

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

RISK ASSESSMENT FOR: Re-opening schools to all pupils from September 2020		
Establishment: Bricknell Primary	Assessment by: Hannah Stannard	Date: September 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Minimise contact between individuals and maintain social distancing wherever possible.	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> Pupils from Y1-Y6 organised into class bubbles of around 30 pupils. Once groups are defined, pupils should remain in these groups to minimise contact and mixing Pupils in EYFS, although in class groups, will be organised as a whole year group bubble. Breakfast club will take place in year group bubbles to minimise contact across year groups Desks positioned so that pupils are all facing forwards where possible except in EYFS. Staggered start and end times for the day for each bubble. Timetabled staggered breaks / outdoor play Playground markings, supervision and education of pupils in place to reinforce social distancing during breaks Increased proportion of lessons taught outside Markings for sitting on carpet or avoid carpet time except in EYFS No assemblies, performances, productions 	<p>Staff briefing</p> <p>Staff Briefing</p> <p>Arrange location and finalise staffing</p> <p>Find safest possible layout in each classroom.</p> <p>Inform staff and parents</p> <p>Staff briefing</p> <p>Pupil briefing</p> <p>Staff briefing</p>	<p>HS</p> <p>HS</p> <p>JM</p> <p>HS</p> <p>HS and all staff</p> <p>HS</p>	<p>07.09.2020</p> <p>07.09.2020</p> <p>10.08.2020</p> <p>13.07.2020</p> <p>07.09.2020</p> <p>07.09.2020</p>	<p>Yes</p>

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		etc... <ul style="list-style-type: none"> School meals delivered to classrooms or served in Covid Compliant dining hall in staggered lunchtimes to ensure bubbles remain separated. Markings / signage in place in corridors to control movement 	Staff briefing Staff briefing Meet with catering manager and head cook Timetable in place Staff will be required to wear face coverings when moving around the school site. During training days/whole staff meetings, all staff will be asked to wear a face mask (unless there is a specific medical reason for this not to happen).	VJ HS NW JM HS/NW HS/NW	07.09.2020 13.07.2020 07.09.2020 March 2020 21.09.2020 07.09.2020	Yes Yes
Maintaining social distancing with staff	Staff, pupils Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources	<ul style="list-style-type: none"> Staff can operate across different classes and year groups to facilitate the timetable but should try and keep their distance from pupils and other staff as much as possible (2 metres) Staff working with older children should teach from the front of the class as much as possible, ideally at a distance of 2 metres from pupils. All staff should minimise time spent within 1 metre of anyone and avoid close face to face 	Staff briefing Staff briefing Staff briefing	HS HS HS	07.09.2020 07.09.2020 07.09.2020	

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		<p>contact</p> <ul style="list-style-type: none"> Virtual meetings rather than face to face held where possible, even if staff are on site. Where this is not possible, social distancing observed in meetings All office space / PPA rooms / staffrooms etc... are set up for social distancing Staggered use of PPA rooms / staffrooms etc... Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place No use of shared mugs, glasses, cutlery etc... 	<p>Staff briefing</p> <p>Investigate sneeze guards for office spaces and install</p> <p>Staff briefing</p> <p>Ensure sufficient supply for all staff</p> <p>Staff briefing</p>	<p>HS</p> <p>JM</p> <p>HS</p> <p>JM</p>	<p>07.09.2020</p> <p>10.08.2020</p> <p>07.09.2020</p> <p>31.08.2020</p>	
Maintaining social distancing with parents / visitors	<p>Staff, pupils, visitors, parents</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus is greater if social distancing of 1m+ is not maintained</p>	<ul style="list-style-type: none"> Staggered start and end times for school day where possible Only one parent/carer to bring pupils to school where possible All parents to wear face masks (unless exempt) when entering the school site. Markings and signage on school drives / entrances to school buildings to encourage maintenance of social distancing 'One in, one out' arrangement in place for visitors to school reception area with 2m spaced queue outside Hand sanitizer available at school reception entrance for all visitors Visitors to school kept to a minimum Arrangements in place for telephone, email or virtual meetings with parents rather than face 	<p>Inform parents</p> <p>Inform Parents</p> <p>Inform Parents</p> <p>Review following updated social distancing advice</p> <p>Signs visible</p> <p>All visitors must be approved</p> <p>Staff briefing</p>	<p>HS</p> <p>HS</p> <p>HS</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>HS, NW, VC and MM</p> <p>HS</p>	<p>13.07.2020</p> <p>13.07.2020</p> <p>21.09.2020</p> <p>10.08.2020</p> <p>March 2020</p> <p>Ongoing</p> <p>07.09.2020</p>	<p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		to face where possible				
Contamination of equipment or resources	Staff, pupils Exposure to virus through contaminated equipment or resources.	<ul style="list-style-type: none"> All soft furnishings which can't be disinfected are removed from classrooms / shared areas. All children provided with labelled, personalised set of basic equipment to avoid sharing except in EYFS. All shared equipment removed from desks except in EYFS. Classroom based resources eg: books and games, can be used and shared between pupils in the same bubble. These are cleaned regularly. Resources shared between bubbles eg: sports, art, science equipment, are cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for 48 hours (72 for plastic) Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels Reading books and resources can be sent home. All are wiped clean before reallocating. Reading books stored in classrooms not shared areas to reduced number of different pupils accessing them. Additional hours for cleaning staff, including provision for cleaning during the school day 	Site staff to remove in to storage	JM	March 2020	Yes
			Packs and stationary ordered	RS JM and all staff	July 2020 March 2020	Yes
			Staff briefing	HS	07.09.2020	
			Staff briefing	HS	07.09.2020	
				JM	Ongoing	
				Class teachers	Ongoing	
			Staff briefing	Class teachers	Ongoing	
Staff identified and informed	JM	10.07.2020	Yes			
Spread of virus due to hygiene issues	Staff, pupils Risk of spreading virus due to lack of	<ul style="list-style-type: none"> All pupils / staff wash hands for 20 seconds regularly on arrival to school, before and after eating, after sneezing or coughing and at regular times throughout the day Staggered number of pupils / staff using toilets 	Staff briefing	HS, Class teachers	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	handwashing Risk of spreading virus through contamination of surfaces	<p>/ handwashing facilities to maintain social distancing</p> <ul style="list-style-type: none"> Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc... Stocks of handwashing equipment monitored weekly to maintain appropriate levels Additional hand sanitizer available in all classrooms. Ensure supervision of hand sanitizer use to avoid ingestion. Small children and pupils with complex needs should continue to be helped to clean hands properly. Skin friendly cleaning wipes can be used as an alternative. Alert premises staff of any risks that emerge during the day in toilets Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs Tissues readily available – pupils trained to ‘catch it, bin it, kill it’. Bins emptied daily. ‘Deep clean’ for rooms that have been used at end of each day. All rooms well ventilated with windows / doors opened (fire regulations permitting) 	<p>Staff briefing</p> <p>Regular checks throughout the day</p> <p>Ensure that enough sanitizer is ordered</p> <p>Risk assessment for vulnerable children</p> <p>Cleaner on site throughout the day.</p> <p>Staff briefing</p> <p>Children to watch educational film regarding tissue use, teachers to monitor.</p> <p>Cleaning program in place</p>	<p>HS, Class teachers</p> <p>JM, HS</p> <p>JM</p> <p>JM, Class teachers</p> <p>Class teachers, VC</p> <p>All staff</p> <p>Cleaning staff, JM</p> <p>HS, class teachers</p> <p>JM</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>09.09.2020</p> <p>Ongoing</p> <p>Ongoing</p>	
Lack of staff to teach / supervise pupils due to high staff absence	Pupils Lack of supervision Risk of spreading	<ul style="list-style-type: none"> All staff inform line manager by 7am if they will be unable to attend work due to illness, self isolating etc... Pre-arranged plan to provide cover staff where possible Supply teachers / temporary staff can be used. 	Staff briefing	NW NW	07.09.2020 Ongoing	

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	virus if strict pupil grouping is not adhered to	<p>Ensure minimal contact and maintain distance from other staff.</p> <ul style="list-style-type: none"> No splitting of a group between other classes to enable cover Inform parents to keep pupils in the affected group at home if needed Staff access testing promptly to identify accurately when they can return to work 	Advise staff when appropriate	<p>NW</p> <p>NW</p> <p>Office staff HS, NW, VC and MM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As appropriate</p>	
Pupils / staff becoming ill with symptoms whilst on site	<p>Pupils / Staff / Families</p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> All staff and parents informed that the school expects engagement with the NHS Test and Trace Process, including booking a test if they display symptoms and self isolating if required (see below) Clear information provided to staff and pupils regarding symptoms to be aware of – procedure in place to report these promptly to SLT Designated room to isolate pupils with symptoms set up (well ventilated and thoroughly cleaned after use) PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical mask) Everyone who has been in contact with the person who has shown symptoms must wash their hands thoroughly for 20 seconds. Parents are contacted promptly to collect pupils with symptoms. Pupils with symptoms must be sent home. Staff with symptoms sent home Staff / pupils should access testing promptly 	<p>Parent information to be published on website</p> <p>Staff briefing</p>	<p>HS</p> <p>HS</p> <p>JM</p> <p>JM</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>13.07.2020</p> <p>07.09.2020</p> <p>July 2020</p> <p>July 2020</p> <p>As appropriate</p> <p>As appropriate</p> <p>As</p>	<p>Yes</p> <p></p> <p>Yes</p> <p>Yes</p> <p></p> <p></p> <p></p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>and inform school of results if positive. Where the child, young person or staff member tests positive they must self isolate for 14 days. Other members of their household (including siblings) should self isolate for 14 days.</p> <ul style="list-style-type: none"> Additional training provided on the use of PPE 	To be provided by the Trust	Trust, HS	appropriate 07.09.2020	
Minimise contact with individuals who are unwell, have symptoms or live with someone with symptoms.	<p>Pupils / Staff / Families</p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> Staff, pupils or visitors must not come into school if they have symptoms of COVID-19 or have tested positive in the last 7 DAYS. Anyone displaying symptoms at home advised to self-isolate for 7 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils. Anyone living with someone who displays symptoms advised to self-isolate for 14 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils. 		<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>As appropriate</p> <p>As appropriate</p> <p>As appropriate</p>	
Manage confirmed cases of COVID-19 in school community	<p>Staff, pupils, families</p> <p>High risk of transmitting and spreading virus</p>	<ul style="list-style-type: none"> Maintain records of staff and pupils in each bubble. Take swift action if made aware that someone in school community has tested positive for COVID-19 Contact local health protection team Identify all members of school community who have been in close contact with the person who has tested positive (close contact = face to face within 1 metre / being coughed on, proximity contact 1-2 metres for more than 15 minutes / travelled in small vehicle eg: car. with infected person If advised by health protection team, send 		<p>Office staff</p> <p>HS</p> <p>HS</p> <p>HS</p>	<p>07.09.2020</p> <p>As appropriate</p> <p>As appropriate</p> <p>As appropriate</p> <p>As</p>	

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		<p>home all members of school who have been in close contact and advise to self isolate for 14 days</p> <ul style="list-style-type: none"> Act on advice from local health protection team if 2 or more cases are confirmed within 14 days and implement additional actions if advised. 		<p>HS</p> <p>HS</p>	<p>appropriate</p> <p>As appropriate</p>	
Exposure to virus when managing intimate care needs / first aid of pupils	<p>Staff</p> <p>Risk of infection due to exposure to bodily fluids or physical contact</p>	<ul style="list-style-type: none"> Identified room(s) for managing intimate care / first aid PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn). Daily checks of room and equipment in place to maintain hygiene and supply of PPE Waste and used PPE is disposed of daily Additional training provided on the use of PPE 		<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>HS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>07.09.2020</p>	<p>Yes</p> <p>Yes</p>
Supporting pupils with SEND or behaviour issues (eg: spitting, restraining etc...)	<p>Staff / pupils</p> <p>Risk of infection due to exposure to bodily fluids or physical contact</p>	<ul style="list-style-type: none"> Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate. Provide specific information (eg: social stories) for pupils with SEND to support their understanding of new routines on their return to school. Specialists, therapists, clinicians and other support staff for pupils with SEND can be used. Maintain a record of all visitors into school and 	<p>Risk assessments in place for all children identified as being vulnerable</p> <p>Resources identified and implemented</p> <p>Resources shared with parents</p>	<p>VC, CB, JC</p> <p>VC, CB, JC</p> <p>VC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As appropriate</p>	

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		<p>ensure social distancing.</p> <ul style="list-style-type: none"> Individual risk assessments in place for any pupils educated in more than one setting (eg: behaviour support) to minimise risks. 		VC	As appropriate	
High risk staff / pupils	<p>Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</p> <p>Clinically vulnerable staff / pupils</p> <p>Higher risk of complications from the virus</p>	<ul style="list-style-type: none"> Identify staff / pupils who are clinically extremely vulnerable / clinically vulnerable Individual risk assessments completed for vulnerable staff to ensure strict compliant with social distancing and to minimise risk. Individual risk assessments completed for pupils who remain under the care of a specialist health professional in consultation with that professional Individual concerns discussed for those members of the school community who may feel additionally vulnerable to review measures that are in place (eg: those who were previously shielding or living with someone who is vulnerable, those from Black, Asian and Minority Ethnic backgrounds or those with certain conditions. 	HS to liaise with staff to identify those who are clinically extremely vulnerable / clinically vulnerable	<p>HS</p> <p>HS</p> <p>VC</p> <p>HS</p>	<p>17.07.2020</p> <p>17.07.2020</p> <p>17.07.2020</p> <p>17.07.2020</p>	
Lifts	<p>Staff / pupils</p> <p>Risk of exposure in confined spaces</p>	<ul style="list-style-type: none"> Only one person uses a lift at a time Ensure regular cleaning including controls / buttons 	Staff briefing	<p>HS</p> <p>JM</p>	<p>07.09.2020</p> <p>Ongoing</p>	
Deliveries	<p>Staff</p> <p>Risk of exposure to virus through deliveries</p>	<ul style="list-style-type: none"> All deliveries to specified location Floor markings in place to ensure social distancing with delivery drivers Packages wiped down or gloves worn when unpacking deliveries 	<p>Office staff briefing</p> <p>Assess if further floor markings are needed</p> <p>Office staff briefing</p>	<p>JM</p> <p>JM</p> <p>JM</p>	<p>07.09.2020</p> <p>10.08.2020</p> <p>07.09.2020</p>	

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Transport to school	<p>Pupils</p> <p>Risk of exposure for pupils travelling on mini buses / school buses / public transport</p>	<ul style="list-style-type: none"> - Parents / pupils encouraged to walk or cycle if possible <p>Dedicated school transport:</p> <ul style="list-style-type: none"> - Where possible, group pupils on transport to reflect the bubbles in school - Encourage hand sanitizer and distancing where possible. - Ensure social distancing arrangement for bus queues - Encourage face masks for over 11s if pupils are likely to come into contact with pupils from other bubbles - Transport plan written in consultation with LA and transport providers to minimise risks <p>Wider public transport:</p> <ul style="list-style-type: none"> - Transport plan written in consultation with LA and transport providers to minimise risks - 	<p>Parent information published</p> <p>CB to liaise with the transport team and ensure arrangements are shared with SLT and parents.</p>	<p>HS</p> <p>CB</p>	<p>07.09.2020</p> <p>07.09.2020</p>	
Educational Visits	<p>Staff / Pupils</p> <p>Wider risk of exposure to virus</p>	<ul style="list-style-type: none"> • Overnight and overseas educational visits will not take place • Non overnight educational visits can go ahead but a full risk assessment is completed, including a consideration of COVID-19 protective measures during transport and at the destination. All risk assessments must be approved by Head of School before booking. 	<p>Staff briefing</p> <p>All trips to be approved by the Head Teacher before booking</p>	HS	07.09.2020	
Sport, PE and extra-curricular provision	<p>Staff / Pupils</p> <p>Wider risk of exposure to virus</p>	<ul style="list-style-type: none"> • Individual risk assessments completed for all extra curricular clubs to include a consideration of COVID-19 protective measures • Maintain existing bubbles where possible. If 	Review for Autumn 2	HS, NW	Autumn 2	

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		<p>not, small consistent groups are used.</p> <ul style="list-style-type: none"> Maintain social distancing arrangements for collection from after school activities. Ensure equipment is thoroughly cleaned or stored for 48 hours between use by other groups. Outdoor sports and games are prioritised. Indoor activities ensure maximum space between pupils. Contact sports are not permitted. 	Staff briefing	HS	07.09.2020	
Mental health and wellbeing	Staff / Pupils / Families Impact on emotional health and wellbeing. Anxiety, depression. Absence.	<ul style="list-style-type: none"> Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs Information sent to parents with sources of support for mental health and wellbeing Ongoing support for staff from Educational Psychologist / counselling services 	Staff briefing Resources and information shared Shared on the website	EC, VC VC, LC, IH VC, HS	July 2020 July 2020 As appropriate	Yes Yes
Emergency evacuation	Staff / Pupils Increased risk of exposure during emergency evacuations	<ul style="list-style-type: none"> Revised emergency evacuation plans in place for each setting, including assembly points with social distancing arrangements. 	Staff briefing	JM, NW	07.09.2020	



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RISK ASSESSMENT FOR: Additional measures to protect staff – October 20		
Establishment:	Assessment by:	Date: 6/10/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Minimise contact between staff and maintain social distancing wherever possible.	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>Risk of a high proportion of key staff being absent from school at the same time</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> All adults wear masks in shared areas. Staff to maintain social distance in all shared areas and rooms. All meetings held via TEAMS wherever possible, including staff meetings, SLT meetings, phase meetings etc... to minimise adult to adult contact. Offices locked down as far as possible to minimise face to face contact. Signage on doors to prevent visitors – use of email rather than face to face as much as possible. All offices and shared areas have maximum capacity signs displayed on doors – to be strictly enforced. Monitoring protocol in place for lesson visits by SLT (face masks worn by observers, maintain social distance from staff/pupils, visits limited to 15 minutes). School buildings closed early where possible. 	<ul style="list-style-type: none"> All staff (apart from the Phase Leaders) to work from home during their PPA. Staffs PPA may be cancelled at anytime to cover staff absence. Phase Leaders to conduct Teams meetings before/during PPA to direct teams. 	H Stannard/N Waites	12.10.2020	
Tracking and tracing contacts for positive cases	<p>Staff, pupils</p> <p>Risk of wider infection if positive cases identified</p>	<p>To enable identification of close contacts with anyone who tests positive...</p> <ul style="list-style-type: none"> All staff to maintain records of any instances of close contact with other staff or pupils. For Key Stage 2, seating plans are in place for all lessons, including interventions. Pupils remain in 				

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		identified seats for as many lessons as practical.				

Risk assessment to be regularly reviewed throughout this during this situation or if additional year groups return