



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 January 2021		
Establishment: Bricknell Primary	Assessment by :Nicola Waites	Date: January 2021

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.	Staff, pupils Exposure to virus through coughing, sneezing, physical contact	<ul style="list-style-type: none"> Children of critical workers and vulnerable children only to attend school. Children will be organised into two year group bubbles for each year group which are as small as possible. Once groups are defined, pupils should remain in these groups to minimise contact and mixing. 	Continue to monitor group sizes and liaise with TA for advice and guidance	NW/TA	Ongoing	Yes
	The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.	<ul style="list-style-type: none"> Breakfast club will take place in year group and children will be grouped in the bubbles they are organised in in class 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 year group. 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 			Teaching Team	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
		<ul style="list-style-type: none"> • Markings for sitting on carpet or avoid carpet time except in EYFS • No assemblies, performances, productions etc... • 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 • All staff and visitors to wear masks in communal areas around school where social distancing cannot be maintained. • There will be no face to face meetings during the lockdown period unless absolutely necessary. Any meetings deemed to be essential will be carried out in a large well ventilated room and all participants will wear face masks and socially distance. 				<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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 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 behind a plastic screen or at a distance of 2 metres from pupils. • Staff should avoid circulating around the classrooms, If this is necessary staff should wear a mask if unable to socially distance • All staff should minimise time spent within 1 metre of anyone and avoid close face to face contact 				<p>Yes</p> <p>Yes</p> <p>Yes</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
		<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/offices etc... • Home learning team to work remotely to limit the number of staff on site • Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place • No use of shared mugs, glasses, cutlery etc... • In line with Government guidelines, the expectation of the Trust is that all staff working in the catering department will wear facemasks when preparing and serving food. Those staff with a medical exemption will be expected to wear a visor. • Staff are expected to leave the premises by 4pm if possible. If for any reason staff need to remain on site, they stay in their own classroom/office space and they must get this approved by NW. 	Regularly replenished	JM/LA	Ongoing	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Maintaining social distancing with parents / visitors	Staff, pupils, visitors, parents Exposure to virus through coughing, sneezing, physical	<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. 				<p>Yes</p> <p>Yes</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
	<p>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"> • 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. Only extremely vital visitors will be granted permission to enter the building, • Arrangements in place for telephone, email or virtual meetings with parents rather than face to face where possible 	All visitors must be approved	NW, VC, MM, JM	Ongoing	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Contamination of equipment or resources	<p>Staff, pupils</p> <p>Exposure to virus through contaminated equipment or resources.</p>	<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 	Teaching staff to regularly check and replenish resources if necessary.	Teaching staff	Ongoing	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</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
		<p>levels</p> <ul style="list-style-type: none"> • 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 				
<p>Spread of virus due to hygiene issues</p>	<p>Staff, pupils</p> <p>Risk of spreading virus due to lack of handwashing</p> <p>Risk of spreading virus through contamination of surfaces</p>	<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 / handwashing facilities to maintain social distancing • 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 	<p>Regular reminders to children regarding hygiene</p>	<p>Teaching Staff</p> <p>JM/LA</p> <p>JM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>during the day in toilets</p> <ul style="list-style-type: none"> Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs. A cleaner will be on site throughout the day. 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) 	Regular reminders to children	All staff	Ongoing	Yes
				All staff		Yes
						Yes
						Yes
Lack of staff to teach / supervise pupils due to high staff absence	<p>Pupils</p> <p>Lack of supervision</p> <p>Risk of spreading virus if strict pupil grouping is not adhered to</p>	<ul style="list-style-type: none"> All staff inform Head of School 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. Ensure minimal contact and maintain distance from other staff. 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 		NW	Ongoing	
				NW	Ongoing	
				NW	Ongoing	
				Office staff	Ongoing	
			Advise staff when appropriate	NW/VC/MM	Ongoing	
Pupils / staff becoming ill with symptoms whilst	Pupils / Staff / Families	<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 	Parent information published on website. Regular reminders sent home to parents	HS NW	Ongoing	Yes

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
on site	High risk of infection if exposed	<p>display symptoms and self-isolating if required (see below)</p> <ul style="list-style-type: none"> • 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 and inform school of results if positive. Where the child, young person or staff member tests positive they must self isolate for 10 days. Other members of their household (including siblings) should self isolate for 10 days. • Additional training provided on the use of PPE 	<p>Regular Public Health updates sent to parents</p> <p>Trust information provided</p>	NW	Ongoing	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</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
Minimise contact with individuals who are unwell, have symptoms or live with someone with symptoms.	Pupils / Staff / Families High risk of infection if exposed	<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 10 DAYS. Anyone displaying symptoms at home advised to self-isolate for 10 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 10 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils. 		All staff All staff All staff	As appropriate As appropriate As appropriate	
Manage confirmed cases of COVID-19 in school community	Staff, pupils, families High risk of transmitting and spreading virus	<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 using the government description of close contact If advised by health protection team, send home all members of school who have been in close contact and advise to self isolate for 10 days Act on advice from local health protection team if 2 or more cases are confirmed within 10 days and implement additional actions if advised. 		NW/VC NW NW NW NW NW	Ongoing As appropriate As appropriate As appropriate As appropriate As appropriate	
Exposure to virus when managing intimate care	Staff	<ul style="list-style-type: none"> Identified room(s) for managing intimate care / first aid 		JM	Ongoing	Yes

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
needs / first aid of pupils	Risk of infection due to exposure to bodily fluids or physical contact	<ul style="list-style-type: none"> 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 	Trust information provided	JM JM JM	Ongoing Ongoing Ongoing	Yes Yes
Supporting pupils with SEND or behaviour issues (eg: spitting, restraining etc...)	Staff / pupils Risk of infection due to exposure to bodily fluids or physical contact	<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 ensure social distancing. Individual risk assessments in place for any pupils educated in more than one setting (eg: behaviour support) to minimise risks. 	Risk assessments in place for all children identified as being vulnerable Resources identified and implemented Resources shared with parents	VC, CB, JC VC, CB, JC VC VC	Ongoing Ongoing As appropriate As appropriate	
High risk staff / pupils	Clinically extremely vulnerable staff / pupils with pre-existing medical conditions. Clinically vulnerable staff / pupils Higher risk of	<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 	NW to liaise with staff to identify those who are clinically extremely vulnerable / clinically vulnerable Update risk assessments Pupils identified and liaise with school nurse to produce risk assessment	NW NW VC	Jan 21 Jan 21 Jan 21	

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	complications from the virus	<p>with that professional</p> <ul style="list-style-type: none"> 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. 	NW to liaise with staff and discuss concerns	NW	Jan 2021	
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 		JM	Ongoing	Yes
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>JM/Admin Team</p> <p>JM</p> <p>JM/Admin Team</p>	<p>Ongoing</p> <p>Ongoing</p>	
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 	<p>Parent information published</p> <p>CB speak to transport staff</p> <p>Regular reminders to children</p>	<p>HS</p> <p>CB</p> <p>Launch Pad staff</p>	<p>07.09.2020</p> <p>Jan 2021</p> <p>Ongoing</p>	<p>Yes</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
		<p>other bubbles</p> <ul style="list-style-type: none"> - 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 				
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 	<p>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 – <i>No plans for visits yet but this might change</i></p>	NW	As appropriate	
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 • 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. 	<p>Currently no plans in place to recommence extra curricular clubs.</p>	NW	Review Feb half Term	

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
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 		EC, VC VC, LC, IH VC	Jan 2021 Jan 2021 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. 	Evacuation drill	JM, NW	Spr Term 1	

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RISK ASSESSMENT FOR: Additional measures to protect staff – January 21		
Establishment: Bricknell Primary School	Assessment by: Nicola waites	Date: 11/01/21

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
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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.	Staff, pupils Exposure to virus through coughing, sneezing, physical contact Risk of a high proportion of key staff being absent from school at the same time The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.	<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. • School buildings closed early where possible. 				Yes Yes Yes Yes Yes
Tracking and tracing contacts for positive cases	Staff, pupils Risk of wider infection if positive cases identified	To enable identification of close contacts with anyone who tests positive... <ul style="list-style-type: none"> • All staff to maintain records of any instances of close contact with other staff or pupils. • Seating plans are in place. Pupils remain in identified seats for as many lessons as practical. 				Yes Yes

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