

COVID Risk Assessment – ALL YEAR GROUPS – January 2021

Location / Site	Insert location and site where activity taking place
BROOM BARNS SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
National lockdown-Restricting attendance	
Assessment date	Insert date when assessment is being carried out
Jan 2021	
Assessment serial number	Insert local serial/identification number for future reference

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the classroom resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble. (Government guidance) 2. Older children should be supported to maintain distance and not touch staff where possible. 3. Any additional space available, where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people. 4. Year 3 – year 6 set format of furniture to be followed – Forward facing desks and children should sit side by side. 5. Set up class rules created for and with the children – (Include instructions how to line up (1 metre away Y2 and upwards), use of toilet, moving around the classroom and school) Staff to model correct use of the rules. 6. Lessons planned for individual work (not pair or group work for years 3-6.) 7. Where possible staff to be at front, side or back of room and minimise their contact between pupils and adults. 8. Staff to remain 2 metres away from each other where possible. Posters up around school 	

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reminding everyone not to pop bubbles.

9. Conversation in the classroom from adult height, where appropriate.
10. If close feedback or communication needed – side to side not facing child.
11. Set seating plan so children have their desk which is the same every day.
12. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom.
13. Children are not allowed to bring large rucksacks in to school. Book bags may come in to school.
14. Children stay in their class for the majority of the time.
15. When moving around – children move in small groups, managed by teacher, to carpet and to tables etc.
16. Sitting on the carpet needs to be as spread out as possible (some could sit at desks.)
17. Ensure good ventilation in each classroom all day (windows or doors open.) **During cold weather, high level windows should be open while children are in classroom and when they are out at play time, the doors should be left open to fully ventilate the classroom. Move furniture, where possible, to avoid drafts. Internal doors should be left open to aid ventilation.**
18. **Schools can hold P.E. lessons indoors, including those that involve activities related to team sports. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows. Ensure distance between pupils.**
19. **Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.**
20. **BUBBLES: Bubbles will be made up of no more than 15 pupils. Each group should be kept away from other groups where possible.**

Children - Majority of the school day, including lunch and break time, will be spent in class bubbles.

Staff – All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school time table (2 metre distance to be maintained from other adults.)

21. No full school assemblies. The only singing that will take place will be in reception and Nursery and then only in groups of no more than 10. Singing should take place outside for these children if possible and if not, the classroom must be well ventilated and children should be back to back or side to side. Pupils playing instruments should be in groups of no more than 15 and spaced out in the hall. They should play outside wherever possible, be physically distanced, be positioned back to back and there should be no sharing of instruments. Ensure there is good ventilation.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Toilets in classrooms to be cleaned, by class staff throughout the day. All classes will have a cleaning schedule up in classrooms which must be signed. Cleaners will clean toilets after school. 2. Children instructed – if toilet cubicles are in use, they should wait at their desks. 3. Close middle sinks to ensure children are socially distanced (years 2-6.) 4. Children and staff to wash hands with soap and running water for 20 seconds after using the toilet. Small children and pupils with complex needs may need to be helped to clean their 	

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hands properly **and be supervised when using hand sanitiser because of risks around ingestion.**

5. Extra Signs in toilet re washing hands.
6. Wedges for the toilet external toilet doors if not fire doors.
7. Extra soap and paper towels ordered to ensure we do not run out.
8. Outside classroom cleaned by designated staff throughout the day. Only one child in the outside toilet at any time.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Face coverings are mandatory for parents/visitors whilst on site unless they are exempt. A small supply of masks is available in the event of someone forgetting their mask. Children can wear masks on their way to class – removal on entry and place in a bin. If reusable, to be given to parent to take home or placed in a bag. The child should then wash their hands – removal decision based on child’s mental health and risk (SLT to be consulted if child wants or needs to wear in school.) The school cannot take any responsibility for ensuring that the child keeps the mask on or that it is worn correctly. 2. Instructions shared re social distancing between families in the morning with parents and children – specific information sheet for this situation. 3. Signage for parents and children displayed outside the classroom 4. Classroom doors have a box around them which parents should not enter. 5. DHT and HT to be on duty to supervise. 6. Staggered drop off and pick up times for children based on their parent’s sir name. 7. Parents will not be able to enter the school building (except in exceptional circumstances) and staff will not be required to meet parents on a 1:1 basis at present. 8. Parents will not be allowed in to the reception area to speak to staff. Instead they must phone. 9. School will communicate messages with parents by phone or email. 10. All parents, pupils and other adults to follow the one way system in the grounds of the school. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Playtimes – Reception children to be in reception garden. Year 5/6 act as one bubble. Y2/3 act as one bubble. The playground, haven, outdoor classroom and stage area will be zoned and each bubble will remain in their zone. 2. The break times of different bubbles are staggered. 3. Any equipment which is used by one bubble will need to be thoroughly cleaned before it is used by a different bubble. Games discussed which encourage social distancing. 4. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other. 	

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5. Staff to be vigilant on the playground, to actively encourage social distancing.
6. Only 8 members of staff can be in the staff room at any time **and staff to minimise time spent in the staffroom.**
7. Shelley M to devise a rota for the dishwasher.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. MDSAs allocated to classes for supervision of children. 2. Lunch times are staggered for different bubbles. 3. Bubbles will be at separate tables, socially distanced. Tables will be sanitised between sittings. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door. 2. Children will not be allowed to go to the office. 3. Agree instructions with children concerning going to and returning from the disabled toilet or the staff ladies' toilet.(Year 6, one child at a time) 4. When moving class around the school – 1 metre between children – one adult at back insisting the distance is maintained – Staff keeping at least one metre away from children. 5. Two different bubbles are not to pass in the corridors. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children have own stationary packs from year 2 – 6. 2. Tubs of resources for pairs if needed – manipulatives / cubes etc. 3. Classroom based resources, such as books and games, can be shared within the bubble. These should be cleaned regularly throughout the day. 4. Tables, door handles and other surfaces cleaned with anti-bacterial cleaner as per cleaning schedule. 5. Lessons planned so resources are not grouped where possible. Years 3-6. 6. Children allocated a white board and have it on their desk. 7. No sleeves will be used for ice packs-blue paper towel to be used instead. 8. Resources on tables ready for lesson and not distributed within the lesson. 9. Ensure children wash their hands when they enter school, after break, before and after lunch, 	

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- before they go home, after using the toilet and any time they cough or sneeze.
10. Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day. **Each bubble has a coloured coded bag of outdoor equipment.**
 11. Resources left on front tables for cleaning – if shared within the day.
 12. All surfaces left clear at end of the day.
 13. Classes Y2-Y6 will have a daily allocated time slot to collect library books. Any books that are taken home should be placed in a box on return to school and not touched until the following Monday when the teaching assistant will return them to the library.
 14. A selection of levelled books will be collected and kept in classrooms. If the books are taken home, on return to school they will need to be placed in a box and left until the following Monday.
 15. Sand will not be used in school in the first instance. (To be reviewed.)
 16. Where practicable remove soft furnishings including cushions, throws etc. Where they are being used, they should only be used within the bubble and washed regularly.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the children/ Concerns of staff	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Emphasis on supporting children’s mental health and building relationships. 2. Individual risk assessments for children who are deemed to need them. 3. Transition meetings between staff have taken place. 4. A new pastoral care worker has been appointed to work with children suffering emotional distress. 5. A new family support worker has been appointed to work with families’ concerns. 6. Any members of staff who are clinically vulnerable or extremely clinically vulnerable will have an individual risk assessment which will be reviewed regularly. 7. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 8. The DfE is providing additional support for both pupils and staff mental health and wellbeing. 9. Posters displayed in the staff room to include support lines for staff. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – 1:1 resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Masks/ purchased if needed. 2. Extra disposable aprons ordered. 3. Extra gloves ordered. 4. Some visors also ordered if needed 5. Personal care i.e. nappy changes. – PPE (mask, face shield, gloves and apron.) 6. Administering first aid to be carried out side to side, using verbal instructions if possible. 	

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- Gloves to be worn at all times and consider face shield and mask.
7. If child has temperature or new and continuous cough – child taken to COVID isolation room (staff to keep 2 metre distance when escorting them or wear PPE.) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. If the child needs to use the toilet, they should be taken to the disabled toilet. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. The disabled toilet and Covid isolation room to be cleaned thoroughly with anti-bacterial liquid Member of staff who was with child – removes PPE in disabled toilet and places it in the bin. Wash hands and use hand gel. (Staff can return to work after this procedure.)

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children and staff hand wash or hand gel on entry to school, after break, before lunch, after lunch, leaving school, after using the toilet and any time they cough or sneeze. 2. Washing hands posters replaced in all washing areas. 3. Reminders how to wash hands properly – videos and posters-children to wash hands thoroughly for 20 seconds. 4. Ensure children and adults follow the ‘catch it, bin it, kill it approach to ensure good respiratory hygiene. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and touch points will be cleaned, as per the class cleaning schedule, using anti-bacterial spray. 2. Shared resources to be left on front desks for cleaning at end of the day. 3. Computers to be cleaned by teachers before and after each teaching session. 4. Ensure bins for hand towels are not overflowing. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Those who are clinically vulnerable, clinically extremely vulnerable, may otherwise be at 	

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<p>increased risk from Covid-19 (minority ethnic groups) or living with those that are clinically extremely vulnerable, to have a personal risk assessment – based on staff risk assessment.</p> <ol style="list-style-type: none"> 2. Staff who are clinically vulnerable can continue to attend school where it is not possible to work from home. These members of staff are to minimise contact and maintain social distancing from other adults, ensure as much social distancing from children as possible and adhere to good hand and respiratory hygiene. 3. Bubbles will be capped at 15 pupils during the national lockdown. 4. Staff who are clinically extremely vulnerable should not attend school. 5. Staff are allowed to wear PPE when in school if they wish. 6. Issuing of all relevant risk assessments to staff concerning national lockdown and restricted attendance– and allow them to comment and contribute.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable, if they have concerns, are to have a discussion with HT and an individual risk assessment will be completed if necessary. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Increased risk of exposure to contamination from visitors from outside agencies.	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. A record will be kept of all visitors. 2. Physical distance and hygiene rules will be explained to visitors on or before arrival. 3. Where visits can happen outside of school hours, they will. 4. The contact numbers for all visitors will be taken for Track and Trace. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of exposure to Covid 19 from an individual who is unwell, has symptoms of Covid or has a family member who does.	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Pupils, staff and other adults must not enter school if they have Covid 19 symptoms. A test must be arranged and must take place. Parents/staff must inform school of the test outcome immediately. If the test is positive the pupil/staff member must complete 10 days self-isolation. The whole of the bubble will then have to self-isolate for 10 days. If anyone in the bubble then goes on to develop symptoms, they must be tested. School should then be informed of the test outcome immediately. 	

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2. Pupils, staff or other adults who develop the following symptoms: a new continuous cough, high temperature, or have a loss of, or change to, their normal sense of taste or smell, during the day at school, must be sent home to self-isolate for 10 days and should arrange a test to see if they have Coronavirus. Other members of their household should self-isolate for 10 days. Parents/staff must inform school of the test outcome **immediately** and where there is a positive test result, the whole bubble must self-isolate for 10 days. If anyone in the bubble then goes on to develop symptoms in this time, they must be tested. School should then be informed of the test outcome **Immediately**.

3. If a Covid test result is received on a weekend, families **must inform school by 9am on the Monday morning**.

4. All families and staff have been informed of, and will be expected to engage with, the NHS Test and Trace process.

<u>Identify hazard</u>	
Lack of social distancing in breakfast club resulting in direct transmission of the virus.	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. During breakfast club, pupils sit in their own bubbles on separate tables and are socially distanced from each other. 2. Different bubbles are sent back to class separately. 3. Parents do not enter the school to sign their children in; attendance is recorded outside on a table. 	

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Name of assessor	Signature of assessor	Date
Jackie Phillips	<i>J Phillips</i>	JANUARY 15th 2021

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Jayne Currant	<i>J Currant</i>	January 15 th 2021

Risk assessment review 1	
Date	

CHANGES TO CONTROLS MEASURES AND OR HAZARDS
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Who was involved in the Review Mrs Carrant, Mrs Phillips, Mrs Hogan	
Signature of those involved in the Review <i>Jayne Carrant, Jackie Phillips, Louise Hogan</i>	

Risk assessment review 2	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review, Traci, J Phillips	
Signature of those involved in the Review <i>J Phillips, Louise Hogan</i> Traci P, Nicole R	

Risk assessment review 3	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review <i>Jackie Phillips,</i>	
Signature of those involved in the Review	

Risk assessment review 4	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review Jackie Phillips, Jayne Carrant	

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Signature of those involved in the Review *Jackie Phillips Jayne Carrant*

Risk assessment review 4	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review Jayne Carrant, Jackie Phillips, Louise Hogan.	
Signature of those involved in the Review <i>J Carrant, Jackie Phillips Louise Hogan</i>	

Risk assessment review 5	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review Jackie Phillips, Jayne Carrant, Louise Hogan	
Signature of those involved in the Review <i>Jackie Phillips, Jayne Carrant, Louise Hogan</i>	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review J Carrant, Jackie Phillips, Louise Hogan	
Signature of those involved in the Review <i>J Carrant, Jackie Phillips, Louise Hogan</i>	