



**BREDBURY GREEN PRIMARY SCHOOL
COVID STANDARD RISK ASSESSMENT: AUTUMN TERM 2020**

Staying COVID Secure - Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- This risk assessment will be reviewed and updated periodically in line with the Government's position OR when local* rate of infection deems it necessary to be reviewed.
- That all school age pupils will return to school full time in the Autumn Term
- We will minimise the number of 'contacts' pupils have in a day through implementing a system of control measures
- Will keep momentum with educational provision in the event where remote provision maybe required.

local this will include Stockport and other bordering and surrounding areas.*

This risk assessment document has been created using the following Department Of Education documents:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Section 7 of the H&S at Work Act and Section 44 &100 of the Employment Rights Act

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

COVID-19 RISK ASSESSMENT FOR SCHOOL OPENING FOR THE AUTUMN TERM

Category of Risk	Area of Risk	Risk Level	Mitigation	Who	Risk Level
Prevention	Pupils, families or staff maybe unaware of the symptoms of Covid-19 and may present on the premises.	High	All families and staff will be made aware of the symptoms of Covid -19. These will be communicated separately and displayed at entrance and exit points. It will reinforce the message that they must not attend school. This will include those who have tested positive in the last 10 days.	AS/SG	High
			Information regarding symptoms will be on the school website.	TP (ELT)	
	Unable to contact parent if child is unwell in school with Covid symptoms.		Parents asked to update their contact information if they have recently changed their details.	AS/SG	Medium
	Poor hand hygiene may lead to increased risk of the virus spreading.	High	Pupils and staff must clean their hands on entry into the building and when exiting for breaks during the day. They should use soap at sinks or hand sanitisers.	All staff	Medium
	Ensure that the use of hand sanitisers are monitored and supervised especially in use with younger children.		All staff		
	Make these habits part of the daily school timetabling routine so that this becomes a daily expectation.		All staff		

			All pupil toilets to have posters to teach good hand washing routines. Signs on back of doors in cubicles to remind all to wash their hands on exit. Toilets limited to numbers, pupils to use toilets before and after break times.	AS to print, Site Manager to put up	
	Poor respiratory hygiene may lead to increased risk of the virus spreading.		All rooms to be supplied with tissues and stock levels regularly monitored. Pupils taught the habits of 'catch it, bin it, kill it.' Tissues to be disposed of in a lidded bin and these emptied daily.	Site Manager All staff Site Manager to co-ordinate	
	If regular cleaning, particularly of frequently touched surfaces, is not maintained the risk of the virus spreading is increased.		High risk surfaces are regularly cleaned using in class cleaning equipment. Where ICT equipment is not available on an individual use basis, ensure that equipment is not shared without being cleaned. Regular 'touch' areas included in cleaning plan and resources allocated such as wipes for these areas e.g.: phones, photocopier etc. Cleaning resources deployed to ensure 'live' cleaning takes place in the school day and there is an increased commitment to cleaning over the school week.	Site Manager to co-ordinate All staff Site Manager to co-ordinate Site Manager to co-ordinate	
	Increased contact at the beginning or end of the school day may increase the risk of the virus spreading.		Stagger start and end times by 30 mins to avoid congestion at school gates: Wave 1 – 8.45- 3.10 N, Rec (Ormerod Close)	SLT to co-ordinate	

			<p>Wave 2 – 8.55- 3.20 Y1 and Y2 (Ormerod Close)</p> <p>Wave 3 – 9.05- 3.30 Y3 and Y6 (Clapgate)</p> <p>Wave 4 - 9.15- 3.40 Y4, Y4/5 and Y5 (Clapgate)</p> <p>The above times give equity to maintain the same hours of provision for all.</p> <p>Allocated entrance points will reduce contact beyond the school and within the local community. Staff to meet children at gates to avoid parents entering school grounds.</p> <p>3 staff members in hi-vis to monitor pavement on Clapgate to ensure safe crossing of road and stop cars from stopping on yellow zig zags, cones to be placed along pavement.</p> <p>Implement a one way system to ease traffic flow. If drivers enter Clapgate, stop and pick up (avoiding yellow zig zags directly outside school) and then continue down Clapgate turning left and left again onto Powicke Drive, this would ensure the traffic could flow easily.</p> <p>Use the car park as a ‘buggy zone.’ Parents with single and double buggies can use this area to stand and wait maintaining social distancing, then staff can direct KS2 children directly to classes in the morning and to parents at pick up. This will allow parents with buggies more</p>	<p>All staff</p> <p>SLT to coordinate and Site Manager to ensure cones are in place</p> <p>HM to communicate and monitor</p> <p>Staff to support and HM to monitor</p>	
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			space as well as freeing up space along the pavement area.		
			Update travel protocols to reflect the above and reissue to families.	SLT	
	School policies may not support new or adapted measures within this risk assessment.		Review and update all related health and safety policies with Covid-19 addendum. Monitoring of related policies including this risk assessment to become a regular standing item on AGB agenda. Safeguarding policy to be updated and adequate time and training provided in the Autumn term to secure safeguarding protocols.	HM and Site Manager SLT and AGB SG	
Increased contact within the school day may increase the risk of the virus spreading.			Groupings: Pupils and staff will remain in class bubbles with their class teacher Maintaining Distance: Within their bubbles, children will be taught and reminded about effective distancing including not touching the adults in school. Use of shared spaces will be limited. Pupils will be able to share toilets, but this will be restricted to key stages and measures taken to reduce those allowed in at a given time. Lunch spaces will be timetabled to key stages. Pupils and staff will remain in their allocated spaces. 'Chunk' support staff's time so that periods of time are spent in classrooms during the day and not between groups during the day unless this	Class teachers All staff SLT Phase Leaders	

			<p>is within more open learning spaces where social distancing can be maintained. Staff to maintain distance from pupils where possible.</p> <p>Covid Standard risk assessment to be published by catering provider.</p> <p>Classroom organisation: Pupil feedback to be provided when pupils are not in the classroom or alternatively staff provide feedback table that is socially distanced.</p> <p>Staff to organise classroom to minimise face to face contact.</p> <p>Timetabling adjustments: Zoom celebration assembly on Fridays and shared with all classes</p> <p>Collective worship opportunities to be streamed (zoom) or filmed and shown in classrooms.</p> <p>Redesign the school timetable to minimise the times pupils have contact with others considering reduce circulation around the building including the canteen and studio.</p> <p>Teachers to explicitly teach and supervise handwashing – hygiene lessons at explicit part of the timetabled day.</p>	<p>Caterlink</p> <p>All Staff</p> <p>Class teachers (Phase Leaders to audit before children return)</p> <p>HM or a member of SLT to co-ordinate</p> <p>Phase Leaders to co-ordinate</p> <p>Phase Leaders</p> <p>All staff</p>	
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			<p>Timetable for break-time provision to be created, with designated outdoor space for key stage. Break and lunchtimes to be supervised by the staff responsible for that particular group.</p> <p>TA's/Mid-day assistants to be allocated to a specific group of children and to stay with this group of children to reduce the risk of cross contamination.</p> <p>Use of shared spaces: Hall to be fully set up for dining provision. Tables to be wiped after each sitting. Pupils encouraged to use outdoor eating spaces where the weather permits. One year group at a time admitted into these spaces.</p> <p>Break times and lunch times staggered in order to facilitate safe use of shared spaces. KS2 utilise classrooms to eat lunches.</p> <p>Use 'walking on left' system in corridors.</p> <p>Staff room to maintain maximum occupancy size of 12 and staff encouraged to use other spaces including outdoor spaces where they can.</p> <p>Staff to take their breaks outside, wherever possible and strictly limit numbers in the staff room. Meeting room to be used as an alternative staff space particularly in wet weather. Staff to be covered by the other</p>	<p>Phase Leaders</p> <p>Phase Leaders</p> <p>Phase Leaders</p> <p>Staff to supervise</p> <p>All staff</p> <p>Phase Leaders to co-ordinate, All staff</p>	
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			<p>member of staff in their room to avoid cross-contamination.</p> <p>Use of resources: Pupils and staff use school provided 'care' package and pupils encouraged to bring in their own stationary if desired.</p> <p>Children to use trays/drawers to support the ease of table and resource cleaning.</p> <p>Access to cloakrooms to be staggered to maintain distancing.</p> <p>Book banding system to be centred in classrooms to give a localised central stock.</p> <p>Ensure pupils can read and understand signage around the school to support PHE advice and social distancing measures.</p> <p>Ensure that resources are printed for children when devices are not available to use. Resources not to be shared across different year groups.</p> <p>Each room to have an identified equipment box for outdoor activities. Considering what can be cleaned easily.</p> <p>Within classroom resources to remain in the classroom to be accessed by the class bubble only.</p>	<p>Phase leaders to update orders</p> <p>Class teachers/TAs</p> <p>TAs to supervise</p> <p>ECL team and SH</p> <p>All staff</p> <p>All staff</p> <p>PDHWB team to audit and organise</p> <p>Year groups to audit</p>	
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			<p>Shared resources such as laptops/ipads, artefacts and sports equipment must be cleaned after use or be left unused for 72 hours.</p> <p>Regular Cleaning: Encourage pupils and staff to wash uniform/clothing worn at school on a daily basis.</p> <p>Staff to wash hands and wipe surfaces before and after handling children’s books.</p> <p>Pupils and staff to wash hands immediately on entry into school, and regularly throughout the day. Teachers to explicitly teach and supervise handwashing.</p> <p>If evacuation of the building is required due to a fire the same designated point (field) to be used but social distancing to apply and lines to be formed at the fire assembly point on the field.</p> <p>Staff trained in all the above actions.</p>	<p>All Staff</p> <p>SLT to communicate</p> <p>All staff</p> <p>All staff</p> <p>Site Manager to advise, All staff</p> <p>SLT</p>	
	<p>Visitors and contractors may be unaware of the school procedures related to this risk assessment.</p>		<p>RA overview will be presented to all visitors and contractors and they will be asked to sign to state that they agree to the identified measures (via inventory system).</p> <p>Use of visitors kept to a minimum and risk assessed on a case-by-case basis with leaders. Parent meetings to be kept to the meeting</p>	<p>AS</p> <p>SLT to co-ordinate</p>	

			room in school entrance (one room). Where possible, meetings should continue to be held via zoom/Teams.		
Response to Infection	If pupils or staff present as unwell with Covid symptoms the risk of infection will be high		<p>If symptoms are displayed on site e.g. new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the member of staff or pupil will be sent home immediately and will subsequently receive the link to the advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>They must self isolate for at least 10 days and should arrange to have a test. https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>Other members of the household, including any siblings should self isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Pupil must wait in designated medical room and PPE must be worn by a member of staff in order to stay with the child. School mobile held in the room so contact with office, then parents can be made. This person does not need to isolate unless requested by Test and Trace or they become symptomatic.</p> <p>If in contact with an infected person, handwashing is essential as is a thorough clean of the room/ space where the pupil or member of staff has been.</p>	<p>AS/SG to put in handout</p> <p>AS to monitor</p> <p>SH/MS to co-ordinate</p> <p>SH/MS to advise, site manager to co-ordinate</p>	

			<p>Space where infected groups have been operating sealed and closed in order to ensure a full and thorough deep clean of the space has been conducted.</p> <p>Handout provided to staff and families if symptomatic advising how to book a test (see page 12-13 of Guidance for full opening of schools).</p>	<p>SH/MS to advise, site manager to co-ordinate</p> <p>AS/SG to create</p>	
	<p>There is a confirmed case of Covid-19 reported to the school, over the weekend or during the evening, in a pupil who has been present in school.</p> <p>The school is made aware that a pupil is being tested but the school does not yet have their results.</p>		<p>Parents must notify school leaders that the pupil has tested positive via a direct message to school office and Helen Moorcroft (HT) or Ellis Cuttress (DHT, in her absence).</p> <p>The school leaders/admin team will respond to the parent to note receipt of the message.</p> <p>No later than 7.30am (the following day or a Monday if it is the weekend) the school will issue a 'pre' letter that will disperse the bubble and will state the educational arrangements moving forwards. Once the PHE rapid risk assessment has been conducted, the PHE letter will also be issued to parents.</p> <p>A letter will be issued 2 days before the 'bubble' is due to return to state the measures taken to support the bubble returning.</p> <p>AS communicate to class teacher and SLT to notify them of this situation.</p>	<p>Parents/carers</p> <p>SLT/AS to log</p> <p>SLT and AS/SG</p>	

			<p>Extra precaution and vigilance applied whilst waiting for these results. This includes:</p> <ul style="list-style-type: none"> -strict social distancing -class to use specific space at playtimes -Strictly no mixing -movement restricted -Children reminded of all risk assessment procedures 	All staff within that class bubble	
	The school is made aware that the parent of a child is symptomatic and awaiting test results.		<p>Children to be collected from school and isolate until confirmation of test results. This supports the NHS advice which is found on: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>If negative all children in the family may return to school. If positive the family must self isolate and follow PHE and NHS advice.</p>	<p>Parents liaise with school</p> <p>SLT and AS/SG</p>	
	If there is more than one confirmed case there may be an increased risk of an 'outbreak' on the premises.		<p>If there are 2 or more cases within 14 days, support from the local PHE team is required.</p> <p>Follow PHE advice which may include: Sending home larger groups of pupils and staff, engagement with mobile testing unit.</p> <p>Follow procedures for a critical incident.</p>	SLT to co-ordinate	
School Operations	If public transport is used the risk of catching the virus may be increased.		Encourage staff and pupils not to use public transport and if social distance permits to car share as a preferred option.	SLT	

			<p>When using school dedicated transport, such as coaches and buses seek transport companies risk assessment in vetting their cleaning routines to ensure satisfaction in using the service.</p> <p>Update travel safety protocols with transport information. If parents do have to use public transport they should contact the school.</p>	<p>SLT</p> <p>SLT</p>	
	Pupils may not attend which will have a detrimental impact on their education.		<p>All pupils must return to school – update RA overview.</p> <p>Attendance highly monitored and procedurally maintained.</p> <p>Individual worries to be addressed with class teachers, Pastoral Lead, Phase Leaders then SLT.</p> <p>Safeguarding and attendance policy to be updated in light of this.</p> <p>Non-Attendance authorised if pupils are following PHE advice.</p>	<p>SLT</p> <p>AS and SG</p> <p>Class teachers, Pastoral Lead, Phase Leaders and SLT</p> <p>SG</p> <p>AS and SG</p>	
	Parents may be concerned about the risks of attending school for their child and may not send them to school.		<p>Discuss concerns with the family.</p> <p>Identify where in the RA the concerns are addressed. Reinforce the fact that school is compulsory and that fines may be issued. Letter to parents to inform of this to be sent in last week of summer term. Attendance policy to be applied.</p>	<p>Class teachers</p> <p>Pastoral Lead, Phase leaders and then SLT</p>	

	Staff may feel anxious about returning to work in full.		<p>Consult on the contents of the RA with all staff.</p> <p>Consult with all teaching unions.</p> <p>Give scope for individual RAs where appropriate to give assurances in roles.</p> <p>Develop EAP (Employee Assistance Programme) with staff as part of a well-being policy.</p> <p>Review RA periodically with staff and update with their concerns.</p>	<p>SLT</p> <p>VM and HM</p> <p>HM</p> <p>SLT</p> <p>SLT</p>	
	There may not be sufficient staffing levels to maintain full provision.		<p>Build flexibility within staffing structure to give contingency and limit the need to use external agencies to deliver on site educational provision.</p> <p>Discuss with staff the expectation that all staff will be required on site to work on the first day of the Autumn Term – shared current guidance on travelling abroad.</p> <p>Explain protocols to parents regarding summer holidays and attendance. Ask parents to report holidays taken from 18 August to the school office by Tues 1 September to inform the school of where they visited, when they visited and when the holiday was booked. Parents to be informed on end of summer term letter.</p>	<p>SLT</p> <p>SLT</p> <p>HM</p>	
	If ventilation is not fully utilised, it may be inadequate		Ensure all windows are open in rooms occupied and in shared spaces.	Class teachers	

			Ensure all doors, which are not fire doors (or deemed fit to be open) are propped open.	Class teachers	
	Off site visits may not be aware of their duties with regards to government mitigation measures for Covid 19.		Any off site visits must seek a RA for Covid-19. The use of community spaces and local venues to be the preferred option for offsite visits. No overnight visits to be conducted in the Autumn term.	Class teachers	
	Extra-curricular/wrap around activities may increase the risk of infection spreading due to 'bubbles' mixing.		Discuss this risk with breakfast club and after school club sports provision. No extracurricular activities should promote contact sports. Staff seeking to conduct an extra-curricular activity must first consider if they can offer this to protect the notion of the bubbles and if not should conduct a full RA using https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak	HM, FL, SB and External providers All staff	
Curriculum and Pastoral Support	The constraint of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.		Launch the curriculum for the Autumn term, which will seek to develop a basis for learning in line with the recovery curriculum from Summer 2. It will be sensitive to the time that has been lost and the constraints on the learning environment, which may have inhibited pupils effective learning behaviours.	EC and all staff	

			Curriculum consultation to begin over the additional offer, time provided during Summer 2. This will then lead on to the planning for Autumn 1 with the new curriculum design live in Autumn.	EC and all staff	
	Pupils may have missed parts of their educational provision whilst not being in school.		<p>Diagnostic assessments to be conducted in the Autumn term to establish the 'gaps' for learning and core subject delivery to be focused to addressing these gaps.</p> <p>Handover meetings with previous teachers to be held and documentation passed on at end of summer term.</p> <p>Timetabling modification to develop the use of 'catch up' sessions using the concepts identified in the subject progression maps for all core subjects.</p> <p>Catch-up premium strategy to be developed using evidence based research as the basis for the strategy. Draw on EEF guidance to shape the strategy.</p> <p>Signpost to vulnerable pupils the National Tutoring Programme.</p>	<p>EC and all staff</p> <p>SLT and Phase Leaders to coordinate</p> <p>EC and Phase Leaders to coordinate</p> <p>EC and Phase Leaders to coordinate</p>	
	The quality of education may be compromised if remote learning has to take place if a bubble closes or in the event of a local lockdown.		<p>Develop remote education so that it is integrated into the school curriculum planning e.g. class dojo as the primary source for remote learning.</p> <p>Re-issue remote guidance including protocols for online learning.</p>	<p>Class teachers</p> <p>SLT</p>	

	Engagement in physical activity could increase the risk of the virus spreading due to sweating and heavy breathing.		<p>The use of outdoor sports will be prioritised in Autumn Term.</p> <p>In acknowledgement of the importance of physical activity on improving the fight against the virus, there will be increased physical activity across the school week.</p>	<p>Sports coaches and class teachers</p> <p>Sports coaches and class teachers</p>	
	Pupils may be anxious of the situation created by Covid-19.		<p>The curriculum will continue to run as a consultation encouraging mature themes to raise the debate around the virus, physical health and mental health.</p> <p>The weekly timetable will continue to promote mindfulness and wellbeing sessions.</p> <p>Collective worship will focus on support for wellbeing.</p> <p>Ensure the catch-up premium will have a specific element on pastoral support.</p> <p>Explore the use of external expertise to deliver development sessions for staff on specific strategies in order to support anxiety.</p> <p>Engage use of external services such as School Nurse to support more acute cases.</p> <p>Recovery curriculum will seek to develop and embed essential behaviours for learning.</p>	<p>EC and all staff</p> <p>SLT to monitor</p> <p>SG to support with resources</p> <p>Inclusion lead and SG</p> <p>Inclusion lead and SG</p> <p>Inclusion lead and SG</p> <p>EC to lead</p>	
Assessment and	Lack of opportunity to engage with external quality assurance may not help the school to verify its school self-evaluation.		Engagement with Ofsted to offer school as part of the sample inspection pool.	<p>VM and HM</p> <p>HM to coordinate</p>	

			<p>School's self-evaluation schedule to engage with Trust QA including external expertise such as HMIs.</p> <p>Evidence of recovery curriculum with pupil voice in summer term to be sent to parents and put on school website</p> <p>Continue with school internal SSE schedule to maintain standards and inform progress against school development priorities.</p>	<p>EC</p> <p>SLT</p>	
	Pupils may not be ready to engage with external assessments.		<p>Continue to update internal assessment calendar based on DFE position for this.</p> <p>Prioritise year groups subject to external assessment through catch up premium.</p> <p>Continue to capture internal assessment and collate across the school to give indication of rising data priorities.</p> <p>Considerations for timetabling and interventions to focus on specific areas of need, these can be identified through baselining early in autumn. Sessions to be planned and delivered to address area of need.</p>	<p>SLT and assessment lead</p> <p>SLT</p> <p>Class teachers</p> <p>Phase leaders to monitor</p>	

A culture of Health and Safety	Any non-compliance with Health and Safety legislation may put staff and pupils at risk.		<p>In accordance with all health and safety legislation, all known risks have been identified in this risk assessment.</p> <p>A culture of vigilance and compliance is essential so that all are responsible for ensuring the measures in this RA are active and the senior leaders, governors and Trust are accountable for monitoring this.</p> <p>Site Manager to conduct weekly monitoring under each section of this RA (except educationally provision based themes) and report this back to SLT.</p> <p>Senior leaders to conduct half termly monitoring to the educational aspects of this RA and report this back to AGB.</p>	<p>SLT</p> <p>All staff</p> <p>Site manager and SLT</p> <p>SLT</p>	
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This risk assessment has been shaped and approved by the staff, AGB, Trustees and teaching unions.

RISK REGISTER

Likelihood

5 Very High	There is little doubt that it will happen soon
4 High	Strong chance it will happen in the next year
3 Significant	50/50 chance this will happen in the next year
2 Low	Not expected to happen in the next year
1 Very Low	Almost impossible

Severity

5 Catastrophic	Loss of operations for more than a week; severe injuries or loss of life; gross failure to meet national / professional standards; major <u>long term</u> consequences; extensive coverage in press; major financial loss then threatens existence.
4 High	Loss of operations for up to a week; severe injuries; severe financial loss with impact on operations; damage to reputation, local press coverage
3 Moderate	Some disruption to operations for 48 hours; short term illness / injuries; some damage to reputation; financial loss than can be managed within budget.
2 Low	Limited short-term disruption to operations; minor injuries / illness; small financial loss.
1 Negligible	Not a noticeable effect on the school; no injuries; no damage to reputation.

Risk Matrix

Figure 1 - Risk Assessment Matrix

