

## Brockhurst Primary School



**COVID-19 Risk Assessment:** September 2021

**At Brockhurst Primary School we have minimised the risk, but we cannot eliminate it altogether. The Risk Assessment detailed below follows the guidance:**

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm\\_source=18%20August%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19#risk-assessment](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#risk-assessment)

### Control Measures:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

1. Poor hygiene - increased risk of transmission

Existing level of risk

**HIGH**

MEDIUM

LOW

NEGLIGIBLE

### Control Measures

Ensure that all adults and children:

- 1) Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning.
- 2) Clean their hands-on arrival at the setting, before and after eating, when changing rooms and after sneezing or coughing. Children can use hand sanitizers for all other transitions.
- 3) Are encouraged not to touch their mouth, eyes, and nose.
- 4) Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure there is a surplus supply of tissues.
- 5) Ensure that help is available for children and young people who have trouble cleaning their hands independently.
- 6) Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.

Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. We will also consider how to encourage young children to learn and practise these habits through games, songs, and repetition.

### Handwashing and Toilet use:

- 1) Hand washing points in each classroom.

- 2) Additional hand gel points throughout the school.
- 3) Extra signs in toilet re washing hands.
- 4) Extra soap ordered to ensure we do not run out.
- 5) Washing hands posters replaced in all washing areas.
- 6) Reminders how to wash hands properly – videos and posters.
- 7) Procedure agreed for children to wash hands thoroughly and regularly.
- 8) On North Campus, toilets in classes to be used.
- 9) Additional cleaning of toilets throughout the day is in place.

2. Increased risk of transmission due to lack of / poor cleaning and hygiene

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control Measures

- 1) Enhanced cleaning schedule that ensures frequent cleaning of rooms and shared areas.
- 2) All tables used for lunch must be cleaned before and after lunchtime.
- 3) All surfaces, handles, toilets, and shared equipment will be cleaned each day using disinfectant checked by our Site Manager as being effective .
- 4) Staff to wipe down their working areas and child desks when possible throughout the day.
- 5) Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- 6) Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- 7) There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- 8) Cleaning stations set up around the school site, easily identifiable but out of reach of children.
- 9) Keep surfaces as clear as possible to enable effective cleaning.

**If there has been a confirmed case in school we will:**

- 1) Clean the area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left as this will reduce the risk of passing the infection on to other people.
- 2) Keep the area closed (where appropriate/ necessary) and secure for 72 hours and will wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours.
- 3) Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- 4) Use disposable cloths to first clean hard surfaces with warm soapy water. Then we will disinfect these surfaces with the cleaning products we would normally use. We will pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- 5) If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), we will consider using protection for the eyes, mouth, and nose, as well as wearing gloves and an apron.
- 6) We will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and

other protection used while cleaning.

**PPE:**

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

**Cleaning and Disinfection following a Symptomatic Individual:**

- 1) Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- 2) All surfaces that the symptomatic person has been in contact with will be cleaned and disinfected.

3. Lack of social distancing in the classroom

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control Measures

**Staff and Classroom organisation**

- 1) Ensure good ventilation in each classroom all day (windows or doors open). In particularly cold weather, extra ventilation during times when classroom is vacant i.e. break, outdoor PE.
- 2) [Co2 Monitors used in contained class spaces to better control the appropriate level of ventilation](#)
- 3) All classrooms will be provided with anti-bacterial spray, wipes and tissues.
- 4) PE outside where possible and then reviewed re: use of hall.
- 5) Engage with contact tracing where we are required to do so.

4. Contact through shared resources

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control Measures

- 1) Regular handwashing and good hygiene practices in place.
- 2) Tables, door handles, and other surfaces cleaned every night (and whenever possible throughout the day).
- 3) iPads, laptops and computers should be wiped down after use.
- 4) Photocopiers: please wipe down after use.
- 5) No toys from home or in the classroom unless agreed by ELSA/ SENDCo.

5. Lack of social distancing around school and on the school site

Existing level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE
Control Measures			
<p>1) Drop off and pick up times in place with a 10 minute 'window' to allow for a 'drop and go' system.</p> <p>2) All staff to ensure children walk on the left-hand side and avoid corridors where possible on South Campus.</p> <p>3) Parents must follow start and finishing times rigorously and are encouraged not to wait on site.</p> <p>4) Parents and children will be encouraged to walk or cycle.</p> <p>5) Parents should leave site immediately following drop off or pick up.</p> <p>6) Regular reminders given to children, parents and staff regarding control measures.</p> <p>7) Offices continue to be 'closed' at drop off and pick up times - this is communicated through signage and social media.</p> <p>8) School gates are not open before 8.30am and 3.10pm.</p>			
6. Children not attending school			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control Measures			
<p>1) We will communicate to all parents around expectations that it is vital for all children to return to school to minimise as far as possible the longer term impact of COVID-19 on their child's education, well-being and wider development.</p> <p>2) Staff will take the register as usual and use attendance codes consistently.</p> <p>3) Review Attendance Policy.</p> <p>4) It is also important to note that parents MUST understand they have a duty to ensure that their child attends regularly at the school where their child is a registered. We will record attendance and follow up absence and will issue sanctions, including fixed penalty notices in line with Hampshire County Council's codes of conduct.</p>			
7. Emotional health of children, parents and staff			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control Measures			
<p>1) Full-time HSLW in place.</p> <p>2) Risk assessments and IBMPs for individual children will need to be reviewed as needed.</p> <p>3) Teachers need to be aware that it is vital that extra communication is had with parents to alleviate worries via telephone or Class Dojo.</p> <p>4) Year 1 and 2 provision plan in place with an increased amount of continuous provision.</p> <p>5) In the event of a child isolating, home learning will be provided (online or hard copy, depending on the</p>			

need of the individual child). See 'Home Learning Information' <https://brockhurst.hants.sch.uk/wp-content/uploads/2020/11/Home-Learning-Leaflet-for-Parents.pdf>

8. Risk of exposure to Covid-19 for and by visitors to the site

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control Measures

- 1) Smaller rooms have a limited number of people able to use them (this is indicated on the outside of the door).
- 2) Post and deliveries will place items in the entrance area.
- 3) All visitors will sign in at the office and read guidance on entrance to the building (re: hand hygiene, social distancing)
- 4) The office staff will inform any visitors of the additional measure in place on each campus, e.g. face coverings (due to increased cases)
- 5) Where additional measures are advised, visits to the school may be cancelled
- 6) Visitors feeling unwell will be asked not to attend the school site
- 7) Wipe down phones and work stations after use.
- 8) Contactless payment system in place (Scopay).
- 9) Screen now in place on South Campus Office.

9. Curriculum, behaviour and pastoral support - risk of children accessing learning, progress and wellbeing

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control Measures

- 1) The curriculum will remain broad and ambitious with a strong emphasis on core subjects through the wider curriculum i.e. reading. Teaching time should be prioritised to address significant gaps.
- 2) Teaching and learning will initially focus on getting children 'Ready to Learn' and then catching up on lost learning.
- 3) Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment.
- 4) Continue to utilise 'Google Classroom' in any further lockdowns or bubble closures \* See contingency plan and Home Learning Guidance.
- 6) Outdoor PE should be prioritised and indoor PE well ventilated.
- 9) Ensure all attendance procedures are reviewed.
- 10) Communicate attendance and behaviour policies to parents with strong emphasis on expectations.
- 11) Immunisation programme will continue.
- 12) All behaviour expectations and consistent routines are shared with the children and are referred to every day.

17) Continue to work with local services including PBS.

## 10. Risk of disruption to education due to outbreaks

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

### Control Measures

- 1) If there is a spike in the local area and infection rates result in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. See Contingency Plan.
- 2) For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).
- 3) In the event of a local outbreak, the PHE health protection team or local authority may advise us to close temporarily to help control transmission. In this event there will need to be a deep clean followed by a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils for the remaining time that PHE suggest.
- 4) Remote education support-Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will need to offer immediate remote education as done previously. This will include online work packs, access to high quality resources, use of Google Classroom and printed resources to those who need them. In the event of this occurring there will continue to be a strong focus on e-safety.
- 5) Contingency Plan (Outbreak Management Plan) in place in the event of a localised outbreak/ spike in cases.

## 11. Contact with someone suffering from coronavirus

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

### COVID-19 - if a parent reports that a child has:

- a high temperature
- continuous cough - this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if the child usually has a cough, it may be worse than usual)
- loss of taste and smell

The parent or carer should be advised to arrange for the child to self-isolate, to contact Coronavirus NHS for further advice and to book a test.

Everyone will be asked not to come into school if they are symptomatic or have been told they need to self-isolate under current guidance. Regular reminders will be given about this via COVID 19 documents on the school website, Newsletters and verbal reminders.

If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be

