to supervise handwashing after each visit. |
| 16 | Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/877530/Best\_Practice\_hand\_wash.pdf |
| 17 | Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds. | ET to purchase these. Caretaker to put up. |
| 18 | Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. | Cleaner to time how long it takes to complete the checklist. Hours to be increased to achieve this.  Cleaning checklist to be put together by LH and CDT to fill out daily (laminated, visible, wipe able board)  Hubs to each do hot spot clean at 12pm- handles, sinks, desks and seats.  Toilets to be cleaned by hubs at 12pm-disinfect rims, seats and sinks, plus other contact surfaces. Cleaning checklist to be put together by LH and staff to complete daily (laminated, visible, wipe able board)  ET to source equipment and resources and set up boxes for hubs. Hub leads and CDT responsible for letting ET know if supplies are running low.  Cleaning chemicals must be kept out of reach of pupils  Class 3 supplies to be stored in lockable stock cupboard.  Class 2 in top of cupboard, out of reach of all pupils.  Class 1 in lockable top cupboard in Foundation Room.  Central supplies in cleaning cupboard. ET to have key and access and distribute. |
| 19 | Pupils segregated into separate groups | Hub system in place with designated teachers and support workers according to School Infection Control Plan |
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| B | **Prepare Staff, Parents and Pupils** | |
| 1 | Involve staff in plans to return to school and listen to any suggestions on preventative measures that can be taken. | RE and reopening plan to be read in conjunction. Teachers and SBM to look at initially. Consultation meeting held with all staff. |
| 2 | Vulnerable staff and pupils (‘clinically vulnerable’ to coronavirus) identified and told not to attend school if shielding. | Telephone contact made with each parent to identify vulnerable pupils with instruction to inform us of change of vulnerability Vulnerable staff identified and working from home where necessary. |
| 3 | Consider personal risk factors: Age, obesity, ethnicity, pregnancy, and existing health conditions | Hubs to protect staff as much as possible from cross infection and increased risk of transmission. |
| 4 | Where necessary individual risk assessments for staff and pupils at special risk (take account of medical advice). | Staff with serious underlying conditions making them much more susceptible to Covid 19 will be shielded. Parents will be advised accordingly regarding susceptible pupils and household members. School Infection Control Plan. It is the responsibility of the staff member or parent to inform school of health vulnerabilities. Risk assessments will be drawn up from this. |
| 5 | Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. | Facebook weekly message-LOS  Weekly bulletin email to be sent from school-LH/ST and ET  ET to set up email for parents. |
| 6 | Information shared about testing available for those with symptoms | Regular/repeated on bulletin email |
| 7 | Remote education is continuing as much as possible to limit numbers attending school | LA stance is that we direct parents to Oakhill once we have higher uptake of places in school. Until then we will be continuing to provide e-learning as we have been. |
| 8 | Assess how many staff are needed in school and identify those that can remain working from home. | Small team, so all needed, but protected as much as possible by hub set up. |
| 9 | Staff shielding at home manage online work, whilst those in school only teach | LOS to help to complete e-learning tasks. |
| 10 | Returning to school will be for groups on a priority basis (early years settings - 3 and 4 year olds followed by younger age groups); or (Primary schools -nursery, reception, year 1 and year 6); or (Secondary year 10 and year 12 students). | KWC to be prioritised |
| 11 | If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher | If further shortage, part time model to be adopted. |
| 12 | Reviewing timetables to decide which lessons or activities will be delivered on what days | NA |
| 13 | Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and, if needed, a teaching assistant). | TP’s not needed in ratio can be deployed in other ways to relieve teacher work load e.g. preparing resources and activities. |
| 14 | For early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils | No more than 15 per class, unless restricted by social distancing |
| 15 | Identify and plan lessons that could take place outdoors | Hubs to be separate when outside, Class one in their EY’s area, Class 2 and 3 split playground and field/cone off.  Daily walk- LH to communicate with landowner/farmer behind school and share local walks with staff. |
| 16 | Use the timetable to reduce movement around the school or building | Different hubs arrive and depart at different times. Hubs do outdoor activities at different times |
| 17 | Planning break times (including lunch), so that all pupils are not moving around the school at the same time. | Class One to have playtime in EY’s area only  Official Staggered Breaktime:  Class 2: 10.30  Class 3:10.45  Official Staggered lunchtime:  Class 2 and 3 split the playground.  Lunches taken outside whenever weather permits, staggering times between hubs.  Hubs need to be kept separate. |
| 18 | Parents informed only one parent to accompany child to school | Covid 19 Guidance to be created for parents-LH |
| 19 | Parents and pupils encouraged to walk or cycle where possible. | NA |
| 20 | Staggered drop-off and collection times planned and communicated to parents | Covid 19 Guidance to be created for parents-LH |
| 21 | Made clear to parents that they cannot gather at entrance gates or doors | Covid 19 Guidance to be created for parents-LH . |
| 22 | Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). | Covid 19 Guidance to be created for parents-LH |
| 23 | Communications to parents (and young people) includes advice on transport | Covid 19 Guidance to be created for parents-LH |
| 24 | Staff fully briefed about the plans and protective measures identified in the risk assessment | Covid 19 Staff Handbook-LH |
| 25 | Regular (daily) staff briefings. | Done via teams to minimise contact or outside with 2 metre distancing. 3.30 daily check in (1/2 hour maximum time limit) |
| 26 | Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. | SC Whatsapp staff group for LOS  LOS invited to daily staff check in at 3.30 |
| 27 | Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). | ET to communicate with contractors via email or talk through on phone prior to visiting so that procedures are clear. Good signage to support this. |
| 28 | Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys | Minibus not to be used initially. Priority usage to be explored, based on need. |
| 29 | Communication with others (e.g. extended school provision, lettings etc.). | Transport to Bubbles not provided. If required by KW’s we will look at how we staff beyond normal school hours. Bubbles currently closed. |
| 30 | Discourage parents and pupils from bringing in toys and other play items from home. | No toys or unnecessary large bags to be brought into school. No PE kits. |
| 31 | Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). | Risk Assessment and Reopening plan shared. Parent guidance shared to break this down. |
| 32 | Daily briefing to pupils on school rules and measures with reminders before leaving rooms.  Covered by c10 below | Children reminded daily on rules.  Initial briefing put together for returning pupils:  Class 3 letter  Class 2 acrostic  Class 1 pictorial |
| 33 | Review behaviour policies to consider how pupils not following distancing rules will be managed | Behaviour Policy to be updated to reflect this- ST |
| 34 | Limit visitors by exception (e.g. for priority contractors, emergencies etc.) |  |
| 35 | Keep parent appointments / external meetings on a ‘virtual platform. | Pre arranged through school office-ET. Use Teams Calendar. |
| **DO** | | |
| C | **Control Access** | |
| 1 | Entry points to school controlled (including deliveries). | ET to ideally communicate procedure prior to delivery, directly with company, otherwise through intercom on arrival. Delivery drop off zone created-LH to source sheltered box and ET to create signage for this system.  Back door only used for milk and lunchtimes.. Lunch delivery driver to phone school once dropped off. |
| 2 | Building access rules clearly communicated through signage on entrances | Signage for parents, potential visitors and deliveries to instruct-ET |
| 3 | Parents’ drop-off and pick-up protocols to minimise contact. | Parents Guidance. Staggered drop off for hubs:  Class 2 (KW) hub- 8.30  Class 3 hub- 8.45  Class 1 hub-9am  HT to greet and direct to hub lead at their door. |
| 4 | School start times staggered so class groups arrive at different times. | As above |
| 5 | Floor markings outside school to indicate distancing rules (if queuing during peak times). | At cleaning station by front gate- a clear waiting point. |
| 6 | Screens installed to protect staff in reception. | NA |
| 7 | Hand sanitiser provided at all entrances. | ET to source and set up with signage. |
| 8 | Visitors do not sign in with the same pen or touch screen devices in reception | ET to sign all visitors in. |
| 9 | Staff on duty outside school to monitor protection measures | Dedicated hub staff |
| 10 | Daily briefing to pupils on school rules and measures with reminders before leaving rooms | Hub staff |
| D | **Implementing Social Distancing** | |
| 1 | Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk. | Staff to socially distance at all times (2 metres) |
| 2 | Reduced class sizes | Below 15 at all times. Class 2 would only take 8 children maximum |
| 3 | Class groups kept together throughout the day and do not mix with other groups | Hub system in place-no mixing between hubs. |
| 4 | Groups do not mix to play sports or games together | No shared resources. |
| 5 | The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific group(s). |  |
| 6 | Assemblies avoided/ or staggered | Class assemblies |
| 7 | Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings). | Refer to school site plan, will be marked out. |
| 8 | Take out service only during lunch with pupils eating outside (weather permitting). | ET to liaise with JMHS. Individually, disposable hot lunches or packed. |
| 9 | Limiting the number of pupils who use the toilet facilities at one time | Hub staff to accompany pupils, to ensure single occupancy |
| 10 | Groups use the same classroom or area of a setting throughout the day | Hub system in place |
| 11 | Seating plans to ensure pupils sit at the same desk | Children to be familiarised with this. Children to have own set of resources in tray. Early years- resources cleaned at the end of each session. |
| 12 | Desks should be spaced as far apart as possible | 2m and facing same way, wherever possible |
| 13 | The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same | Hub system to be in place, with designated staff |
| 14 | Staff come to the classroom rather than groups of pupils circulate to different parts of the building/site. | Hub system to be in place |
| 15 | Subject teachers in smaller option subjects (e.g. practical subjects) collect small numbers coming out of main curriculum on a rota | NA |
| 16 | Rooms accessed directly from outside where possible. | Communicated clearly to parents, children and staff through guidance. |
| 17 | The occupancy of staff rooms and offices limited | Kitchen facilities not to be used by all; staff to eat/drink in their hub rooms or outside within their hubs.  Only office staff work in office.  HT not to hotdesk.  ST to work from laptop in Daffodil Room  Admin hub toilet separate to staff-disabled. |
| 18 | Radios provided and/or encouraging use phones to communicate between different parts of school | Walkie Talkies to be purchased for communication between hubs (or phone app to be installed) with increased use of WhatsApp and emails. HT and Staff and Admin will always have their phones on them at all times which are kept fully charged. These are the ways to contact, unless it is an emergency. |
| 19 | Reducing use of lifts to only those that need to use them | NA |
| 20 | Lifts are single occupation only (if 2 metres not achievable). | NA |
| 21 | Staff are on duty at breaks to ensure compliance with rules | Hub specific staff involved |
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| E | **Implement Infection Control Measures** | |
| 21 | Sufficient handwashing facilities are available. | Outside school station, entry station and in each hub. Class 2 hub no sink access in class but own toilet with sinks to use. |
| 22 | Where there is no sink, hand sanitiser provided in classrooms | Class 2 as above.  Hand sanitiser usage to be supervised to ensure small pea shaped amount used and that hands have thoroughly dried. Ensure young pupils do not lick their hands. Washing with soap and water is the preferred.  Parents can provide a handcream for their child if required due to dermatitis or eczema. |
| 23 | Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). | As below and also after returning from break/ play times  Instruct staff to report any problems and carry out skin checks as part of a skin surveillance programme, since hand gel and cleaning agents can cause skin problems such as dermatitis. Parents informed to also check and feedback any problems (weekly bulletin). Teachers and pupils to use hand moisturising cream to help counteract any such issues if advised/required. |
| 24 | Hands cleaned on arrival at school, before and after eating, using toilet and after sneezing or coughing | Supervised washing by staff member. |
| 25 | Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition | Practical lessons with eBug. Pupils taught not to lick their hands after using hand gel. Also encourage pupils to report back any redness/soreness of hands which may be caused by hand gel or cleaning chemical residues on surfaces. |
| 26 | Staff help is available for pupils who have trouble cleaning their hands independently | Very young pupils |
| 27 | Adults and pupils are encouraged not to touch their mouth, eyes and nose | Covered in hygiene training section 25 above |
| 28 | Be vigilant to babies or pupils putting items in their mouths etc. and make sure these are dealt with immediately. | High adult to child ratio with very young children or children with SEND |
| 29 | Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) | Covered in hygiene training section 25 above |
| 30 | Bins for tissues provided and are emptied at the end of the day | Cleaner to empty |
| 31 | Spaces well ventilated using natural ventilation (opening windows) or ventilation units | External doors and windows are left open when weather conditions permit. |
| 32 | Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied |  |
| 33 | Sanitising spray and paper towels to be provided in classrooms for staff use, kept well out of reach of pupils | Cleaning rota for hubs to be shared-LH |
| 34 | Thorough cleaning of rooms at the end of the day | Cleaning schedule and rota for cleaner and checklist |
| 35 | Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.). | Cleaning rota for hubs to be shared |
| 36 | Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups. | As above; hubs have their own toys and equipment |
| 37 | Equipment used in practical lessons cleaned thoroughly between groups. | As above |
| 38 | Outdoor equipment not used; or Outdoor equipment appropriately cleaned between groups of pupils; | As above |
| 39 | Multiple groups do not use outdoor equipment simultaneously. | Staggered and planned usage |
| 40 | Limit shared resources being taken home | Try to keep books for each hub use or leave 72 hours between transfer between hubs. |
| 41 | Avoid sharing books and other materials. | As above  Pupils to have own stationary and own textbooks-no sharing. |
| 42 | No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days). | Work not hand marked. Verbal feedback to be given. |
| 43 | Hand sanitiser provided for the operation of lifts. | NA |
| 44 | Procedures should someone become unwell whilst attending school. | Covered by School Infection Control Plan (ST) |
| 45 | Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. | School Infection Control Plan |
| 46 | Infected waste control | Cleaning waste, PPE and other potentially infected items (e.g tissues etc) placed in waste bin which is emptied every evening by Cleaning Staff and transferred to larger bins which are left at least 72 hrs before disposal in wheelie-bins. ET to purchase 2 small wheelie bins for storage. |
| 47.1 | PPE NOTE:  Wearing a face covering or face mask in schools or other education settings is not recommended. The majority of staff in education settings will not require PPE beyond what they would normally need for their work (as determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. | No masks or face covering to be worn unless recommended specifically for a more vulnerable member of staff. Member of staff to seek support from medical professional regarding this. |
| 47.2 | PPE is only needed in a very small number of cases including:  Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; | PPE packs are being provided by GCC for all schools.  Staff member minding a sick child awaiting collection to wear appropriate PPE as specified in School Infection Control Plan  Cleaners to wear appropriate PPE as specified in Cleaning Schedule/Rota |
| 47.3 | If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. | School Infection Control Plan- |
| 47.4 | Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:   * washing hands or using hand sanitiser, before and after treating injured person; * wear gloves or cover hands when dealing with open wounds; * if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; * if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. * dispose of all waste safely.   Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. | Outlined clearly in staff handbook  Each class hub to have own first aid log book and supplies. Responsibility of class hub lead to let ET know when stocks are running low. |
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|  | **REVIEW** | |
| F | **Communicate and Review Arrangements** | |
| 1 | Consultation with staff and union safety reps on this risk assessment | All staff consulted and request put in for LA to sign off. |
| 2 | This risk assessment published on school intranet and website | Published Monday 1st June 2020, but shared with parents week prior for information and consultation. |
| 3 | Nominated staff tasked to monitoring protection measures | Head teachers (LH and ST) |
| 4 | Staff encourage to report any non compliances | ✓ B25 above via Regular (daily) staff briefings noting feedback. |
| 5 | The effectiveness of prevention measures will be monitored by school leaders | ✓ Direct observation and B25 above via Regular (daily) staff briefings noting feedback |
| 6 | This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance. |  |

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