

COVID-19 Risk Assessment				
Completed by: Emma Levers		Date created: 20/07/2020		Date Last updated: 30/10/2020
Next Review Date: 20/12/2020				
Applicable to: Pupils Parents/carers Visitors		This risk assessment has been reviewed and updated in line with government guidance and intelligence following Doncaster entering the very high alert level https://www.gov.uk/guidance/local-covid-alert-level-very-high This risk assessment is based on Government guidance, published to support schools to reopen in September 2020: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Links to other relevant information can be found at the end of this risk assessment		
Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	All stakeholder groups	High	<u>Hygiene</u> <u>Education</u> - Regular communication of good hygiene practices to parents, children and staff <u>Respiratory Hygiene</u> - Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be - Classroom windows and internal door will be kept open to aid ventilation.	

			<p><u>Handwashing and Hand Sanitising</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> - Increased availability of hand washing and sanitising facilities throughout school - All adults and children will sanitise their hands on <u>entry</u> and exit of the building. - All adults and children to wash hands frequently throughout the day. <p><u>Other</u></p> <ul style="list-style-type: none"> - The normal dress code for staff will be applied but staff are encouraged to change clothing regularly. - Children will wear normal school uniform. Parents are encouraged to wash this regularly. <p><u>Cleaning</u></p> <p><u>General Cleaning services</u></p> <ul style="list-style-type: none"> - Increased general cleaning services throughout the week through Metro Clean and school staff. - Some areas in school will be ‘closed’ and not in use– signage will indicate this. - The clear desk policy will be strictly adhered to, to enable staff and wipe down areas throughout the day and Metro clean staff to thoroughly clean surfaces at the end of the day. - Doors will be propped open where possible so that door handles do not need to be used (risk assessment to be completed) - Bins will have lids in order to contain used tissues etc <p><u>Cleaning Services (Metro Clean)</u></p> <ul style="list-style-type: none"> - All rooms will be ‘deep cleaned’ during half term holidays - During the school day toilets will be cleaned 	
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			<p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> - Each bubble will have a 'red' zone where 'used' resources can be placed by children and staff, ready for cleaning. - All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area. <p><u>School Organisation</u></p> <p><u>Bubbles</u></p> <p>To limit the spread of infection, the following 'bubbles' will be in place:</p> <ul style="list-style-type: none"> - EYFS Bubble – F1SWH and F2LBA - KS1 Bubble - Y1AFR, Y1/Y2EHE, Y2SHE - Year 3 Bubble - Y3NSA and Y3LMO - Year 4 bubble - Y4LJA and Y4RME - Year 5 bubble - Y5BTH and Y5LFA - Year 6 bubble - Y6PMA and Y6HJA - Due to factors such as breakfast and 3-2-6 club, we are unable to make bubbles any smaller. - Within bubbles, classes will be kept separate as much as possible to reduce further the number of children mixing. The only times the children will come together a bubble are Morning break and lunch time. - The bubble will work in isolation from other bubbles at all times <p><u>Bubble staffing</u></p> <p>EYFS Bubble:</p> <ul style="list-style-type: none"> - FS1 SWH - FS2 LBA/NBI - Mrs Shelley Whitfield - Mrs Lynsey Baxter - Mrs Natalie Binns - Mrs Louise Smith - Miss Kerry Hodgkiss 	
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			<ul style="list-style-type: none">- Mrs Anna Fleet- Mrs Clare Chapman- Mrs Lynn Stent (DRA – F1SWH)- Ms Wendy Wheeler (DRA – EYFS)- Ms Susan Pickering (DRA – F2NBI) <p>KS1 Bubble:</p> <ul style="list-style-type: none">- Y1 AFR/SBR- Y1/2 EHE- Y2 SHE- Miss Anna French- Mrs Samantha Brown- Miss Gemma Oldknow- Ms Karen Dennis- Miss Sarah Hennigan- Mrs Emma Head- Mrs Alison Jackson- Mrs Alison Kendell- Mrs Jane Austin- Mrs Michelle Morris (DRA – Y1/2EHE)- Ms Bev Lockwood (DRA – Y2SHE)- Mrs Deborah Allan (DRA – Y1AFR) <p>Y3 Bubble:</p> <ul style="list-style-type: none">- Y3NSA- Y3LMO- Miss Natalie Saul- Mr Liam Moore- Mrs Rita Taylor- Miss Michelle Clegg- Mrs Paula Moniez (DRA - Y3NSA)	
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			<ul style="list-style-type: none">- Ms Stevie Goodfellow (DRA – Y3LMO) <p>Y4 Bubble:</p> <ul style="list-style-type: none">- Y4LJA- Y4RME- Miss Louise Jackson- Miss Rachel Merry- Ms Debbie Underwood- Mrs Alison Jackson- Mrs Linda Gregory- Ms Jamie Kostyszn (DRA – Y4LJA)- Ms Maria Gillett (DRA – Y4RME) <p>Y5 Bubble:</p> <ul style="list-style-type: none">- Y5LFA/SBA- Y5BTH- Mr Lee Farrand- Miss Shona Battersby- Mr Ben Thomas- Mrs Joanne Whitfield- Mrs Brigid Stent- Ms Donna Stephenson (DRA – Y5LFA)- Mrs Jacquie Morris (DRA – Y5BTH) <p>Y6 Bubble:</p> <ul style="list-style-type: none">- Mrs Penny Marshall- Miss Hayley Jackson- Mrs Linda Gregory- Mrs Lisa Cheetham- Mrs Lisa Fox (DRA – Y6PMA)	
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			<p>Other staff not allocated to a 'bubble'</p> <ul style="list-style-type: none"> - Mr John England - Mrs Emma Levers - Mrs Sarah Hall - Mr Alan Marshall - Mrs Angela Stothard - Mrs Gemma Addison <p>Some staff will work between bubbles due to their role. Safety measures will be applied to reduce the spread of infection.</p> <p><u>Volunteers</u></p> <ul style="list-style-type: none"> - In order to provide the best level of education and support to the children we will allow limited volunteers into school. - Volunteers will be placed into a 'bubble' and only allowed to work with the children in the allocated bubble. <p><u>The Curriculum</u></p> <ul style="list-style-type: none"> • All of the curriculum will be provided. The quality of the curriculum will remain of the highest of standard. • Teachers and support staff timetables will be adjusted to limit movement throughout school and between different bubbles. • Children will be taught in their classroom as much as possible and will not move through the school building. If the children have to move to another room for their lesson they will access the room through its external door. • Equipment – teachers will need to plan ahead for the use of equipment to ensure that they will be able to use if when needed i.e. instruments, Ipads, PE equipment • A 'recovery curriculum' will form part of the normal curriculum. Details of the recovery curriculum can be found here: 	
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			<p>https://brookeprimaryacademy.org.uk/wp-content/uploads/2020/08/Recovery-Curriculum-Offer-Sept-2020.pdf</p> <ul style="list-style-type: none"> • Some parts of the normal class timetables can not be provided e.g. library slots. During these slots the recovery curriculum will be taught • We will not form large gatherings of children and adults and therefore assemblies will be held virtually and children will remain in their classroom. • As per this risk assessment, classrooms will be well ventilated, but the lesson will take place outside where possible. <p><u>PE</u></p> <ul style="list-style-type: none"> - PE will take place outside as much as possible. - Children will attend school in their PE kit on their PE day and remain in their kit for the day, as the school changing rooms are not in use. <p><u>Computing</u></p> <ul style="list-style-type: none"> - There will be limited use of the ICT suite during the Autumn 2 term. - After use the room will be thoroughly cleaned - Where possible classes will access the ICT suite through the external door <p><u>Music</u></p> <ul style="list-style-type: none"> - Where possible the children will be spaced apart when singing and playing instruments. - Children will face forward to sing and background music will be kept low to prevent children/staff from having to shout - Children will have their own individual recorders (Y3 / Y4) - Other instruments such as Ukulele and Glockenspiel will be thoroughly cleaned after use. <p><u>Resources and classroom setup</u></p>	
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			<ul style="list-style-type: none"> - All necessary equipment and resources for the school to provide a broad and balanced curriculum will be returned to classrooms or accessible centrally. - Procedures are in place to ensure central/shared resources are cleaned or left for 72 hours before being used by another bubble/class. <p><u>Uniform</u></p> <ul style="list-style-type: none"> - Staff and children will follow the school dress code/uniform policy and are encouraged to wash this regularly - On PE day the children will wear their PE kit to school and remain in it for the day (see information above regarding PE uniform expectations) - Children should only bring essential items to school which include: coat Book bag containing reading book / homework book etc Lunch box/bag (if bring a packed lunch) Items will remain in their classroom <p><u>Lunch time arrangements</u></p> <ul style="list-style-type: none"> - EYFS and KS1 children will remain in their class/bubble to eat their lunch - KS2 children will be brought to the hall for lunch. Bubbles will be seated separately - Children can either bring a packed lunch or order a food from Dolce using the normal ordering system. The dolce menu can be found on our website at https://brookeprimaryacademy.org.uk/wp-content/uploads/2020/07/Dolce-menu-from-Sept-Grab-Go.pdf - Once the children have eaten their lunch they will be able to access the playground using their classroom external door. <p><u>Playground allocations</u></p> <p>The following areas will be allocated to each bubble</p> <ul style="list-style-type: none"> - F1 and F2 – EYFS playground 	
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			<ul style="list-style-type: none"> - Y1, Y1/2 and Y2 – KS1 playground - Y3 - A - Y4 - B - Y5 - C - Y6 - D - In KS2 the outdoor trim trail will be sectioned off (area E). This will be used by each KS2 bubble on rotation (weekly) <p><u>Use of toilets</u></p> <ul style="list-style-type: none"> - EYFS and KS1 have their own classroom toilets and therefore children will use these throughout the day. - For KS2, a system has been put in place to limit the numbers of children entered the toilets. Within the toilet ‘block’ we have allocated toilets to ‘bubbles’. - A lanyard system will be in place to limit interactions between bubbles <p><u>Start and end of the school day</u></p> <ul style="list-style-type: none"> - Details can be found at: https://brookeprimaryacademy.org.uk/wp-content/uploads/2020/10/COVID-19-changes-One-way-system.pdf - We encourage adults to wear face covering’s when attending site - Adults must leave site as soon as they have dropped off / collected their child. - Adults will not congregate on site. <p><u>Start</u></p> <ul style="list-style-type: none"> - The school day starts at 8.40 – 9.00am (8.45 on a Monday). - We ask parents/children to stagger drop off between these times. - School staff will be available to direct parents at the start of the school day. - All children/adults will enter through the main gate - Only 1 adult per family will be allowed on to the school site. - Please follow social distancing and look for markers when dropping off your child. - A one way system is in place. 	
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			<ul style="list-style-type: none"> - Teachers will remain 2m away from adults when dropping off children. <p><u>End</u></p> <ul style="list-style-type: none"> - The school day ends at 3.00 – 3.15 - Parents should stagger the collection time between 3.00 – 3.15 to limit the number of parents on site at one time. <p><u>Accessing the main school reception</u></p> <ul style="list-style-type: none"> - We ask that parents do not come to the school reception without an appointment. Queries will be dealt with by phone or email BR-admin@vennacademy.org - Signs will display that only family/visitor should be present in the reception area at any one time. <p><u>Attendance</u></p> <p>All children are expected to attend school in September unless this has been discussed with the Head of School and agreed.</p> <p>Children and adults should not attend the school setting if they:</p> <ul style="list-style-type: none"> - have coronavirus symptoms – they should follow this guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection - Have tested positive within 14 days. - Been in contact (within the last 48 hours) with someone who has been confirmed positive as having coronavirus (Test and Trace should inform the adult of this). - Live with someone who is displaying Coronavirus symptoms and is waiting for their test result. 	
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			<ul style="list-style-type: none"> - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection - All children and adults displaying coronavirus symptoms should be tested immediately https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. The school should be informed of the results of the test as soon as the results are available. - If a child/adult remains at home for one of the above reasons, normal absence protocol should be followed and the school should be contacted immediately. - Children and adults in the 'bubble' do not need to isolate initially. However, if the test result comes back as positive the 'bubble' will be informed and will then be required to isolate. - If a child or adult subsequently develops symptoms, he/she will then isolate according to government guidance. 	
			<p><u>Limiting interactions between adults/children</u></p> <p><u>Social Distancing - general</u></p> <ul style="list-style-type: none"> • Social distancing in a school setting is difficult, however when possible it will be applied. • Signs to be displayed outside the school to indicate social distancing for parents, highlighting methods to drop off and collect children • Visitors will be kept to a minimum • virtual methods will be used to communicate where possible. (see virtual communication technologies below) • Staff in school will adhere to social distancing, where possible. • School staff and children will <u>not</u> wear face coverings in the school building. However if a member of staff moves from their allocated bubble and can not maintain a 2m distance, a visor will be worn. • Visitors may wear PPE if they wish, but may be asked to remove face coverings briefly to confirm identity. 	<p>Medium</p>

			<ul style="list-style-type: none"> • Visitors will sign in and out of the building, leaving contact details with the office so that contact can be made if required. <p><u>Organisation of staff</u></p> <ul style="list-style-type: none"> • Staff will work in bubbles as much as possible. This is more difficult for some staff who, due to their role, need to work between bubbles. • Where possible, only staff in a bubble will cover within their bubble. • A record of deployment is kept by the school (AHT) on the 'cover document'. This will enable to leadership team to be aware of staff who may have had contact with a case of coronavirus in school if one is suspected/confirmed. • Staff will NOT congregate on corridors and shared spaces and will follow the social distance guidelines • Bubble staff will be allocated areas for lunch: EYFS – EYFS kitchen KS1 – staff room (until 12.15) and Art and DT room LKS2 – staff room UKS2 – cooking area / bungalow • Rooms will be well ventilated where possible. • All staff will remind each other of the social distancing procedures – everybody together. SLT will be informed of any member of staff who contravenes the guidance. Persistence offenders will be addressed. • Staff are encouraged to speak out if they feel that another member of staff is not following the guidance – directly to the member of staff or to SLT. <p><u>Other</u></p> <ul style="list-style-type: none"> • Flow control will be applied to ensure no overcrowding in circulation spaces • The school will apply the following guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings 	
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			<ul style="list-style-type: none"> • The outside of the school will be marked clearly to display social distancing measures. Leaders will be visible at the start and end of the day to support parents to ensure their child is dropped off / collected safely and to follow the routines arranged. <p><u>Breakfast club</u></p> <ul style="list-style-type: none"> • The hall and music room will be divided into ‘areas’. Each area will be allocated to a bubble • 6 areas will be needed in total to accommodate each bubble • Upon arrival children will be required to sanitise their hands • Limit children to their bubbles when going to the toilet • Tables, chairs and equipment to be cleaned at every session • All waste to be tied up in black bin bags and disposed of in the outside bins daily • Remind children of “Catch it, Kill it, bin it” (tissues to be made available) • Remind children of the 20 second hand washing regime • Windows to be left open and social distancing should be followed • Children will collect their breakfast and then go directly to their allocated area. • Children will be supported to apply social distancing whilst collecting their breakfast • Each child will keep their belongings with them in their allocated area • Resources/equipment will be made available in area. This will be rotated between bubbles on a weekly basis. • The children should remain in their area and not go into any other area. <p><u>3-2-6 club</u></p> <ul style="list-style-type: none"> • Same organisation as breakfast club 	
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			<p>Personal Protective Equipment (PPE)</p> <p><u>Intimate care</u></p> <ul style="list-style-type: none"> • ‘routine’ PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron) <p><u>PPE</u></p> <ul style="list-style-type: none"> • Face coverings will not be worn inside the school building by school staff or children • Visors may be worn by school staff when moving from their allocated bubble, when they can not maintain a 2m distance from adults or children. • Visitors may wear a face covering if they wish. • Children who choose the wear a face covering when coming to school must remove it before entering the school building and wash their hands once this is done. • School staff will advise children on how to remove the covering correctly, however parents should also educate their child on how to do this. https://youtu.be/6PXq43OJROw • https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Disposable face covering will be placed directly into a lidded bin • Re-useable face masks should be placed by the owner immediately into their own plastic bag and placed on their peg. The plastic bag should be labelled by parents prior to attending school. <p><u>Other</u></p> <p>A face covering, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> • Child/adult displaying symptoms of coronavirus. The member of staff supporting the child should wear PPE • Perspex screen has been placed in the reception area • Offices to be measured for possible PPE if 2m distance difficult to apply • Gloves and apron to be worn for cleaning carried out by school staff 	<p>Medium</p>
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			<p><u>Virtual communication technologies</u></p> <ul style="list-style-type: none"> • MS Teams to be used for meetings, where possible • If a child is unable to attend school due to coronavirus related issues we will send home work to the child either through virtual means or printed copies. 	Medium
			<p><u>COVID-19 symptom identification and reporting</u></p> <p><u>Development of Coronavirus symptoms during the school day</u> <u>child</u></p> <p>If child present in the school setting develops coronavirus symptoms coronavirus (COVID-19) symptoms, during the school day, the following procedure will be followed:</p> <ul style="list-style-type: none"> • Removal of the child to the 'disabled Hygiene Room' • PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing and is unable to maintain a 2m distance • The child's parents/carers will be contacted to collect the child immediately • The child will remain in the room (if possible) until parents/carers arrive. • If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so using the toilet in the hygiene room. • Windows in the hygiene room should be opened • The room will be cleaned down thoroughly once the child has left. • The child's belongings will be brought to them in the hygiene room. The child will only leave the hygiene room once ready to leave the school building. 	Medium

			<ul style="list-style-type: none"> • Once the child's parents/carer arrive he/she will be supported/guided to the front office and taken home immediately by the parent/carer. • The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) • IF the child tests positive for coronavirus, other children and staff in the child's allocated 'group' will be informed. • Parents are expected to organise a text for their child, however there will be a small number of testing kits available from school in the event that a test can not be organised. • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p><u>Adult</u></p> <ul style="list-style-type: none"> • As above. • A discussion will be held with the adult to ascertain whether school should contact a family member/friend to collect. <p><u>Other</u></p> <ul style="list-style-type: none"> • The disabled hygiene room will be cleaned according to this guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • In the event of a positive case of Coronavirus this will be reported to the South Yorkshire Health Protection Team (HPT) https://www.gov.uk/guidance/contacts-phe-health-protection-teams <p><u>Education of adults and children</u> Develop understanding of the following aspects through teaching, reminders, communication</p> <ul style="list-style-type: none"> • handwashing practices • catch it, bin it, kill it • Coronavirus • Reasons for social distancing 	
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			<ul style="list-style-type: none"> Routines for hygiene in school – regular handwashing times, ‘red’ zones, not sharing resources and why. <p>All of the above will be done with care and kindness</p> <p><u>Emergency Evacuation</u> In the event of emergency evacuation i.e. in the event of a fire bubbles will go to the following locations:</p> <ul style="list-style-type: none"> EYFS – KS1 playground, front of school fence (right) KS1 – KS1 playground, front of school fence (left) Y3 – Large school field nearest to Wike gate road gate Y4 – Large school field, left of large metal container Y5 – Large school field, right of large metal container Y6 – Large school field, nearest the Orchard <p>This will enable the bubble to keep separate and not mix.</p> <p><u>The School Carpark</u> A small number of parents have permission to use the school car park to drop off and collect their children. Only parents who have been given permission are able to do this, which is granted by the HOS. These parents need to be mindful that the car park is now an exit route for children.</p>	
Negative effects on Mental Health and Wellbeing		High	<p><u>Children</u></p> <ul style="list-style-type: none"> PSHE, Health and wellbeing resources to be shared with children through the academy website The curriculum for all children will be supported by SEMH activities 	Medium
Communication issues whilst bubbles in place		Medium	<p><u>Parents</u></p> <ul style="list-style-type: none"> BR-admin@vennacademy.org email address and the number academy telephone number to be used by parents to communicate with teachers and school leaders 	Low

			<ul style="list-style-type: none"> • Twitter, academy website, text, email and telephone calls will be used by staff to communicate with parents • Any parents concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult. • Staff email addresses <u>will not</u> be communicated to parents • Regular updates to parents through the school website 	
Decline in educational standards for children unable to attend the school setting		High	<p><u>Educational provision for children NOT able to attend school</u></p> <ul style="list-style-type: none"> • Learning will be sent home whilst the child is unable to attend the school setting 	Medium
Safeguarding			<ul style="list-style-type: none"> • A weekly welfare call will be made to all children who are unable to attend the school setting • Home visits to be made for children who can not be contacted 	
<p><u>Information</u></p> <p>COVID-19 staff reminder guide COVID-19 STAFF SAFETY REMINDER GUIDE</p>				
Head of School	Name		Signature	Date
Executive Head	Name		Signature	Date

		Consequence				
		What is the result of exposure to the hazard?				
		1 Insignificant First aid only	2 Minor Medical attention	3 Moderate Increased medical attention	4 Major Severe health crisis	5 Extreme Severe injury or death
Likelihood of occurrence	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend: Low Medium High