

Risk	Reopening of school for September 2020
Hierarchy of Controls	<ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell 2. Clean hands thoroughly and more often than usual 3. Ensure good respiratory hygiene (Catch it, bin it, kill it) 4. Enhanced cleaning 5. Minimise contact and maintain social distancing where possible 6. Where necessary wear PPE 7. Engage with 'Test and Trace' 8. Manage confirmed cases 9. Contain outbreak by following PHE advice

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<i>Children and staff mixing across classes, year groups and school</i>	<i>Children, staff & related families.</i>	<p><i>Pods of children of no more than 15.</i></p> <p><i>Small team of adults designated to each pod.</i></p>	<p><i>Increase pod capacity to 'class' capacity (max. 30) or year group (as EYFS).</i></p> <p><i>Staff are allowed to work across different groups but must use the control measures:</i></p> <ul style="list-style-type: none"> • <i>Do not attend school if unwell</i> • <i>Clean hands thoroughly and more often than usual</i> • <i>Ensure good respiratory hygiene</i> • <i>Clean surfaces</i> • <i>Minimise contact between individuals and maintain social distancing wherever possible</i> <p><i>This is recorded for test & trace, if needed.</i></p> <p><i>Pinch points and areas where people are known to congregate are identified and</i></p>	<p><i>HT</i></p> <p><i>Admin</i></p> <p><i>All staff</i></p>	<i>4th Sept</i>	

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			<p>measures put in place as identified in this RA.</p> <p>One way system on South Campus</p> <p>Additional gates/ doors used to open spaces</p> <p>Monitoring in place and regular reminders given to all adults and children</p>			
Year groups will mix on south playground & field.	Children Cross-contamination	Constant adult supervision of children when outside. Adults and children aware of social-distancing rules & expectations.	<p>Taped areas (no-man's land) to segregate outside area: Year 3 – up to G.Eagles. Y4 – whole corner of playground. Y5/6 – share rest of upper playground and Quad.</p> <p>Create map detailing these areas, including break/lunch rota timetable of use.</p>	NT/LS SP	4 th Sept 22 nd July	
South campus shelters too small to allow for social distancing.	Children Cross-contamination	Constant adult supervision of children when outside.	<p>Red & white tape used to cordon off shelters.</p> <p>Educate and inform Y4/5/6 children.</p>	NT/LS Y6 group teachers	4 th Sept 7 th Sept	

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<i>In the event of a fire, children & staff may be unsure how to get to fire assembly point.</i>	<i>Children, staff</i>	<i>Fire drills take place each term. Fire drill completed since school partially reopened on June 1st.</i>	<i>Review current fire evacuation procedure, update as appropriate and communicate to all staff. Fire drill to take place within first 2 weeks of being back at school in September.</i>	<i>NT, SP NT, AC</i>	<i>22nd July 18th Sept</i>	
<i>Too many tables & resources in classrooms to allow for social distancing.</i>	<i>Children & staff Cross-contamination</i>	<i>Only correct amount of tables required for the size of each class is in each room.</i>	<i>If more space required, remove excess furniture from classrooms. Children can sit next to each other but all tables to face the front.</i>	<i>NT/LS Class teachers Class teachers</i>	<i>22nd July 22nd July</i>	
<i>A large amount of traffic on school site during 'drop off' and 'pick up' times. Potential bottleneck of parents & children at bike shed gate (south campus), before & after school.</i>	<i>Children & parents Cross-contamination</i>	<i>Supervision by member of SLT at the gate before & after school. Signs on site to remind of social distancing guidance. Staggered drop offs and video tour for drop off areas.</i>	<i>Y3/4 to only use bike shed gate to arrive/leave school. Y5/6 to arrive and leave school via south campus front office. Staggered starts x4 allows only 1 class per entrance at any one time. Communicate to parents only 1 adult allowed on site at any given time. School staff visible to remind parents and answer any queries Walkway established on South Campus to separate those waiting on site and those moving through to drop off</i>	<i>SP AC</i>	<i>22nd July 22nd July</i>	

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<i>Potential bottleneck of Y1 parents & children outside Y2.</i>	<i>Children & parents Cross-contamination</i>	<i>Supervision by member of SLT at the gate before & after school. Staggered drop offs and video tour for drop off areas.</i>	<i>Hummingbirds to arrive and leave through north campus front office. Communicate to parents only 1 adult allowed on site at any given time. Regular reminders and individual conversations. Drop off 'window' of 10 minutes to allow a staggered drop off</i>	<i>AC</i>	<i>22nd July</i>	
<i>KS2 children potentially mixing in quad.</i>	<i>Children Cross-contamination</i>	<i>Children only use the concrete path and adhere to social distancing.</i>	<i>Only Y5/6 to use quad as an outdoor space.</i>	<i>SP & Y5/6 class teachers</i>	<i>7th Sept</i>	
<i>Potential mix of KS2 children in corridors.</i>	<i>Children Cross-contamination</i>	<i>Limited opportunities for children to be in corridors. Permission needed from adult to leave the classroom. Children and adults keep to the left. Arrows on floor as visual reminders.</i>	<i>Fire doors outside flamingo room kept closed. Signs to direct around the other way. Reduced the need to move around the school site e.g. no assemblies Add arrows to the remainder of corridors on south campus.</i>	<i>Class teachers NT/LS</i>	<i>7th Sept 4th Sept</i>	

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<i>Potential cross-contamination through use of ICT suite and library.</i>	<i>Children & staff Cross-contamination</i>	<i>Adult supervision when using these areas.</i>	<i>ICT & library room (both campuses) to have a strict 2-week rota timetable of use for all classes to have set times in there, leaving ample time between visits. All computers wiped down after use.</i>	<i>SC/LJ</i>	<i>22nd July</i>	
<i>Potential mixing of groups on north campus due to open plan layout.</i>	<i>Children & staff Cross-contamination</i>	<i>Constant adult supervision</i>	<i>Temporary screens and visual barriers put in place to segregate Y1 and Y2 classes from communal areas.</i>	<i>NT/LS</i>	<i>4th Sept</i>	
<i>Potential mixing of groups at lunchtimes when collecting/eating meals.</i>	<i>Children & staff Cross-contamination</i>	<i>Constant adult supervision. Staggered eating times for year groups.</i>	<i>All groups to eat in their allocated classrooms. Kitchen staff to deliver school meals to each room and leave on table outside each room for collection. Additional tables available for Year R and Year 1.</i>	<i>JF</i>	<i>7th Sept</i>	
<i>Staffroom layout and seating prevents adequate social distancing.</i>	<i>Staff Cross-contamination</i>	<i>Enough seating for all staff. Staff have use of 2 staffrooms across both campuses. Every other seat removed from each staffroom. Posters for social distancing and hand washing put up in</i>	<i>Staff made aware of social distancing expectations and to avoid overcrowding these areas. Avoid staying the staffroom to eat lunch where possible. Woodpecker room used as an additional staffroom between 12.00-1.00 on South.</i>	<i>NT/LS EH & AS</i>		

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		<i>each staffroom and around the school</i>	<i>School halls and spare rooms also used to eat lunch. Office and SLT to have lunch at times other than busy periods.</i>			
<i>Children forget to adhere to social distancing and hand washing expectations.</i>	<i>Children & staff Cross-contamination</i>	<i>Staff remind children of rules and expectations. Additional handwashing/ sanitising stations including at the front desk</i>	<i>Posters put up in all remaining classrooms that have not been in use to this point. Hand washing added to visual timetables in each group. Children reminded of school rules with reference to Covid-19. Be respectful, Be Safe, Be Ready to Learn. Clear communication home to parents re: expectations. Daily checks of sanitiser/ hand wash to ensure replenished Monitoring handwashing in classes</i>	<i>EH & AS Teachers AC</i>	<i>4th Sept 7th Sept</i>	
<i>Children arriving at front offices for first aid treatment.</i>	<i>Children & staff Cross-contamination</i>	<i>First aid packs in classrooms.</i>	<i>Record folders provided for each class. First aid kits provided for each class if enough.</i>	<i>SP & LSAs</i>	<i>22nd July</i>	

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<i>Inadequate supply of hand gel, soap & cleaning products for each group.</i>	<i>Children & staff Unable to clean hands and surfaces adequately.</i>	<i>Regular stock takes and ordering.</i>	<i>Extra stock and orders made in preparation. Sanitation stations in place around school at key contact points.</i>	<i>NT & SH NT/LS</i>	<i>4th Sept</i>	
<i>Children sharing resources e.g. paint brushes.</i>	<i>Staff & children Cross-contamination or infection.</i>	<i>Equipment/resources cleaned at the end of the learning session.</i>	<i>Any extra equipment/resources used to be cleaned regularly. All children to have zippy-wallet of key resources e.g. pen, pencil, ruler etc. for personal use only. If resources are shared between bubbles they need to be disinfected or left for 48 hours or 72 if plastic.</i>	<i>Teachers LSAs</i>	<i>7th Sept</i>	
<i>Teachers using several areas in school for PPA.</i>	<i>Staff, children Cross-contamination</i>	<i>A limited number of spaces where PPA can take place on both campuses. PPA afternoons for each year group to be spread out across the week, limiting number of adults needing these spaces.</i>	<i>PPA on south to only take place in Nightingale room, Woodpecker Room or ICT suite (Computers wiped after use). PPA on north to take place in 'meeting room' (old Cuckoo room) only. Meetings held virtually where possible</i>	<i>AC to comm</i>	<i>4th Sept</i>	

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<i>A child or member of staff develops Covid-19 symptoms.</i>	<i>Children, staff, parents, visitors. Infection</i>	<i>Rainbow room (north) and Sparrow room (south) used as isolation rooms for anyone exhibiting Covid-19 symptoms.</i>	<i>Site manager to remind site team to deep-clean these rooms if/when used.</i>	<i>NT</i>	<i>Over summer</i>	
<i>A child does not attend school due to self-isolating and/or positive Covid-19 test.</i>	<i>Staff & children with affected 'class'</i>	<i>Record on Excel attendance document when child/family start self-isolating and when child is expected back in school.</i>	<i>Attendance officers to log on CPOMS when school is notified of self-isolation AND when child is due back after 10 days of self-isolation. Details of child/family testing positive is not to be shared. Advice sought from PHE as guidance.</i>	<i>TC/CGI</i>	<i>7th Sept</i>	
<i>Parents of gateway pre-school crowding with our parents on drop off and pick up times.</i>	<i>Parents Children of school and pre-school</i>	<i>Worked with Gateway Manager to link up drop off times to stagger with ours.</i>	<i>Allocate the locking/ unlocking of gates to suit both sites. Gateway drop off 9.00am Pick up 3.00pm</i>	<i>Site Manager</i>	<i>7th Sept</i>	
<i>North site gate open until 9.30am to enable the pre-school parents to drop off.</i>	<i>Children in school Parents</i>	<i>Additional members of staff with key children who may be vulnerable.</i>	<i>Remind staff to not use the outside area until after 9.30 and check the gate is locked before using. Additional key for Y2 LSA to lock at 9.30.</i>	<i>Site manager</i>	<i>7th Sept</i>	

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Visitors to site raising the risk of infections	Parents Contractors Children/Staff Volunteers	Limit number of visitors – meetings all virtual. Parents make appointments. Social distance / Hygiene measures made clear. Arrange meetings out of school hours	Inform cleaning team of visits in order for cleaning to be completed as appropriate.	Site Manager Person organising visit	7 th Sept	
School not knowing which adults have been in contact with which groups when a positive case is confirmed to pass to PHE.	Staff, children and families	Limiting adults with each pod of children during lockdown.	Contact mapping created to display where adults are in contact with more than one class/group.	HT	w/b 7 th Sept	
Singing assemblies or in large groups risks contamination.	Staff & children	Virtual singing assemblies via teams during lockdown.	No singing assemblies in mass gatherings to take place, or in individual classes. If singing is to take place, only one class in a hall.	Staff	7 th Sept	
School unsure what to do in the case of a local lockdown.	Staff, children, families and whole local community.	Reopening plan in place. All government guidance read and used in school action plans, policies and RAs.	3-level contingency plan written and put in place. All contingency plans shared with all staff.	SLT	7 th Sept	
Getting or spreading Coronavirus by not cleaning surfaces,	Staff Children	Guidance followed re: cleaning during Coronavirus	Monitoring controls are consistently in place Reminders and clear instruction	SLT NT	7 th Sept	

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<i>equipment and workstations</i>	<i>Parents Visitors</i>	<i>Touch points cleaned regularly Additional cleaning throughout the day Avoid the sharing of equipment where possible / cleaning after use and handwashing</i>	<i>Contactless payment in place in the school Keep surfaces clear as much as possible to make easier to clean Arrangements in place to deep clean areas should someone fall ill with coronavirus</i>			
<i>Mental Health and Wellbeing affected through isolation or anxiety about coronavirus</i>	<i>Staff</i>	<i>Regular communications from SLT to keep up to date Keeping in touch calls for those at home Direction towards resources for resilience as provided by HCC</i>	<i>SLT 'drop in' available for conversations re anxiety RAs communicated and opportunity to feedback on measure in place OH referrals where needed</i>	<i>SLT</i>	<i>7th Sept</i>	
<i>Poor ventilation leading to risks of coronavirus spreading</i>	<i>Staff Children Visitors</i>	<i>Maintain air circulation as much as possible through opening windows and doors</i>		<i>All Staff</i>	<i>7th Sept</i>	
<i>Increased risk of infection and complications for vulnerable workers</i>	<i>Staff</i>	<i>Identify who falls into the 'clinically extremely vulnerable' category</i>	<i>Staff to notify if circumstances change and they fall into one of the increased risk category</i>	<i>SLT Office</i>	<i>7th Sept</i>	

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		<i>Individual discussions about individual circumstances and concerns – identify how we can work safely in line with current guidance</i>				
<i>Exposure to hazards due to lack of PPE</i>	<i>Staff</i>	<i>Guidance on PPE during the outbreak being followed</i>	<i>PPE available in each classroom and adults made aware of when this would be appropriate to use.</i>	<i>SLT Office</i>	<i>7th Sept</i>	

Has any recent training, event or ideas you have had affected your thought process whilst carrying out this risk assessment? Please list.....

- All government guidance documentation released since 10th May 2020.
- Parents survey responses and results.
- Guidance issued by HSE ‘what to include in your COVID-19 Risk Assessment

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Risk Assessor Steve Patrick	Signature	Date 3/9/2020
Responsible Manager Amelia Cripps	Signature	Date 3/9/2020

Date Reviewed	Signature	Role
Updated 14/9/2020	A Cripps	HT

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Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		Imminent				
		High				
		Medium				
		Low				
Very low						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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