

BCPS RE-OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Reopening of schools - Spring Term 2021		
Location	Braunstone Community Primary School	Organisation	DISCOVERY

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and must be adapted to include local hazards and subsequent local control measures pertinent to your school setting.

During the period of national lockdown, schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend. All other pupils and students should not attend and should learn remotely until 8 March at the earliest.

“Restricting attendance during the national lockdown: schools”: updated 2nd February 2021 gives full guidance information of which all Discovery Schools follow and refer to regularly.

The way to control this virus is the same, even with the current new variants. Essential measures include:

- a requirement that people stay at home if they:
 - have virus symptoms, or live in a household with someone who does
 - have tested positive, even if asymptomatic
 - have been advised by NHS Test and Trace to do so
 - are household members of a positive case, even if that case is asymptomatic
 - are required to self-isolate for travel-related reasons
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable



Engage with the NHS Test and Trace process

Schools must also ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a PCR test if they or their child are displaying symptoms. The main symptoms are a **high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste**. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test (symptomatic testing). PCR tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, include anyone involved in education or childcare, have priority access to PCR testing as well as regular asymptomatic LFD testing

Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow guidance below:

1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 full days from the date of that contact.
2. If someone with symptoms tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.
3. The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate starting from the day the individual's symptoms started and the next 10 full days.



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System of control:

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, the use of face coverings in school
3. Clean hands thoroughly more often than usual
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated

Numbers 1 to 5 and number 8 must be in place in all schools, all the time.

Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

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

Numbers 9 to 11 must be followed in every case where they are relevant.

Attendance: As of 5th January 2021, primary schools will be open only for vulnerable children and children of critical worker families. This means from that point; only vulnerable and critical worker children will attend, and remaining children will be taught from home.



Clinically Extremely Vulnerable

Whilst Government Tier 4 Restrictions or above are in place Clinically Extremely Vulnerable (CEV) staff are to [Shield](#) at home and are NOT to attend the School (Working from home options may be considered if appropriate).

Clinically Extremely Vulnerable Pupils who have been confirmed as such by their medical support team are to [Shield](#) at home and are NOT to attend the School (Remote learning solutions are to be provided).

Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Tests (Lateral Flow Tests) are now available for schools to conduct twice weekly testing of staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests are undertaken at home, ideally in the morning prior to leaving for work but can be done the evening before. Home tests are taken 3-4 days apart and staff participating report all test results to Track and Trace as per guidance.

Although encouraged and prior consent is required, this testing is voluntary.

PPE:

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases:

- Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

Headteachers will have the discretion to decide whether to ask staff and visitors to wear face coverings/visors as further precautions to help minimise the risk of infection in schools and will develop risk assessments with appropriate measures.

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Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable, protect the whole school community. Individual risk assessments are developed for all colleagues and pupils that require one. This includes pregnant women, BAME and Clinically Vulnerable / Clinically Extremely Vulnerable.

Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Staff entering and exiting staff car park	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Reverse parking only - where practicable. Courtesy when alighting cars to be vigilant of other car park users to maintain 2m distance. Car park is to be closed by PO from 8.25am to ensure that children can enter the school safely per arrangements. Car park is to be closed by PO from 2.40pm to ensure that children can 	M	M	M	<ul style="list-style-type: none"> PO to monitor situation and share concerns of inappropriate car park usage. Staff monitors for years 4,5,6 children entrance times to school. All children to enter at the same time if they arrive early. For children with siblings, end times have been adjusted on a case by case basis so that families can vacate the site together. Specific markings on the floor to show safe entry and exit for pupils while 	L	L	L	School		

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		leave the school safely as per arrangements				maintaining required levels of social distancing <ul style="list-style-type: none"> All COVID wardens wear a visor or mask when outside on the school site Parents have been asked to wear face coverings on the school site unless they are exempt Staff members must not share a car with any other member of the school community (pupil or staff). This includes home visits, deliveries, giving lifts to people, nipping out for lunch, going out for a “fresh air” break etc. 						
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 7 days. Anyone developing COVID19 symptoms is sent home. 	M	M	M	<ul style="list-style-type: none"> Engage with the NHS test and trace. (See above pg. 1) 	M	L	L			



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		<ul style="list-style-type: none"> Persons who have symptoms will isolate for at least 10 days and will not be in school. 										
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are open for ventilation. PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard) Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	M	M	M	<ul style="list-style-type: none"> PHE will be publishing revised guidance for non-health care settings by the end of the summer term Windows should be opened enough to provide constant background ventilation and then opened wider during breaks to purge the space. High-up windows should be opened in preference to lower-down windows to balance need for ventilation with comfort in colder weather 	M	L	L			
Doffing face masks/coverings on arrival at school	Staff, visitors and contractors.	<ul style="list-style-type: none"> On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly. 	M	M	M	<ul style="list-style-type: none"> Pupils and staff wearing face masks/ covering whilst journeying to school (i.e. car, walking) doff their face 	M	L	L			

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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin. Reusable face coverings are placed in a plastic bag that can be taken home with them. Hands are washed again before heading to their classroom. 				masks/covering and wash their hands thoroughly.						
Visitors to site	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. The nearest entrance to the work / meeting space (once signed in at reception) is to be used. 	H	M	H	<ul style="list-style-type: none"> If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance. Entrance signage and 2-meter markings outside the office area. Only one visitor in and out of that area Visitors from the DSAT Central Team have been 	M	L	M	School		

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			H	M	H	advised to wear face coverings as they may be visiting a number of schools <ul style="list-style-type: none"> All visitors and supply staff are all briefed when they enter school about the current risk assessment in place and given a COVID crib sheet with the key points highlighted They are also given a brief tour (if they are new to the school) so that they know where all of the facilities are and are clear about entrances/exits, one-way systems, toilets etc 	M	L	M			
Social distancing not being carried out at drop off time.	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Drop off times are staggered (see rota) across all year groups. Arrangements for drop off are communicated to staff, pupils and parents/carers in advance. We will encourage children in Years 4,5,6 to enter the school grounds independently. 	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Clearly marked one-way systems for walking arranged for around the site (see map) Three separate entrances/exits to school site 	M	L	M	School		

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		<ul style="list-style-type: none"> For children in Nursery, Reception, Years 1,2,3 only one parent/carer can enter the school gates. Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct access to the pupils allocated classroom is available. i.e. final emergency exits. Periodic reminders sent re timings to each 'bubble'. One-way systems are used around the site and staff on duty to direct. Signage is installed for routes and entrances / exits. i.e.   Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<ul style="list-style-type: none"> All children will be expected to arrive at the time stated, however there will be flexibility where needed School entrance and exit times for different classes vary to avoid congestion. Staff on duty before and after school to maintain expectations. All support staff to be in the classroom by 8.30am so that they are ready to receive the children. Before entering the classroom- staff will do a visual assessment of each child and look for possible signs and symptoms e.g. coughing, flushed face etc. If potential symptoms are seen, staff will advise the parent if present to take the temperature of the child and/or seek medical advice as needed. If the parent isn't 						

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						<p>present, the child would stay with an adult and a phone call home would be made.</p> <ul style="list-style-type: none"> Regular communication is sent to parents, reminding them that if their child is displaying symptoms of COVID-19, they are not to bring their child to school, they need to seek medical advice and inform the school as per normal absence procedures. All COVID wardens wear a visor or face covering when outside on the school site Parents have been asked to wear face coverings on the school site unless they are exempt 						
Use of cloakroom/toilet areas	Staff and pupils	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. 	M	M	M	<ul style="list-style-type: none"> Specific groups of pupils allocated to specific toilets- 	M	L	L	School		



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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Handwashing follows guidance to take into account the NHS guidance found on this link. Pegs to be cleaned daily. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Teacher or member of staff to monitor toilet usage (staff to ensure distancing where possible and volunteer to wipe handles and surfaces regularly). (See cleaning hazard and controls). Teachers to explain expectations to children about how to use the toilets and hand washing expectations on a regular basis 				Nursery, Reception- own toilets. <ul style="list-style-type: none"> Year 5/6- Upper KS2 toilets- boys and girls Year 3/4- Lower Key Stage 2 toilets- boys and girls Years 1/2- KS1 toilets- boys and girls New toilet signage is up so that children and staff are clear which toilets are being used Nominated <i>COVID MARSHALL</i> to check toilet areas at intervals during the day and cleaning schedule put in place. All of this is in line with the latest DFE guidance 						
Social distancing not being carried out within the classroom.	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Arrangements for the day are communicated to staff, pupils and parents / carers (see handbook). Staff and pupils remain in year group bubbles. 	H	M	H	<ul style="list-style-type: none"> Rules and routines practiced on transition to the new classes and reminded as needed. Powerpoint/video clips to be delivered daily to pupils as reminders 	M	M	M	School		



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		<ul style="list-style-type: none"> Teachers (and other staff) are allocated to a bubble and remain with their allocated bubble, where possible, however where staff do need to move between classes and year group bubbles, they need to maintain distance where possible. Each bubble is distanced from other bubbles through staggered timetables and through the use of different areas of the school grounds. Desks are placed in rows with all children facing the front Pupils are allocated a desk and are seated at the same desk each day. Pupils remain in the same classroom throughout the day, unless outside for PE, break, lunch in the large hall for mindfulness activities. Classrooms are ventilated using natural ventilation (open windows). Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 				<ul style="list-style-type: none"> SENDco to speak to parents of any children that may not adhere to social distancing measures e.g. spitting, biting, kicking etc and inform them that their child may need to be collected Children must be socially distanced by 2 metres in the classroom, where possible Children in group interventions from same year group bubble but different classes are to be distanced by 2 metres, where possible. Staff can mark out a taped area in the classroom to support their distancing and identified safe space Staff must not be face to face with any child. Staff can 						



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		<ul style="list-style-type: none"> Pupils are encouraged not to touch their mouth, eyes and nose. Pupils informed that they must use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it') 				stand behind a pupil to give feedback. <ul style="list-style-type: none"> Staff must avoid skin to skin contact whenever possible. If a child needs comforting- always sanitise/wash hands and it may be useful to have a change of clothes in school Children must not sit face to face for intervention/group work All intervention tables and tables outside the classroom and chairs will be wiped down after each use Cleaning checklist timesheets are in every room in school and intervention spaces so that checks can be made about when areas have been cleaned. 						



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						<ul style="list-style-type: none"> • Covid cleaning locations and equipment are highlighted on posters around school • Any lost property in classrooms, hall, playground etc- if picked up- wash/sanitise hands • Staff must wear a mask (and visor if they choose to) in school when not in the classroom e.g. play/ lunch, moving around school, beginning or end of day. Staff must bring their own masks into school. They must be washed each day or disposed off as per the doffing procedures listed above. If staff member forgets their mask, they need to get one from the school office. 						



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						<ul style="list-style-type: none"> Staff must also wear masks for intervention where 2 metre social distancing from other staff and pupils is not possible. Classrooms must be tidy at all times and free of clutter so that surfaces can be wiped. Behaviour and exclusions policy updated and shared with staff SLT to do regular walk rounds to check for any obvious symptoms displayed by pupils and staff Staff reading a story must stand at the front of the class and not walk round in between rows of children Behaviour team must wear masks at all times (and a visor if they choose to do 						



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			H	L	H	so). They also need to have gloves in their pocket should they need to use physical intervention.	M	L	M			
Sharing equipment	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils do not share equipment. Pupils are given writing implements and a pencil case for their allocated equipment and are forbidden from using other pupil's equipment. Teaching resources are discouraged/minimized and/or removed from the setting. Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens. Small, intricate items that are difficult to clean are removed from the classroom. Where equipment is used to support learning / activities – only plastic easy to clean resources are used and they are washed after each use. 	H	L	M	<ul style="list-style-type: none"> Named drinks bottles for each child Packed lunches to be stored in own classrooms If children use any equipment (apart from their pencil cases) it needs to be cleaned. 	M	L	M			



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Social distancing not being carried out at break times	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Break times are staggered, and locations, timings and processes are identified and communicated to all. Breaktime zones are allocated for all groups and will be separated by painted lines. Staff remind and monitor children to ensure that equipment is not used / moved. Pupils to wash hands before and after eating/drinking. Year groups are to be maintained and not mixed. Only two year groups outside at any one time. Movement around school is via a one-way system wherever possible (as displayed in handbook). Levels of supervision considered, and additional information given to midday supervisors. Procedures identified when First Aid is required. Activities considered, and the range of equipment reduced to minimise risk. Arrangements for the cleaning of equipment following activities/ 	H	M	H	<ul style="list-style-type: none"> Staff observe and reinforce Social Distancing during break times and minimise movement around school. Staff are to role model social distancing expectations to all children at all times. Staff are to ensure that when taking breaks outside the building, bubbles are not mixed and social distancing is maintained at all times. Reminders are to be sent to staff periodically to reinforce this expectation. Children will be treated in a relevant area, specific to their classroom. Basic first aid equipment available in every classroom First Aid bags are provided and carried (stored in classrooms) for first aiders-treated in the specific area on the playground 	M	M	M	school		



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		between year group use and by whom. <ul style="list-style-type: none"> • Arrangements for 'wet breaks' – children are to be taken outside in appropriate clothing if possible, veranda spaces to be utilised. • Use of allocated year group toilets to ensure that social distancing is maintained as far as practicable. • Arrangements for pupils with packed lunches, two classes from the year group bubble in the same room – kept 2 metres apart where possible and seating plans in place 				<ul style="list-style-type: none"> • Radios to be distributed to year group bubbles, to ensure effective support and communication as needed. • Staff to walk children out to their allocated area on the playground, not crossing bubbles. • Walkway to be created on the playground for this purpose. • Children to be shown by class teachers and walked through this procedure. • Staggered breaks: Year 1/2- 10-10.20 Year 3/4- 10.25-10.45 Year 5/6- 10.50-11.10 • Seating plans are maintained and kept in each classroom, clearly labelled as lunchtime seating. 						
Social distancing not being carried out at lunch time	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> • Packed lunches will be stored in classrooms and children will eat them in the classroom at the allocated time for their bubble. 	H	M	H	<ul style="list-style-type: none"> • Catering provider (external provider) has own risk assessment which is shared with school. 						

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils are to wash their hands before and after eating and are encouraged not to touch their mouth, eyes and nose. Pupils to eat outdoors in a picnic style wherever possible in their groups. Pupils are to eat together and adults on duty are to supervise the children clearing the waste / cups etc away in an orderly fashion. Communication with catering provider regarding food choices, timings and processes by Office Manager. Procedures for the serving of hot dinners: Cutlery and cups/plates etc. are not to be shared. Dining area well ventilated- open internal doors and external doors Children to queue in their year group bubble (two separate queues for each sitting supervised by two adults with a partition in the middle) 				<ul style="list-style-type: none"> Staff have been allocated to a year group bubble for lunch time Additional cleaning to be carried out after lunch in classrooms/outside as needed Class teachers to collect classes after lunch promptly, line them up and take them inside. Children eating their packed lunch in the classroom must stay in the room for their allocated time and then be taken out by class staff to the allocated playground. Dinner hall- one cup of water for each child placed on the table ready At the end of each sitting-school staff to take the children to their allocated playground for their outside play. 						



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		<ul style="list-style-type: none"> Children to use hand sanitizer station on the wall next to their queue before collecting their tray and their lunch Hall separated into two sections- one for each year group bubble and supervised appropriately Finished trays to be cleared and stacked by children using an orderly classroom routine – younger children to be guided as appropriate. Separate food cleaning station for each year group Cleaning of tables and chairs/benches completed when children are finished, and food is consumed. There will be no communal salad bar until further notice. 				<ul style="list-style-type: none"> Overflow tables x 2 in the middle of the hall for any pupils that may need slightly longer to eat so that do not mix with other year groups. Tables have a cross of tape on every other seat so that children are socially distanced and face an empty seat 						
Social distancing not being carried out at pick up	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may</i></p>	<ul style="list-style-type: none"> Pick up times are staggered and parents are reminded of times through regular text messages Parents are to wait – while socially distancing - in the areas of the playground allocated to the classrooms at pick up times for Nursery, Reception, Years 1,2,3 	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Staff on duty are provided with class information to support parents proactively and to minimise pedestrian traffic. 	M	L	M	School		



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	<i>result in spread of COVID19</i>	<ul style="list-style-type: none"> Teachers to dismiss each child from the classroom in turn to their parents. Children to remain in their seats throughout. Arrangements for pick up are communicated to staff, pupils and parents/carers in advance. For children in Nursery, Reception, Years 1,2,3 only one parent/carer can enter the school grounds. Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct egress to the pupils allocated classroom is available. i.e. final emergency exits. One-way systems are used around the site. Signage is installed i.e.  Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<ul style="list-style-type: none"> School opens and closes at staggered times. All classroom and school signage indicate timings and expectations. Three separate entrances/exits for separate bubble groups of people All COVID wardens wear a visor or face covering when outside on the school site Parents have been asked to wear face coverings on the school site unless they are exempt 						
Outdoor play/PE	Staff and pupils	<ul style="list-style-type: none"> Play equipment/PE Equipment is cleaned and disinfected between each "bubble/group" of users, if this 	H	M	H	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they 	M	L	M	School		

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	<i>Reduced infection control which may result in spread of COVID19</i>	<p>cannot be achieved then the equipment should not be used.</p> <ul style="list-style-type: none"> • Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine. • Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups. • Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers. • Teacher ensuring social distancing is in place. • Only allow one bubble/group within a specific outside area any one time. • Contact sports will be avoided. 				<p>are in their allocated classroom.</p> <ul style="list-style-type: none"> • Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). • Specific activities devised by PE lead, Sports Coaches and teachers in relation to social distancing and reduced use of equipment. • Sports coaches must maintain strict social distancing when covering classes indoors and outside • Sports coaches must wear masks when covering classes inside 						



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		<ul style="list-style-type: none"> Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Minimise contact between individuals and maintain social distancing wherever possible. All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment. Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. Play equipment is cleaned and disinfected between each group of users or not used. One adult per group / time allocated to clean each day. 										



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		<ul style="list-style-type: none"> Teacher / support colleagues ensure social distancing is in place. Only allow one year group within an outside area at any one time. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Staff allocated for PE delivery and timetabled across the whole school, with specific areas used outside. Vigorous exercise/activities will take place outside. Where inclement weather prevents PE from taking place alternate arrangements will take place in the classroom Indoor sessions will be allocated to each class/year group where yoga and mindfulness activities will take place. Children will not be changing into PE kit in school but will carry out activities in the clothing that they attend school in (uniform or PE kit) and will wear sensible footwear 										



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Carrying out First aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to collect them. If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance. Persons who have symptoms will isolate for 10 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water. Gloves will be worn to deliver first aid. 	H	M	H	<ul style="list-style-type: none"> Letters have been sent out to parents with current updates, expectations with regards to opening. This letter clearly states that parents must not send their child to school with PPE. Front reception area small office to be used as the decontamination area – As per RA - if a PPE is used it needs to be disposed of in a double bag (tied) and left 72 hours locked in this room. Then it can be safely disposed of. Three pairs of goggles are in school for this purpose Equipment for each class provided in a labelled cupboard Video sent to all staff and the poster to be displayed in 	M	L	M	School		

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	entering the persons eyes, nose or mouth. The First aider may have an allergic reaction to latex gloves.	<ul style="list-style-type: none"> Where possible Latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any part of a dressing that will come in contact with a wound. The first aider will wear goggles to prevent bodily fluids being splashed into the eyes. After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) goggles will be rinsed with clean water after being disinfected. 				each classroom- also on TEAMS						



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		<ul style="list-style-type: none"> • After using the face masks, aprons and gloves will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE and PHE Poster is displayed in the first aid rooms. • https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for- 										



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		non-aerosol-generating-procedures <ul style="list-style-type: none"> No food will be stored or eaten in the medical/first aid room. After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 											
Intimate care	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. 	H	M	H	<ul style="list-style-type: none"> All parents spoken to by SENCo for children that have intimate care plans about the use of PPE. This is also written into their current intimate care plan as an update For children with intimate care plans, staff spoken to about new procedures 	M	L	M	School			



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		<ul style="list-style-type: none"> Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag 				<ul style="list-style-type: none"> PPE guidance/video link shared with all staff to look at before their return to school 						



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		and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. <ul style="list-style-type: none"> If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff areas have been organised to achieve social distancing. Two staffroom areas allocated for staff and a strict rota put in place. Break times are to be staggered to reduce numbers in the room and to ensure adequate supervision of the pupils. Staff are reminded to wash hands before and after using refreshment facilities. 	H	M	H	<ul style="list-style-type: none"> Staff to sanitise/wash hands before and after use of equipment in staff facilities If staff need to contact the office- they must do so by email or phone. Staff must only go to the office in the event of an emergency. Staff need to maintain social distancing from other adults- 2 metres, this includes staff in their bubbles 	M	L	M	school		



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		<ul style="list-style-type: none"> NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Shared crockery and cutlery is made unavailable to all staff. All staff are to provide, use and store appropriately their own cups / eating equipment. Reusable sponges are removed Surfaces are wiped down between use and door handles cleaned Dishwasher is used to clean crockery and cutlery where possible. Microwaves are available in each staff area for adults to use – these must be wiped down with relevant products after each use. 				<ul style="list-style-type: none"> Staff must use the one-way system at all times Staff bubbles must not mix in the staffroom All seats, tables and hard surfaces in the staffroom must be cleaned after every use PPA room must only be occupied by one bubble at a time Signs will be located around school to show maximum occupancy of rooms/offices/cupboards etc Staff must limit contact with colleagues as much as possible. They should use email, phone or TEAMS as the main form of communication when in school. Meetings in person, in the school building, must only take place if they have been 						



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			H	M	H	authorised by a member of SLT.	M	L	M			
Social distancing not being carried out during Catering provision	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Robust communication links with meal provider established. Meeting in preparation of re-opening to confirm operational controls Hand sanitizer facilities available on either side of the serving hatch Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date Facilities to stagger service times to avoid congestion and contact Staffing required to extend service times (Internal and external staffing) Additional training has been provided to lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons) Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles 	H	M	H	<ul style="list-style-type: none"> Regular email communication with City Catering in place See above for specific arrangements for lunch provision Information communicated to parents and staff Lunchtimes staggered see rota Signs are located on 'High Contact Points' around school where staff must sanitise hands before and after touching the surface e.g. handle of the hot water urn, keypads to communal cupboards etc 	M	M	M			

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Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies/collective Worship will not take place. Head/teaching staff addresses individual groups, within their classroom. Provision for daily act of Collective Worship will be made in classrooms. 	M	L	L		L	L	L	School		
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. Extra attention is given to frequently touched areas and surfaces, e.g. 	H	M	H	<ul style="list-style-type: none"> Cleaning schedule available to support enhanced clean. Gov.uk guidance to be monitored to ensure the most up to date information is always available. Staff that have volunteered to clean are to be briefed on how things should be cleaned and when by PO Covid cleaning signs will be displayed around school, signposting staff to the location of cleaning equipment. Used cloths will be put in the cleaning cupboard at the end of each day and a new cloth taken 	M	L	M	School		

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		doors, toilets, door handles, phones, light switches and door fobs, etc. <ul style="list-style-type: none"> • Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. • Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are used. • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Lidded bins for tissues are emptied throughout the day • Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 				<ul style="list-style-type: none"> • Cleaning checklist in each classroom changed weekly to ensure that regular cleans are taking place. • Tables outside the classroom, outside of the building need to be wiped down as part of the cleaning schedule and after every use. Beginning and end of day and after break and lunch. • Premises staff and all staff undertaking cleaning duties, as part of the scheduled cleans throughout the day must wear face coverings and PPE. 						



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Carrying out daily building maintenance	Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. Social distancing is maintained throughout working procedures. 	M	M	L		M	M	L	PO		
Building reopening after full or partial closure during COVID19	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Hot and cold-water systems are flushed before the school reopens. Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. 	H	L	M	<ul style="list-style-type: none"> Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and increase the ventilation rate wherever possible. 	M	M	M			
Contractors working on site	Staff, pupils, parents/carers, visitors and contractors.	<ul style="list-style-type: none"> Contracted work is carried out when the school is closed to staff and pupils. 	M	M	L		M	M	L	PO		



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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. Records of contractor's details kept for 21 days to assist with track and trace if necessary. 	H	M	L		H	M	L			
Emergency procedures	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas as far as is reasonably practicable. 	H	M	H	<ul style="list-style-type: none"> Clear guidance given to staff and any visitors Pupils to be talked through the fire evacuations procedures 	M	L	M	School		
Use of public transport/school taxis	Staff, pupils, parents/carer,	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. 	H	M	H	<ul style="list-style-type: none"> Low number of pupils currently attending by taxi 	L	L	L	School		



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	visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Robust communication links established with transport provider. Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate 										
Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as is reasonably practicable Outdoor facilities are used where practicable. (See hazards and control measures above for the management of activities i.e. cleaning, 1st aid) 				<ul style="list-style-type: none"> A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19. 						
Staff doing home visits	Staff and families <i>Reduced infection control which may result in the spread of COVID19</i>	<ul style="list-style-type: none"> Staff are to limit home visits where possible. Staff are never to enter the homes of families. A log is kept in the school office of who is going on home visits, when, and where they are visiting. 	M	M	M	<ul style="list-style-type: none"> Staff members regularly doing home visits (pastoral team, family support worker) keep a stock of PPE in their cars (gloves, masks) PPE to be donned before leaving the vehicle. When the door is open, the staff member will maintain a 	L	L	L			



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Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
						2m distance from members of the family • If the school has been informed a family is self-isolating, the school will notify the family that they are coming. Whatever is being delivered will be posted through the letter box or left on the doorstep. • When work is to be collected from the home, staff members will collect it in a bag and place immediately in the doffing room, dated for quarantine. • Staff will have a mobile phone with them at all times • Staff will wear their school ID at all times • Staff will undertake home visits in pairs unless specifically agreed in advance by a member of SLT						

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.



Source:

<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> (14th December)

Guidance for full opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (30th December)

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> (31st December)

Legionella risks during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Air conditioning and ventilation during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Guidance for food businesses on coronavirus (COVID-19)

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers> (20th May)

Children who should be advised to 'shield'



<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield> (21st December)

Coronavirus (COVID-19): safer travel guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Testing and tracing for coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Coronavirus (COVID-19): getting tested

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Contacts: PHE health protection teams

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Safe working in education, childcare and children's 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>

- **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19->

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[implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings](#)

- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <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>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**
Leicester City : icrs.service@leicester.gov.uk
Leicester County: enquirylinequality&contracts@leics.gov.uk
Rutland: PPE@rutland.gov.uk

During this activity, what could go wrong resulting in an emergency situation?

1. Child displays symptoms with CV19
2. Child from teaching group who has been sent home becomes confirmed case.



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	<ol style="list-style-type: none"> 3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 10 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: 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 Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:		Date of Next Review:		



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Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.

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High

This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a **High**, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

