

RISK ASSESSMENT FOR:	Coronavirus (COVID-19):	Assessment Number	6
Assessment by: Signature:		Date of assessment: 13/05/2021	Date of review: In line with government updates
Print name: Brickhill Primary School		Location of activity: Whole site. School fully open.	
<p>The DfE advises that we take the following approach (in this order) to reducing risks in school:</p> <ol style="list-style-type: none"> Elimination: if an activity isn't considered essential and has risks attached, stop it Substitution: replace the activity with one that reduces the risk. Take care not to substitute the activity with one that will introduce new hazards. Engineering controls: introduce measures that help control or mitigate risk Administrative controls: identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school) Having gone through this process, use PPE where the guidance advises it is required 			
<p>The guidance in this document is based on current (as at 13/05/2021) government guidance:</p> <ul style="list-style-type: none"> > Guidance for full opening: schools > Guidance for full opening: special schools (this includes guidance on pupils with EHC plans) > Actions for early years and childcare providers during the coronavirus outbreak > Safe working in education settings > Face coverings in education > Contingency framework: education and childcare settings > Critical workers who can access schools or educational settings > Schools and childcare settings return in January 2021.htm > Restricting attendance during the national lockdown > Mass asymptomatic testing: schools and colleges > Schools coronavirus operational guidance May 2021 			

Children cannot be expected to consistently remain 2 metres apart from each other and staff. Therefore procedures will be in place to minimise the risk of this occurring hence placing children in class bubbles.

In keeping the school open the DfE have asked schools to take the following actions;

- 1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, do not attend school
- 2 Clean hands thoroughly more often than usual
- 3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4 Introduce enhanced cleaning
- 5 Minimise contact between individuals and maintain social distancing wherever possible
- 6 Where necessary, wear appropriate PPE

Numbers 1 to 4 must be in place in school at all times.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Despite falling Covid rates nationally, the successful rolling out of the vaccine programme and the government roadmap for unlocking the current local position in May 2021 still remains uncertain. There has been a significant increase in positive Covid cases locally. Many of these cases have been of the Indian Covid variant (B.1.617.2) which evidence points to being more easily transmissible. Evidence supports the use of face coverings as one method of reducing the transmission. We therefore intend to continue to wear face coverings in school. The motto of Hands, Face, Space will continue to be enforced during the course of the school day.

It is recommended that contact between bubbles in school should continue to be reduced as much as possible. The bubbles will primarily be made up of individual classes. Larger key stage bubbles will also be possible however this should only occur when it is deemed necessary such as after school club. Staff can continue to move between bubbles in accordance with the guidance.

Classes will continue to be set up in a method which promotes social distancing and desks will all face forward. The teacher will continue to teach from their box at the front of the class and minimise the amount of direct physical contact they have with the pupils.

We will avoid the mixing of children with other school bubbles. This means that there will be no transition days arranged with other schools until we can confirm that it is safe for these days to run.

Activities off site will not take place. This means that school trips for the summer term will be on hold. We will continue to keep the school in its bubble until we determine it is safe.

Visitors to the school will continue to be essential visitors only. Visitors should be agreed by the Senior Leadership Team in advance. All visitors will have to wear a face covering unless they are medically exempt.

Sports activities which take place outside can continue to go ahead with external coaches. All coaches and visitors will be advised to participate in lateral flow testing in advance of them attending the school site. A record of the results of these tests will be retained in school.

The tight controls in place in school will continue to be enforced to ensure that we can keep our children, our staff and the wider local community safe.



Key risks:

- Spread of Covid-19
- Someone becomes unwell with Covid-19 symptoms
- There is a confirmed case of coronavirus
- Staffing: The school is in danger of closing because of low staffing levels
- Local spikes in Covid rates and cross infection among schools
- Resources: Resources are running low so school at risk of closing
- Cleaning: Stocks/staffing are dangerously low putting school at risk of closure
- Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels
- Site constraints: adaptations to make the site safe within Covid-19 guidelines are physically or financially prohibitive
- Adaptations to staff-student ratios and associated risks are prohibitive and dangerous
- Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality
- Poor take up of Rapid Testing for Primary Schools
- Poor take up of vaccination

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<p>1 Spread of Covid-19</p>	<p>Students Staff Visitors Drivers Everyone but in particular vulnerable positions</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>The symptoms of coronavirus are:</p> <ul style="list-style-type: none"> • a high temperature and/or • a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours <p>and/or</p> <ul style="list-style-type: none"> • loss of taste or smell <p>Please note a rash on the body and feet of children may also be a sign of possible infection, but cannot be used as an indicator unless other symptoms are evident.</p> <p>Additional symptoms displayed for the Covid 19 Indian Variant include</p>	<p>VERY HIGH</p>	<p>Cleaning and hygiene follow the Covid Cleaning in non healthcare settings guidance ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand Alcohol based >60% sanitiser in classrooms, other learning environments and common spaces</p> <p>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, much more regularly than normal</p> <p>Cleaning efforts will be focused on toilets, door handles, light switches etc.</p> <p>Remove unnecessary and/or hard to clean items from classrooms to support effective cleaning</p> <p>There will continue to be no parent presence on the school site.</p> <p>We will continue to ensure that all children and adults have their temperature taken at the beginning of day. Adults will be temperature checked as they sign into school. Children will be checked when they arrive in their classroom setting. Guidance will be available in all classrooms alerting staff to what is considered a temperature.</p> <p>Parents will be advised wherever possible to only have one adult at drop off/pick up.</p> <p>We will ensure that all adults and children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on handwashing Focus on handwashing clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ensure that help is available for children and young people who have trouble cleaning their hands independently. It may be necessary to review the side effects of excess washing of hands for those children and adults with sensitive skin. encourage young children to learn and practise these habits through games, songs and repetition. Parents will be sent information to support these hygiene habits. A hands free lidded bin to be in each classroom for tissues. This will need to be emptied daily.</p>		<p>Medium</p>

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		<ul style="list-style-type: none"> An upset stomach A headache A sore throat Unusual fatigue 		<ul style="list-style-type: none"> where possible, all spaces should be well ventilated using natural ventilation (opening windows and doors). prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation get in touch with buying organisations for supplies of soap, anti-bacterial gel and cleaning products and ensure we have a regular supply chain there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. Hand Alcohol based >60% sanitiser is available in every classroom and common areas. Disinfectant wipes are available in every classroom. <p>Teachers will have an awareness of the temperature in the classroom and communicate via email/class dojo if any individual child is in need of additional clothing to secure a comfortable temperature.</p>		
				<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible classrooms allocated to only one group. This will primarily be by class groupings. However where the size of the class is small and there are two forms in that year group the classes could be combined to enable more efficient use of staff. This will be minimised. each child will have an allocated desk area which will not change. one-way movement around school following signage designated areas are to be used for breaks and lunch to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time lunch breaks – most children will eat their lunch in their class setting and will be assisted by MDS allowing the teaching staff to take a break and have their lunch. Children in years R, 1 and 2 will be able to eat a hot meal in the school hall. They will; eat at separate tables, well spaced out. No mixing of the bubbles will occur. ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Children will be asked to anti bac and/or wash their hands using warm water and soap both before entering and after exiting the toilet area. . 		

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				<ul style="list-style-type: none"> Mixed gender toilets will be used where necessary to ensure bubbles can be kept separate. On these occasions the urinals will be marked as out of use. Individual cubicles will be designated as Male/Female. noting that some children and young people will need additional support to follow these measures (for example, routes round marked with meaningful symbols, and social stories to support them in understanding how to follow rules) 		
				<p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education will continue where possible, as this can limit transmission and more easily allow for distance between children and staff. Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between bubbles. At the current time the trim trails will continue to be out of use. As they would require additional supervision to reduce the risk of cross contamination. 		
				<p>For shared rooms:</p> <ul style="list-style-type: none"> use halls, dining areas and internal and external sports facilities for lunch and exercise and allowing for social distancing. Adequate cleaning is to be undertaken before the space is used by another group following the COVID-19: cleaning of non-healthcare settings guidance the use of staff room shall be staggered. A maximum of 4 adults in the staffroom will be allowed at any one time and the door into and out of the staffroom should be left open. Reduce furniture in staff room to ensure the 2m rule can be adhered to wherever possible One way system set up through staff room Ensure all staff have their own cups and utensils that are not kept in communal cupboards. Any food kept in the staff fridge should be covered or washed prior to eating eg fruit etc. Sealed tea/ coffee/sugar packets shall be used to reduce the use of contamination All hands to be washed on entry and exit to common spaces. All equipment touched in the kitchen to be wiped down after an individual has touched it. 		

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				<ul style="list-style-type: none"> • Visitors will use the toilet in the house and only if absolutely necessary. • Staff will be allocated a toilet. Doves, Owls, Herons Office Staff= Disabled toilet Falcons, Kestrels, Canaries, Eagles, Debbie, Dan, Liz,= Staff Room toilet Pipits, Hawks, Kites= Nest toilet House Toilet will be used by visitors. Windows should be the main means of ventilating classrooms and communal areas. 		
				<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Books will still be allowed to be taken home but books returned from a setting outside the school will have to sit dormant for 72 hours before being recirculated. A section of the ICT suite will be used as a quarantine area for such items. All items placed in quarantine will be clearly marked with the name of who deposited it, the date and the quarantine time required • by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected frequently • equipment brought in from home will continue to be limited A pot/tray of equipment will be placed on their desk and will be for their use only • Lunchboxes can be brought into school. In line with normal school rules there is to be no sharing of food from the lunchboxes. • There will be no water fountains in school. Water bottles will be allowed to be used. • although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts. • Equipment in the classrooms will need to be individually risk assessed by the class teacher. Only resources that can be cleaned thoroughly after use can be retained. • A section of the ICT suite will be out of use as it will be used to quarantine material coming from home for 48 hours. This area will be cordoned off. • I pads and tablets. These will need to be booked in advance. If used they will need to be thoroughly cleaned. A tick check list will be 		

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				<p>attached to the charging unit and the user will need to tick to confirm the cleaning has been undertaken. Cleaning resources will be kept near the charging unit. The charging unit will also be put onto the cleaning rota</p> <ul style="list-style-type: none"> • PE: resources will be used each day by one bubble only. Emphasis will be given to individual sports and track events in the summer term. • Sporting activities led by external coaches will be grouped by bubbles. All external coaches visiting the site will be engaged in track and trace and undertake LFtesting. • The trim trail on the top field will not be used unless we can supervise its use by a single bubble only. 		
				<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> • encouraging parents and children and young people to walk or cycle to their education setting where possible • making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. Staff using public transport will be encouraged to read and sign to say they will abide by the Safer Travel guidance. • making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts <p>Local authorities or transport providers could consider the following:</p> <ul style="list-style-type: none"> • guidance or training for school transport colleagues • cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out • communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) • complete risk assessments on any staff teachers who have to use public transport to attend the workplace, to identify any risks to themselves or to others in the workplace. 		

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2. Someone becomes unwell with Covid-19 symptoms	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	Infect other people	VERY HIGH	<p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>Below details the arrangements that are in place for the isolation of pupils who may develop COVID-19 symptoms during the day while arrangements are made for them to leave the premises, and these arrangements have been risk assessed. Included are details of available PPE for staff who may need to supervise the pupils while arrangements are made for them to leave the premises.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the library where they can be isolated behind a closed door. Depending on the age of the child appropriate adult supervision should be provided if required. This should be done at a safe distance. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>A clear sign shall be placed on the library door denoting that there is a child being isolated to prevent people entering the room.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (right hand toilet outside year 5). The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>A supply of PPE will be stored in the annex humanities cupboard (close to the library). A further store of PPE will also be held in the office, in a locked but easily accessible cupboard in the reception area</p> <p>Staff will be given a mask and gloves but additional gloves will be placed in all First aid bags. Please ensure if used these are replaced.</p>		MEDIUM

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				<p>Staff have been shown a video to understand the correct and safe way to put on and take off PPE Equipment.</p> <p>https://www.gov.uk/government/publications/covid</p> <p>Cleaning equipment will also be available in the cupboard</p> <p>Face coverings should be worn by all staff whilst on the school site, however, additional PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>The parent carer of the child will be called. The child and the member of staff will meet the parent/carer at the Foundation side gate avoiding the child having to walk through the school. The office staff will then sign the child out. In line with guidance all family members of the child feeling ill will also be removed from their pod, sent home and advised to get tested and self-isolate.</p> <p>The library will require a thorough clean before it is used again. All books in the library will be covered and soft furnishings removed.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19:</p>		

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				cleaning of non-healthcare settings guidance . The library will be closed for the duration and kept free should there be a need to use it as a treatment area.		

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3. There is a confirmed case of coronavirus	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Threat to health / life</p> <p>Infect other people</p>	VERY HIGH	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get a test and self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Staff will be encouraged to undertake twice weekly lateral flow tests and report the result to rapidtesting@brickhillprimary.co.uk</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, a track and trace exercise will be undertaken and any staff or students deemed to have been in close contact within their childcare or education setting should be sent home and advised to self-isolate for 10 days . The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>(close contact'—face to face contact with someone less than 1 meter away, having been within 2 meters of someone for 15 or more minutes, travelling in a car or small vehicle with someone (even on a short journey)).</p> <p>The use of face masks and other forms of PPE does not exclude somebody from being considered a close contact.</p>		MEDIUM

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				<p>Review Pastoral support for both staff and students in terms of supporting families where Covid-19 is confirmed and where outcomes are serious: i.e. Life-threatening and life-taking.</p> <p>Share bereavement guidance with all staff</p>		

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<p>4. Staffing: The school is in danger of closing because of low staffing levels</p>	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Dangerous levels of supervision for students</p> <p>Inadequate support for students and staff</p> <p>Inadequate first aid provision</p>	<p>HIGH</p>	<p>Staffing levels are monitored and are sufficient to ensure there are enough members of staff to supervise students in school. A register will be compiled of staff under the following headings:</p> <ul style="list-style-type: none"> • staff who have/had Covid-19 • staff whose family members have Covid-19 • staff who are shielding • Staff who have had the Covid19 vaccine <p>Should members of the leadership team become ill with Covid-19 -responsibilities will be reallocated between the remaining SLT. Where necessary Extended SLT will take up additional responsibilities.</p> <p>Support and Site staff levels are monitored to ensure there are enough members of staff to provide support and site maintenance/cleaning.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature or loss of taste or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk.</p>		<p>LOW</p>

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				<p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. (see risk 3 for more details). Staff will also have access to the Lateral Flow tests which will be undertaken twice weekly.</p> <p>Staff ensure that any unwell members of staff leave the premises immediately if safely able to do so. Those who are waiting to go home are moved to a quieter area of the school, away from others. (Library if not in use by a child otherwise a designated section in the ICT room)</p> <p>Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated.</p> <p>If staff are waiting to go home, they are instructed to use the disabled toilet which will be cleaned immediately after use to minimise the spread of infection.</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE at all times.</p> <p>Staff are encouraged to transfer information digitally as much as possible. However with the whole school opening this is not always possible and there will be the transfer of information via paper. Staff are reminded of the importance of good hand hygiene.</p> <p>Staff are informed that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Staff do not return to school before a test has been completed and a negative response has been received or the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with local and national guidance. Staff inform the headteacher when they plan to return to work after having coronavirus.</p> <p>Staff notify the headteacher if they have an impaired immune system or a medical condition that means they are more vulnerable to infections – alternate working arrangements are put in place where required. Any additional provisions for staff who are more vulnerable to infections are put in place by the headteacher.</p>		

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				<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher.</p> <p>Communication channels are available to all staff.</p> <p>Staff are advised to inform a member of the SLT via email if they have concerns, e.g. about their commitments, health, workload and mental wellbeing.</p> <p>Staff will be predominately allocated a specific group of children to work within a bubble; this will minimise staff exposure to coronavirus, group sizes, and any additional workload. However, staff can (in line with the DfE guidance) work across groups when needed.</p> <p>Staff will continue to report sickness in the usual manner. Medical confirmation of sickness/ need to isolate will be sought.</p> <p>All staff members' emergency contact details will be checked to ensure they are up-to-date, including alternative emergency contact details, where required. Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached.</p> <p>First Aid and intimate care will be undertaken in line with the first aid policy and additional guidance set out in this risk assessment and the government guidelines of working safely in school. PPE will be available to staff. Staff will be advised how to dispose of the PPE safely.</p> <p>Staff should avoid contact with people who show symptoms of coronavirus, both in and out of school.</p> <p>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times.</p>		

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				<p>Staff and volunteers should avoid non-essential work-related travel, where possible.</p> <p>Meetings should not be held face to face unless social distancing rules can be abided by.</p> <p>Only essential visitors will be allowed on site.</p> <p>Where practical, staff and volunteers always keep at least two metres apart and avoid close proximity interaction. Where close proximity interaction (being less than two metres apart) cannot be avoided, staff and volunteers are instructed to:</p> <ul style="list-style-type: none"> • Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. • Work facing away from each other or side-by-side, where possible, instead of face-to-face. • Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. • Limit close proximity interaction to 15 minutes at a time. • Limit the number of people in close proximity interactions to no more than two people. <p>The size and frequency of essential group gatherings is to be limited.</p> <p>Where staff must work in teams to carry out their role or perform a task, teams are to be arranged beforehand and, where possible, team mixing is avoided.</p> <p>Where group gatherings must occur in larger numbers or higher frequency, alternative arrangements are put in place and enforced by the headteacher, e.g. remote meetings are arranged.</p> <p>The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings</p> <p>Floor markings or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form.</p> <p>Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents.</p>		

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					In Place	Reviewed risk rating
				<p>Messages to class teachers will be emailed direct to the class email, phoned/emailed through to the school office and parents should be encouraged to use the Parentmail app as a means of communication. The green home school book will not be used. Reception will be closed to parents and visitors except for emergencies.</p> <p>Where staff cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue.</p> <p>Staff who have carer and childcare responsibilities, particularly, but not exclusively, single parents, are supported to ensure their position is considered and suitable arrangements made to support them if needed.</p> <p>Staff experiencing anxiety or staff who have concerns are supported to ensure they are comfortable coming into school.</p>		
<p>5. Resources: Resources are running low so school at risk of closing</p>	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Inadequate level of resources to support student learning and curriculum delivery</p> <p>Inadequate resources to keep students and staff safe</p>	HIGH	<p>Sound financial management</p> <p>Daily review of resources and weekly stocktake to be undertaken. A minimum quantity of supplies needs to be identified. All staff need to take responsibility for identifying when stock levels are low. Staff need to be mindful of lead times for the delivery of equipment.</p> <p>Increased costs are recorded and monitored: Claims are made to the DfE for reimbursement when claim windows are opened.</p> <ul style="list-style-type: none"> Provision of FSM for eligible pupils who are not attending school, where the costs cannot be covered by the national voucher scheme. This includes: <ul style="list-style-type: none"> Costs that arose before the introduction of the national voucher scheme. Costs where schools are providing free meals to children for whom the national voucher scheme is inappropriate due to a lack of local participating supermarkets, or where the school is providing meals directly. Additional cleaning required due to confirmed or suspected coronavirus cases. 		LOW

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
<p>6. Cleaning: Stocks / staffing are dangerously low putting school at risk of closure</p>	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Critical levels of cleaning products lead to an inability to secure clean working environments which will lead to an increased risk of infection or spreading of the virus</p> <p>Inadequate support for students and staff</p>	<p>HIGH</p>	<p>A good supply and stock of soap and alcohol-based hand sanitiser; adequate hand-washing facilities to enable staff, students and visitors to clean hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or Alcohol based >60% sanitiser ensuring that all parts of the hands are covered. Emphasis is placed on hand washing and using sanitiser when washing facilities are not available.</p> <p>Good respiratory hygiene is promoted through the 'catch it, bin it, kill it' approach; plus readily available tissues.</p> <p>A good supply and stock of standard cleaning products, such as detergents and bleach to ensure that frequently touched surfaces are cleaned often.</p> <p>Supplies of all necessary cleaning and hygiene materials, PPE and other consumables have been secured before wider opening, and arrangements have been made for the supplies to be maintained and replenished.</p>		<p>LOW</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
<p>7. Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels</p>	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Dangerous levels of supervision for students</p> <p>Inadequate first aid provision</p> <p>Inadequate support for students and staff</p>	<p>HIGH</p>	<p>The Health and Safety Policy at work will be reviewed and adapted to include aspects linked to Covid-19.</p> <p>Review PPE needs for all staff, consider contact risks and communicate with staff.</p> <p>Staff must wear a face covering and face masks will be available on request.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Medically exempt • An emergency where a face covering would impede your ability to deal with the situation • When eating or drinking (please ensure you are not in close contact with anyone at the time) • if you are working in a ventilated room by yourself • When seated and on a zoom meeting ensuring you are at least 2 meters away from any other individual <p>Staff will have access at all times to hot water and soap for hand washing. Staff will have access to gloves and aprons. Appropriate PPE will be available where close contact is required with certain pupils. The need for PPE will have been assessed through a risk assessment.</p> <p>Where there is deemed to be a greater risk of contamination or the passing of fluids between staff and pupils staff will be advised to wear the additional PPE.</p> <p>Children will be prohibited from bringing excessive equipment into the school. (only lunchbox and water bottle) They will be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily.</p> <p>Review lunchtime and breaktime arrangements to ensure social distancing measures. Separate play areas and eating areas.</p> <p>Lunchtime arrangements: Each MDS will be allocated a bubble(s). A hot menu will be provided and will be distributed via drop boxes to each class bubble in reusable lidded trays. Children in Reception, Year 1 and Year 2 will have access to the hall to eat their lunches. This will be done on a staggered basis to avoid the crossing of bubbles. All other children will remain in their classroom setting when eating a lunch. The MDS will remain in the classroom for ½ an hour, with the group whilst</p>		<p>LOW</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
				<p>eating. The desks will then be wiped. The children will then be able to play on their allocated outdoor space with their MDS for the remainder of lunch. (Rota for timings will be produced weekly).</p> <p>Staff must ensure when eating their lunches that they observe social distancing requirements. Please avoid overcrowding in the staffroom. Whilst public indoor spaces are now open in the wider society until the impact of the Indian strain in Bedford has been assessed we would prefer that staff continue to act with caution.</p> <p>At the end of the day all children wash their hands, collect their belongings and are escorted to their designated exit gate by the member of staff. Older children will be asked to wipe down their tables before the end of the day. Socially distance barriers will be placed outside school for those collecting children. Staff will then return to the classroom and clearly identify any resources which could be shared across groups and need cleaning i.e. art supplies, ipads, BeeBots. Desks should be wiped down. Ensure 'normal' health and safety / PPM checks continue.</p>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
<p>8 Site constraints : adaptations to make the site safe within Covid-19 guidelines are physically or</p>	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying</p>	<p>Dangerous levels of supervision for students</p> <p>Inadequate first aid provision</p> <p>Inadequate support for students and staff</p>	<p>VERY HIGH</p>	<p>Review what physical changes and adaptations will need to be made to the site – both in terms of a safe entry/exit to the school for all and safety around the site during lessons and recreation times.</p> <p>Rearrange classrooms to ensure all students can follow social distancing effectively: desks should be arranged in rows and face forward in the class.</p> <p>Dedicated mixed gender toilet areas for each bubble to use close to their classrooms – clearly labelled</p> <p>No lettings of site facilities will take place until further notice.</p>		<p>LOW</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
financially prohibitive	health conditions Anyone else who physically comes in contact with someone in relation to school			<p>Air conditioning/air flow heaters can be used in the school but only those who have a recirculation mode. Windows should also be the main means of ventilating classrooms and communal areas.</p> <p>Review and adapt Evacuation and Lockdown policy to include new COVID-19 procedures.</p> <p>Signage to maintain social distancing is placed around the building, including clear information about who uses each room, toilet block, rest room and eating area. Signage is placed outside the building to control entry to parents and all other visitors to the site, to maintain social distancing for parents dropping children off or collecting them, and to ensure that social distancing is maintained in open areas and playgrounds in the school grounds.</p> <p>Hand Alcohol based >60% sanitiser is available at entry/exit points and in every classroom and other areas in use.</p> <p>Disinfectant wipes are available in every classroom and areas in use.</p> <p>Cleaning arrangements are increased.</p>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
9 Adaptation s to staff- student ratios and associated risks are prohibitive	Students Staff Visitors Drivers Cleaners Vulnerable groups- Elderly, Pregnant	Dangerous levels of supervision for students Inadequate first aid provision	HIGH	<p>Children cannot be expected to remain 2 metres apart from each other and staff therefore procedures need to be put in place to minimise the risk of this occurring hence placing children and staff in bubbles</p> <p>Contact between people should be reduced as much as possible. The transmission risk can be reduced by ensuring children, young people and staff where possible, only mix in a consistent group and that this group stays away from other people and groups (bubbles)</p>		LOW

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
and dangerous	workers, those with existing underlying health conditions Anyone else who physically comes in contact with someone in relation to school	Inadequate support for students and staff		While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk and in some circumstances unavoidable. Existing individual risk assessments for pupils are reviewed regularly to ensure that we can keep our children safe. The behaviour policy has been reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
10. Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality	Students Staff Visitors Drivers Cleaners Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in	Excessive staff workload Staff stress and anxiety; poor levels of wellbeing Dissatisfaction Inability to teach effectively Staff absence	HIGH	The workload associated with different ways of working during Covid-19 pandemic will be monitored to ensure staff have a reasonable work-life balance. Ensure that technology is used to enhance learning and any specific staff training needs are highlighted to an appropriate member of staff and addressed. Review and adapt current curriculum plans to ensure that any gaps in learning as a result of the home learning can be identified and addressed. <ul style="list-style-type: none"> Individual children who have found the long period at home hard to manage. Those who have developed anxieties related to the virus. Ensure staff follow the schools Safeguarding policy for <ul style="list-style-type: none"> Children whom there are safeguarding concerns. Children who may make safeguarding disclosures once they are back in schools. 		LOW

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
	contact with someone in relation to school			<p>Review data management and procedures for reporting to parents on progress. Ensure that expectations are reasonable and within normal expectations.</p> <p>Ensure communications to staff, students and parents are kept up-to-date. Use remote communication strategies for meetings (zoom) and for keeping in touch. Address social needs as well as organisational needs.</p> <p>Adapt appraisal processes to include online reviews if appropriate and undertake in accordance with Borough guidelines.</p>		
11. Poor take up of Rapid Testing, poor distribution processes, poor recording of the results,	<p>Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Dangerous levels of supervision for students</p> <p>Inadequate first aid provision</p> <p>Inadequate support for students and staff</p> <p>Spread of infection</p>	HIGH	<p>Twice weekly lateral flow testing has been in place in School since January.</p> <p>Whilst it is not compulsory it is recommended that as many staff as possible engage with the process to ensure asystematic cases can be detected in the community. Tests will only be given to those individuals who have not received a positive Covid test in the last 90 days (test could be returned positive if the individual has tested positive for Covid within last 90 days).</p> <p>Risk: Poor distribution of tests: We will ensure that regular stock checks are made of LFT kits. Orders will be made in advance of the stocks running low.</p> <p>Risk: Social distancing not possible at the distribution point of the tests. The tests will be passed to staff in a systematic order.</p> <p>Risk: Lack of training results inaccurate test results and lost time. All staff will receive clear communication from SLT to ensure there is a clear understanding of what is involved in the testing and why it is required to read three relevant pieces of guidance 'How to Guide' Rapid testing of primary and nursery workforce 'How to Guide' , Your step by step guide for Covid19 self testing and will be advised to watch Covid 19 Self-Test You tube video Covid 19 Self Test</p> <p>Risk: lack of engagement from staff: Staff will be required to grant their consent to the testing by completing the relevant consent form.</p> <p>Risk: Poor recording of results leads to positive case being in school. All staff will be appropriately trained to ensure they understand the correct way to carry out the testing and the way to record their results. The school will ensure it maintains a log of which tests have been issued to whom (Lot number) and what the results of the test are (as well as other details as prescribed in the guidance). A specific school email address 'rapidtesting@brickhill.primary.co.uk' has been set up to ensure that all staff results can be collated.</p> <p>Risk:Testing Failure: Any Clinical incidents and non-clinical incidents will be recorded. All necessary communication to NHS or 119 reporting will be made.</p>		LOW

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Risk rating	Normal Control Measures	Are Normal Control Measures Y/N/NA	
					In Place	Reviewed risk rating
12 Poor take up of vaccination	<p>Students Staff Visitors Drivers Cleaners</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Dangerous levels of supervision for students</p> <p>Inadequate first aid provision</p> <p>Inadequate support for students and staff</p> <p>Spread of infection</p>	HIGH	<p>It is agreed that the greatest protection against the spread of Covid19 is through vaccination.</p> <p>Staff will be encouraged to take up their vaccination slot when they are offered it. Staff will be allowed time to attend their vaccination appointments.</p> <p>Any time off work required as a result of side effects of the jab will be recorded as Covid sick and not 'sick'. This will enable staff to have a recover before they return to work without having any impact on sick time.</p> <p>Whilst the school cannot make every member of staff have their jab they can encourage the take up.</p> <p>Initial indicators show that there is a very high take up of the vaccination.</p>		LOW

RISK RATING

<i>Likelihood (L) x Severity (S) = Risk Value (RV) = Risk Rating (RR) = Action Priority (AP)</i>
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Likelihood	
1	Unlikely
2	Possible
3	Probable
4	Likely
5	Almost certain

Severity	
1	No or little harm
2	Minor/First Aid
3	Medical attention
4	Hospitalisation
5	Death or permanent disability

Risk Value	Risk Rating	Action Priority
16 - 25	Very High	Stop activity until risk is controlled
10 - 15	High	Take action straight away to control risk
6 - 9	Medium	Identify improvements to controls & a plan to implement them
3 - 5	Low	Low priority but consider possible action
1 - 2	Very Low	Further action may not be reasonably practicable

RISK ASSESSMENT REVIEW:

Where changes are identified at review the original risk assessment should be updated and saved as a new version (a copy of the original risk assessment should be retained). If no changes are required, this should be noted below.

Date of Review:	Assessor's Name:	Assessor's Signature:	Outcome of review: (Risk assessment reviewed & re-issued / No changes identified)	Senior Manager's Name:	Senior Manager's Signature:	Date signed:	Next Review Due:

ANNEX 1

Brickhill Primary Equality Impact Assessment to ensure the safety of disabled and BME members of Staff June 2020 and updated January 2021 in line with DfE and Bedford Borough guidelines.

A risk mitigation plan has been developed to ensure the safety of all members of staff (the control measures outlined in the Covid-19 Risk Assessment have been implemented).

We know from Public Health England, from the Office of National Statistics and from a range of recently published research that some groups are more at risk from COVID19, notably those with certain long term health conditions. BAME staff are particularly at risk.

As additional guidance has emerged we have acknowledged that there is a high and disproportionate number of deaths of black, Asian and Minority (BAME) people due to COVID-19. As such we have sought to mitigate these risks.

Risk Assessment

A risk assessment has been undertaken in consultation with all groups across the school. One to one conversations with SLT regarding any concerns have been encouraged. Where there are known issues or a higher level of vulnerability has been identified SLT have instigated these conversations. We have continually sought the engagement of all staff as the issues discussed have relevance to all staff.

Information sharing

As the government guidance has been released throughout this pandemic it has been circulated to staff. All staff have therefore been informed of the importance of identifying their vulnerability or the vulnerability of the people they live with. For those individuals who we know do not always read all of the information circulated we have communicated any risks which we know would directly affect them directly to them.

Risk Mitigation/redeployment

The Covid-19 risk assessment highlights all precautions taken by the school to mitigate known risks. This was seen a priority to protect the lives of all employees and pupils but in particular to ensure we could protect the most vulnerable.

Where it was not deemed possible to mitigate the risk to a safe level or government advice was to avoid vulnerable people coming into the work place this has been done. In these cases a review of work which can be undertaken from home has been done. Where no suitable work from home has been found the member of staff has remained at home on full pay. Wherever possible teaching and support staff in this position have continued to be involved in the day to day life of the school via supporting home learning and class zoom meetings.

Individuals have been advised that they need to assess their own level of risk tolerance. If we, or they, determine that their vulnerability (even after the recommendation of the Covid19 risk assessment have been put in place) remains high then they have been supported in their decision to remain at home.

PPE

Appropriate PPE has been provided. Staff have been given guidance on how to apply and remove the PPE.

Staff Testing

All staff have been advised of their eligibility for testing.

Aids to remote working

Staff who have been advised to work from home by SLT or have taken the decision to work at home due to personal or environmental factors preventing their return to work have been provided with aids to help this remote work. Where requested tasks and activities have been sent home to help staff to feel involved.

Working from home

By ensuring the ongoing involvement of our more vulnerable staff working from home no member of staff has been made to feel guilty.

Other infection prevention and control measures

Social distancing measures have been installed throughout school as described in the national guidance and these are strictly maintained.

Vitamin D supplements

We are aware of scientific research which points towards low levels of Vitamin D predisposing people to severe infection. This knowledge has been shared with all staff. Staff, and in particular BAME staff, have been advised to have their Vitamin D levels checked.

Ongoing support

The school has access to counselling. All members of staff are aware of these services and how to access them.

By undertaking the above steps it is felt we have met the top five calls to action those being

1. **The Protection of Staff** The risk assessment specifically takes into account the physical and mental health of BAME staff.
2. **Engagement with staff** consultation has been undertaken with all staff during this period.
3. **Representation in the decision making** BAME staff have been represented in the decision making process as a wider consultation on the review of the risk register was undertaken.
4. **Rehabilitation and recovery** All staff are aware of the bespoke and continuing health and wellbeing support throughout the crisis.
Communications and Media All of our communications both external and internal are BAME inclusive and communications are positive.