

SCHOOL NAME : BRINDISHE LEE			Risk Assessment No		002	
Topic:	SCHOOL REOPENING – DURING PANDEMIC		People at Risk:		Staff, Pupils, Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	Maxine Sebire & Katie Matthews		Date:	3 rd March 2021	Date of Review:	Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Contracting Corona Virus How: Children and staff being exposed to the virus due to lack of social distancing from other pupils, adults (staff / parents / visitors) or coming into contact with the virus from touching an infected surface.</p>	<ul style="list-style-type: none"> Classroom cleaning sheet in place – staff to update when cleaning has taken place. See <u>Cleaning / Sanitising Guidance</u> Staff to clean their bubble equipment at the end of day. Brindishe Lee has a clear drop off/pick up procedure in place. Parents/carers have been regularly reminded of the need to wear face coverings /visors at the school gate, only one parent/carer drops off, maintain social distancing etc. Staff regularly reminded to have mask breaks during the day. Yellow box in place outside of school gates All staff will wear face coverings / visors in communal areas / outside of their bubbles and areas where social distancing cannot be maintained. Staff reminded that SLT offices, finance offices etc are bubbles and not to enter without mask unless essential. Guidelines sent to parents / carers by the school about the new school arrangements during and social distancing. <p>See <u>Pupil / Parent Guidelines</u></p>	M	<ul style="list-style-type: none"> The clear drop off/pick up procedures will be monitored and implemented by the site manager and/or member of SLT. Office staff to sign visitors in using the touch screen Staff do not need to touch the signing in machine 		

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	<ul style="list-style-type: none"> • One member of staff will take each arriving child to their class. • They will leave the children with the teacher, return, and collect the next arriving group. • Dedicated route(s) to the class has been implemented to reduce the risk of bubble groups meeting each other. • SLT to keep school staff and pupils consistent within the bubbles and not change unless needed or for possible emergency. • Bubble staff and pupils to avoid coming into contact with any other bubble during the school day. • Staffroom rota in place – no more than 4 staff members in at any one time – sanitised after each bubble. <p>See <u>Bubble Checklist</u></p> <ul style="list-style-type: none"> • Rota in place for staggered breaks / lunch and outside play. This will be issued to staff ahead of the provision commencing. • Signage displayed where pupils / staff must line up when dropping off and collecting. • A large poster is displayed where Parents / Carers pick up and drop off their child outside the main gate entrance – reminding them that they should not come to the school if they or members of the household are displaying any symptoms of the virus. • Signage is displayed outside the main entrance explaining that parents/carers will not be able to access the school/school office. • Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and encourage them to walk to the school / cycle where possible. <p>See <u>Pupil / Parent Guidelines</u> – guidance guidelines sent to all parents / carers</p>		<ul style="list-style-type: none"> • SLT to present the routine and systems for the provision in advance of it commencing. This will form part of a pack given to each member of staff before the provision opens. 		

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	<ul style="list-style-type: none"> School office space has been risk assessed in order to reduce the risk of office staff meeting each other and reduce the risk of contracting the virus. Only prearranged visitors are permitted to enter the school. (therapists / social workers etc) Office staff and PM to remain separate at all times. Staff test x2 weekly using lateral flow tests. Results reported to SLT and Government T&T. Staff reminded to engage with T&T system. Quarantine 'red list' rules observed – parents asked to inform school staff if they have travelled from abroad. https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive School office staff may request to see travel documents to ensure 10 days' quarantine before return to school. SLT staff members to move rooms and not share (DHT and AHT) Staff engaging with the vaccination roll out programme <p>See <u>Office / Reception RA</u></p>				
<p>Contracting Corona Virus How: Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors and delivery persons (packages)</p>	<ul style="list-style-type: none"> The office area will not need a protective screen, as there will not be any contact with parents, delivery drivers or members of the local community. Strict arrangements for Contractors will be made for those that need to attend to carry out essential works. <p>See <u>Contractors Guidance Checklist</u>.</p> <ul style="list-style-type: none"> Delivery drivers are not permitted to enter the school building. Items are dropped at the school entrance. School bell activated to inform the office. Parcels and packages to be stored and quarantined for 24 hours before opening. 				
<p>Contracting Corona</p>	<ul style="list-style-type: none"> Staff to encourage pupils to wash / sanitise their hands 	M	<ul style="list-style-type: none"> Site manager to empty bins hourly and to 		

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<p>Virus How: Staff being exposed to the virus due to lack of social distancing from children and coming into contact with the virus after an infected pupil has touched a surface, not followed adequate hand hygiene procedures or showing symptoms of the virus</p>	<p>regularly using soap and water – particularly before and after break and lunch.</p> <ul style="list-style-type: none"> • Staff to wear masks at all times in communal areas. • X2 weekly lateral flow testing in place for all staff. • Site manager to ensure there are tissues readily available for pupils and that they dispose of them immediately and wash their hands. Site manager to empty bins at regular intervals during the school day. • School staff have access to handwashing facilities and antibacterial hand wash. • Full time cleaner employed to undertake additional cleaning and sanitising. • Site manager to ensure frequently touched surfaces - door handles and toilets are cleaned more regularly. <p>See <u>Cleaning / Sanitising Checklist</u></p> <ul style="list-style-type: none"> • If pupil displays symptoms of the virus, a staff member takes them immediately to the isolation room where the agreed procedure will be followed. <p>See <u>Pupil with suspected Corona Virus Procedure</u></p> <ul style="list-style-type: none"> • Staff instructed not to face a child when working with them – to stand above them where possible or to their side. • PPE is available for all staff that need to work closely with pupils. • Staff instructed to wash their hands immediately after sharing resources with children. • Staff to use only their own stationery and not share with pupils. • Messy malleable play is currently restricted in Early Years. Children will not play with sand, mud, water, play dough or any other malleable material until further notice. Exceptional circumstances will be given to one child with an EHCP and severe sensory needs. Only 		<p>ensure, alongside a full time cleaner that communal areas, handles and toilets are cleaned / sanitised at times, when the children are not present.</p>		

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	that child will access the messy play.				
<p>Contracting Corona Virus How: Children being exposed to the virus due to lack of social distancing from other children or touching a surface/resource where the virus is present</p>	<ul style="list-style-type: none"> Classes have been arranged into bubbles – 1 class per bubble Staggered break and lunch breaks arranged by Deputy Headteacher. See separate plan as to how staggered break and lunch breaks will work. Outside play time rota in place. The playground is divided into different areas, which will be specific play zones for each bubble. Staff to plan learning activities outside as much as possible. Children offered space outside to eat weather permitting. In each classroom, the tables arranged to allow as much social distancing as possible. Seats forward facing. Staff to only allow one child at a time to go to the toilet. Children will be encouraged to have a toilet break before and after break and lunch times. Staff supervising pupils with encourage them to play in smaller groups and remind them regularly about maintaining space. Children will play within their allotted play zones outside on the playground. Children given their own stationery and instructed not to share (to lean into other children’s space to obtain resources). 		<ul style="list-style-type: none"> Staff to talk to children about the virus and how they can help each other stay safe and to talk through the daily routine. Children will be encouraged to practise safe distancing by having both arms outstretched when lining up to go outside etc. At lunchtimes, dining hall tables and chairs arranged to ensure children are not sitting next to each other. Children supervised by an adult who will ensure that this takes place. Children will access plastic cups and plates that are washable before the next day. Children will be restricted from sharing food or cutlery. Unnecessary furniture and equipment removed from classroom to create more space. 		
<p>Communication How: Parents / carers not aware of any new advice from the Government about schools / virus. Parents</p>	<ul style="list-style-type: none"> School to inform parents / carers about the measures in place to support safety. <p>School has issued Parent / Carer Guidelines</p> <ul style="list-style-type: none"> Parents / carers informed only if there is a confirmed case of COVID-19. Regular COVID19 bulletins, newsletters, emails and texts sent for updates and reminders. 		<ul style="list-style-type: none"> School to update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government (as soon as is possible) with regards social distancing and new control measures 		

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/ carers not aware of any reported cases in the school.					
First Aid / Intimate Care How: Unable to maintain social distancing whilst undertaking first aid and elements of intimate care. No correct PPE available	See First Aid RA – 004 See Infectious Diseases RA - 003 See Intimate Care RA - 007				
Fire How: Staff and pupils unaware of the fire evacuation procedure. Children/adults from bubbles meeting each other during an evacuation. Insufficient fire marshalls on site.	<ul style="list-style-type: none"> Bubble checklist available in each class which covers all the fire arrangements including the fire evacuation route and assembly point. See Fire Evacuation RA - 006				
Medications / Medical Conditions How: No medications on site, out of date medications, medication not available, no authorisation to administer medication	See Medications Risk Assessment RA- 005				
Classrooms How:	<ul style="list-style-type: none"> Shared materials and surfaces are cleaned frequently by class staff and cleaners. 				

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<p>No cleaning / sanitising arrangements. Resources not cleaned suitably.</p>	<ul style="list-style-type: none"> • Staff and children to have greater access to outdoor lessons. • Class windows are open, and the area is well ventilated • Bins for tissues are available in each class. • Hand washing / sanitising is available in each class. • 				
<p>Lessons How: Spread of the virus due to lack of social distancing / sharing equipment that has been infected with the virus.</p>	<ul style="list-style-type: none"> • PE lessons outside where possible • Children to come to school in PE kit on day of PE activity to limit changing . • Music lessons in halls/ Studio with social distancing. Instruments cleaned by pupils after use. • Small group instrument lessons, with Social distancing and in year group bubbles • Singing in class only (not to be done in large groups) • No assemblies - only virtual • Any resources shared across bubbles to be quarantined for 72 hours. • Library – books to be quarantined within classes for 3 days after use 				
<p>PPE How: Inadequate PPE provision available. Staff not aware of how to apply / wear / dispose of PPE</p>	<ul style="list-style-type: none"> • Access to PPE including gloves, aprons, masks, goggles when needed particularly where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained) and where work with children whose care routinely already involves use of PPE due to their intimate care needs. • All school staff issued with guidance for the safe application / wearing and removal of PPE. • Premises manager and Nikki T to ensure there is • adequate PPE stock 				

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<p>Cleaning How: All users of the building (staff / pupils/ contractors / cleaners / visitors) become infected with the virus due to poor hygiene arrangements. Staff not aware of cleaning regime after a suspected or confirmed positive case.</p>	<ul style="list-style-type: none"> • Premises staff undertake regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary. • Hygiene stations at locations through the school. • implemented throughout school premises. • Classroom contact points and surfaces cleaned regularly during the school day (including toilets) • School staff aware of the guidance for cleaning after a suspected / confirmed case of the virus. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.</p>				

Signed:

Role:

Date: