

COVID-19 Risk Assessment				
Completed by: Emma Levers		Date created: 20/07/2020		Date Last updated: 12/01/2021
Next Review Date: In line with Government updates		<p>Since Tuesday 5th January school attendance has been restricted to children of critical workers and children identified as vulnerable.</p> <p>Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</p> <p>Allocation-of-school-places-update-06-01-21-003.pdf (brookeprimaryacademy.org.uk)</p> <p>Information for children attending school can be found at Arrangements-for-children-issued-a-place-in-school.pdf (brookeprimaryacademy.org.uk)</p>		
<p>Applicable to:</p> <ul style="list-style-type: none"> • Pupils in school attendance (children of critical workers and children identified as vulnerable) • Pupils accessing education from home • Parents/carers • Visitors • Staff • External staff 		<p>This risk assessment has been reviewed and updated in line with government guidance and intelligence for the National Lockdown on 4th January 2021</p> <p>National lockdown: Stay at Home - GOV.UK (www.gov.uk)</p> <p>This risk assessment is based on Government guidance, published to support schools: Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</p> <p>Links to other relevant information can be found at the end of this risk assessment</p>		
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	<p>Hygiene</p> <p>Education</p> <ul style="list-style-type: none"> • Regular communication of good hygiene practices to parents, children and staff <p>Respiratory Hygiene</p>	Medium

			<ul style="list-style-type: none"> • 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"> • 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. • Parents will limit the amount of resources sent into school <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 	
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			<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 Cleaning of identified areas following confirmed case of COVID. Closure of areas for 72 hours prior to cleaning. <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> Based on the current number of critical and vulnerable children attending school, the following bubbles will be in place:</p> <table border="1"> <thead> <tr> <th>Bubble Name</th> <th>Classes</th> <th>Staffing</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>F1</td> <td>F1</td> <td>SWH, CCH, LSM, AFL Lunch time supervisors: LST & SPI</td> <td>The F1 class is fully open to all children, as per government guidance.</td> </tr> <tr> <td>F2</td> <td>F2</td> <td>LBA, NBI, KHO Lunch time supervisors: LST & SPI</td> <td></td> </tr> <tr> <td>KS1*</td> <td>Y1 AFR Y1/2EHE Y2 SHE</td> <td>Week 1 & 2 EHE & KDE Week 3 AFR/SBR & JAS Week 4 & 5 SHE & AKE/DUN Lunch time supervisors: MMO & DAL</td> <td></td> </tr> </tbody> </table>	Bubble Name	Classes	Staffing	Details	F1	F1	SWH, CCH, LSM, AFL Lunch time supervisors: LST & SPI	The F1 class is fully open to all children, as per government guidance.	F2	F2	LBA, NBI, KHO Lunch time supervisors: LST & SPI		KS1*	Y1 AFR Y1/2EHE Y2 SHE	Week 1 & 2 EHE & KDE Week 3 AFR/SBR & JAS Week 4 & 5 SHE & AKE/DUN Lunch time supervisors: MMO & DAL		
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			Y3*	Y3NSA Y3LMO	Week 1 & 2 NSA & JWH Week 3 NSA & JWH Week 4 & 5 LMO & JWH Lunch time supervisor: WWH
			Y4*	Y4RME Y4CPA	Week 1 & 2 CPA & AJA Week 3 RME & AJA Week 4 & 5 RME & AJA Lunch time supervisor: MGI
			Y5*	Y5 BTH Y5 LFA	Week 1 & 2 LFA/SBA & BST Week 3 BTH & BST Week 4 & 5 BTH & BST Lunch time supervisor: DST
			Y6*	Y6 PMA Y6 HJA	Week 1 & 2 PMA, LCH & LGR Week 3 HJA, LCH & LGR Week 4 & 5 HJA, LCH & LGR Lunch time supervisor: LCH/LGR
<p>*In class teaching will be done on a rota basis to limit staff having contact with children. Staff not in class will deliver live Zoom teaching sessions and will not form part of the bubble as will not have direct contact with staff and children in the bubble.</p> <ul style="list-style-type: none"> • Bubbles will be kept separate to limit the number of children mixing. • The bubble will work in isolation from other bubbles at all times <p><u>Volunteers</u></p>					

			<ul style="list-style-type: none"> • Volunteers will not come into school unless they are already part of the school workforce <p><u>External staff</u></p> <ul style="list-style-type: none"> • External staff will be kept to a minimum, however some staff are essential i.e. to deliver provision to children who receive EHCP/Higher needs funding / social workers etc • These staff will have their own risk assessment, provided by their employer and agreed with the HOS <p><u>The Curriculum</u></p> <ul style="list-style-type: none"> • Children attending school will be taught according to normal school curriculum plans. These plans will be adapted for those children not in attendance. • The remote learning curriculum will be as similar to the normal school curriculum as possible. • The remote curriculum will be based on a 2 week cycle. • When books are returned to school for marking and assessment, they will be quarantined for 72 hours • 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: https://brookeprimaryacademy.org.uk/wp-content/uploads/2020/08/Recovery-Curriculum-Offer-Sept-2020.pdf • Some parts of the normal class timetables can not be provided e.g. library slots. During these slots the recovery curriculum will be taught 	
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			<ul style="list-style-type: none"> • 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 • 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 instruments • Other instruments such as Ukulele and Glockenspiel will be thoroughly cleaned after use. <p><u>Resources and classroom setup</u></p> <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. 	
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			<p><u>Uniform</u></p> <p>Staff and children will follow the school dress code/uniform policy and are encouraged to wash this regularly</p> <p>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)</p> <ul style="list-style-type: none"> - 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) <p>Items will remain in their classroom</p> <p><u>Lunch time arrangements</u></p> <ul style="list-style-type: none"> • All children will eat their lunch in their bubble classroom • Children attending school can either bring a packed lunch or purchase a meal through our school provider, DOLCE • 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> <ul style="list-style-type: none"> • Each bubble will be allocated an area on the playground to prevent children mixing with other bubbles • All Trim trails are closed currently due to the weather conditions. • Outdoor playground equipment will be rotated between bubbles on a weekly basis, ensuring 72 hours before moving to the next bubble. <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. 	
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			<ul style="list-style-type: none"> • 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"> • 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. • Adults should remain 2m away from the classroom entrance/exit. Floor markers will indicate this. <p><u>Start</u></p> <ul style="list-style-type: none"> • The day starts at 8.45am – 9.00am and ends at 3.15pm • 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. • 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 3.15pm <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. 	
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			<p><u>Attendance</u></p> <p>Children and adults <u>should not</u> 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 10 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. • 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. • 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. 	
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			<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 • 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 when working in their allocated bubble, unless staff request this. However if a member of staff moves from their allocated bubble, a visor will be worn. • Visitors may wear PPE if they wish, but may be asked to remove face coverings briefly to confirm identity. • 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, however movement between bubbles will be kept to a minimum. • 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 LKS2 – Children’s kitchen (on the hour) 	<p>Medium</p>
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			<p>UKS2 – Children’s kitchen (half past the hour)</p> <ul style="list-style-type: none"> • Rooms will be well ventilated • 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"> • 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 • Based on current bubbles attending, 6 areas will be needed in total to accommodate each bubble • Upon arrival children will be required to sanitise their hands • Children will enter and exit through the side gate • 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. 	
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- The children should remain in their area and not go into any other area.

3-2-6 club

- Same organisation as breakfast club

		<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 or when they can not maintain a 2m distance from adults or children. • Visitors may wear a face covering if they wish. • Children who choose to 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 • Zoom will be used for live teaching sessions with children not attending • A separate risk assessment is available related to remote learning. • Safeguarding and remote education during coronavirus (COVID-19) - GOV.UK (www.gov.uk) 	Medium
			<p><u>COVID-19 symptom identification and reporting</u></p> <p><u>Development of Coronavirus symptoms during the school day</u></p> <p><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. • 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) 	Medium

			<ul style="list-style-type: none"> • IF the child tests positive for coronavirus, other children and staff in the child’s allocated ‘bubble’ will be informed. • Parents are expected to organise a test 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 • 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></p>	
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			<p>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></p> <ul style="list-style-type: none"> • 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. 	
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 • 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 	Low

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"> • A remote learning package will be provided for children not attending school • Remote learning timetables are available on the school website • The remote learning package is based on the following guidance Restricting attendance during the national lockdown: schools (publishing.service.gov.uk) • Further support for parents can be found at Supporting your children's education during coronavirus (COVID-19) - GOV.UK (www.gov.uk) • children unable to access remote education due to lack of technology will be provided with sufficient devices and access • Children unable to access remote learning for other reasons will be contacted and support provided. • Intervention sessions will be provided to identified children. These will be in addition to the home learning package. • Remote-learning-details.pdf (brookeprimaryacademy.org.uk) 	Medium
Safeguarding			<ul style="list-style-type: none"> • A weekly welfare call will be made to all parents, regardless of whether their child is attending school or not. This call will provide support to parents and check on the welfare of their child. • Support will be offered during the call • Parents of children in attendance may request that the calls stop • Home visits to be made for children who cannot be contacted. A school risk assessment is available for home visits. 	Medium
<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