

## Return to school risk assessment

<b>School</b>	Newbridge Primary School	<b>Assessment Date</b>	5 <sup>th</sup> March, 2021	<b>Completed by:</b>	Gill Kennaugh and SLT
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THIS RISK ASSESSMENT WILL BE UPDATED REGULARLY IN ACCORDANCE WITH GOVERNMENT ADVICE. IT SHOULD SUPPLEMENT ANY EXISTING RISK ASSESSMENTS IN EDUCATIONAL SETTINGS.

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
<b>Incomplete H&amp;S compliance checks</b>	All attending school	All statutory compliance checks are up to date: Fires Safety, Legionella, Playground Equipment, Radon and emergency electrical testing.	Ongoing checks, as planned by site manager.	DC	Completed
<b>Contracting Covid-19 virus</b>	All attending school by contracting the virus through: contact with an infected person or touching contaminated surfaces	<b>Following up to date Government guidance by:</b>			Complete
		Inform parents and staff of Covid-19 symptoms			Complete
		School staff who have opted in, are self-testing each week for Covid-19 using Lateral Flow Device kits. Staff report their results to the NHS and the school. Senior Leaders advise in the case of a positive test.			Complete
		One adult household member dropping off and collecting pupil Signage to inform on gate. All those entering site have to wear a mask.			Complete
		Staff to maintain 2m distance from other staff and pupils whenever possible			Complete
		Pupils in the lower school can use their cloakrooms. All upper school pupils' personal possessions to be stored at individual child's desk/area. Possessions limited to: waterproof coat, hat, water bottle, lunch box (if required), book bag/small bag.			Complete
		Resource packs for children. Pack may include: pencil, pen, rubber, sharpener, colouring pencils, felt tips, 100 square, phoneme mat, word card, number line			Complete
		Shared resources such as books and games can be used and shared within the class group. These will be cleaned regularly along with all frequently touched surfaces			Complete

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		<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p>Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between year groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.</p>			
		Children will be taught in class/year group			Complete
		Playtimes will be staggered			Complete
		Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered			Complete
		<p>LS classes will use own class toilets including break times</p> <p>US classes use allocated boys/girls toilets. US children will be trained to use the toilets one at a time and trained to line up socially distanced.</p>			Complete
		Handwashing facilities available in toilets, hand sanitising stations around the site and hand sanitisers available in each class and key locations.			Complete
		Hands washed/sanitised on arrival to the setting.			Complete
		Hand washing training in place. Reviewed guidance on hand cleaning			Complete
		Hand washing/sanitiser on entry/exit and prior to eating, after eating, after sneezing, after coughing, after playtime, after being outside, playing with shared resources			Complete

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		Pupils and adults reminded not to touch their mouth, eyes and nose			Complete
		Reinforcement of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach			Complete
		Age appropriate safety posters for guidance displayed			Complete
		Flip chart safety message for each class, led by staff member			Complete
		Adult to wash hands before distributing fruit snack, and afterwards			Complete
		Minimised contact by having limited, named adults with classes			Complete
		Planned staggered break times and lunchtimes			Complete
		Planned staggered arrival and departure times			Complete
		Staff aware of access to testing arrangements via NHS 111/Public Health			Complete
		Follow <u>COVID-19: cleaning of non-healthcare settings guidance followed</u> and further guidance issued by PHE SW <a href="http://thehub.bathnes.gov.uk/Services/4636">http://thehub.bathnes.gov.uk/Services/4636</a>			Complete
		Rota of cleaning across the site to include cleaning frequently touched surfaces often using standard products, such as detergents and bleach. (e.g. cleaning of surfaces that pupils and young people are touching, such as equipment, desks, chairs, doors, sinks, toilets, light switches, bannisters)			Complete
		Have discussed with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this			Complete
		Doors, apart from fire doors, propped open during the school day, where safe to do so, with consideration of fire and safeguarding issues, to limit use of door handles and aid ventilation.			Complete
		Supervising and supporting young pupils in cleaning hands thoroughly			Complete
		Pupils will not wear Fitbits, watches, etc. to avoid transmission and to support thorough hand washing			Complete

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		Remind parents and pupils in education resources such as <u>e-bug</u> and <u>PHE schools resources</u>			Complete
		Isolate anyone with symptoms of Covid-19 or any other symptoms. Staff displaying symptoms to leave site. Rooms allocated (1:1 workrooms) Parent/carer to be contacted to collect pupil immediately. Up to date contact numbers gathered from parents.  Office staff to manage and follow sending children home process – with symptoms of C-19			Complete
		Staff allowed to carry mobile phone to support track and trace for personal safety. Staff allowed mobile phone in base/outside for emergency communication to SLT or school office			Complete
		If needed, parents/carers to apply sun-cream to pupils before arriving at school			Complete
		All staff expected to wear face covering in shared areas. All staff encouraged to wear visors in classrooms. All adults entering the site expected to wear face-coverings.			Complete
<b>Infection outbreak/cases</b>	All attending school or in class/bubble	School will take swift action when aware that someone who has attended has tested positive for coronavirus (COVID-19)  School will ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u> .  School will engage with the NHS Test and Trace process <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> Manage confirmed cases amongst the school community			Complete

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		<p>Contain any outbreak by following local health protection team advice as detailed in PHE SW HPT: Guidance for Childcare and Educational Settings in the management of Covid-19 and inform Local Authority.</p> <p>School keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>			
<b>Cleaning</b>	Cleaners and all others attending school	Following PHE and PHE SW guidance. Cleaning schedule in place. Correct cleaning materials, disposal cloths, colour coded cloths for different areas, etc. Covid-19 risk assessment received from Direct Cleaning	Ongoing	DC to oversee.	Complete
<b>Waste</b>	All attending the school who may be in contact with it	<p>Following PHE and PHE SW guidance, adequate facilities for the disposal of potentially contaminated waste and PPE, and adequate storage and disposal of waste.</p> <p>Pedal bins supplied to all class bases for used tissues.</p>			Complete
<b>Class sizes and maintaining distances</b>	<b>All attending school by close contact with pupils/staff and being unable to keep a minimum of ideally 2 metres distance apart</b>	<p>Classes to remain as consistent as possible and to be staffed by a limited number of adults. School to implement a group no larger than a year group, keeping groups away from other groups, to reduce transmission risk</p> <p>Timetabling of shared rooms and communal spaces will be carefully planned.</p>			Complete
		<p>All teachers and other staff can operate across different classes and year groups in order to fulfil their roles; this will be kept to a minimal, where possible.</p> <p>Staff will try to keep their distance from pupils and from other staff as much as possible, ideally 2 metres from other adult</p> <p>Staff to reduce face to face contact and avoid close face to face contact, minimising time spent within 1 metre of anyone (this will not be possible when working with pupils who have complex needs or need close contact</p>			Complete

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		care)			
		First row of desks to be spaced 2 metres from teacher at the front of the class, checked and adjusted regularly Small adaptations to the classroom made to support distancing where possible, including seating pupils side by side and facing forwards, rather than face to face or side on			Complete
		School will keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for wraparound care.			Complete
		<ul style="list-style-type: none"> <li>○ To avoid transmissions there will be:</li> <li>○ Limited shared resources within a class</li> <li>○ Activities that are in line with safety guidance</li> <li>○ Limited group work where children cannot be front facing e.g. Interventions, shared learning</li> <li>○ Promotion of use of the outdoors whenever possible</li> <li>○ No assemblies</li> <li>○ Reduction of movement around the building/site</li> <li>○ Routes established for staff members</li> <li>○ Staggered break times</li> <li>○ Staggered lunch in designated area</li> <li>○ Planned drop-off and pick-up protocols that minimise adult to adult contact, including parents/carers wearing face-coverings</li> <li>○ Staff lanyard not to be worn, but in possession of staff member</li> <li>○ Advice provided to staff about personal dress code to reduce risk of transmission e.g. scarves and watches</li> <li>○ Staff should;</li> <li>○ Wash their hands before marking pupil learning/books and afterwards.</li> <li>○ Choose if they wish to take books home for marking.</li> <li>○ Organise childcare arrangements which do not allow for</li> </ul>			Complete

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		<p>their own children to visit/have access to their class/space at the beginning and end of the day</p> <ul style="list-style-type: none"> <li>○ Wear a face covering when in shared and communal areas (removal for eating and drinking, as required).</li> <li>○ Wear the visors provided, when contacting with children.</li> <li>○ Leave the site promptly after working hours</li> </ul>			
		Certain class resources to support learning are now permitted but we have removed unnecessary items from classrooms; including soft furnishings, soft toys, games and toys that are hard to clean (such as those with intricate parts)			Complete
		School keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different intervention groups.			Complete
<b>Pupils arriving/leaving school at start and end of day</b>	All parents/carers/ pupils being dropped off at school or arriving by school transport e.g. buses taxis	A plan has been coordinated for staggered pick up times and drop off procedures.			Complete
		Parents and pupils will be advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)			Complete
		Only one adult household member to drop off and collect			Complete
		Parents advised that they cannot gather at the entrance or gates to school			Complete
		Parents only have very limited access to a controlled area on the driveway for dropping off/collecting			Complete
		2m markings by entrance to ensure social distancing and display of guidance			Complete
<b>Pupils arriving at school wearing face masks</b>	<b>Pupils and staff due to possible contamination</b>	<p>School has a process for removing children's face covering which has been communicated to parents.</p> <p>Pupils are instructed not to touch the front of their face covering during</p>			Complete

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		<p>use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p> <p>Guidance on <a href="#">safe working in education, childcare and children’s social care</a> provides more advice.</p>			
<p><b>Supply teachers, peripatetic teachers, advisory bodies, social workers, school nurse and/or other temporary staff who move between schools</b></p>	<p><b>All staff and pupils</b></p>	<p>School will minimise the numbers of visitors entering the school premises</p> <p>All visitors are informed not to enter the school if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</p> <p>Covid 19 posters displayed in reception area</p> <p>Risk assessment from the contractor is viewed by the school before appointment (sent electronically)</p> <p>Contractors will be expected to comply with the school’s arrangements for managing and minimising risk</p> <p>A copy of this risk assessment is available to view or can be sent electronically before visit</p> <p>Physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Contractors/school to ensure that they minimise contact and maintain as much distance as possible from other staff</p> <p>Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic. Peripatetic and extra-curricular leaders will not operate until Term 5</p>			<p>Complete</p>



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		<p>2021 at the earliest.</p> <p>Only essential visiting adults working with children will be permitted.</p>			
<b>Extra-curricular provision- including Breakfast club and after school provision</b>	Pupils and staff	<p>School will carefully consider how to make such provision work alongside the wider protective measures, including keeping children within their age groups or where possible.</p> <p>It is not possible to maintain groups being used during the school day. Wraparound care will be by upper and lower school for After School Club, and in year group tables for Breakfast Club. will use small, consistent groups.</p>			Complete
<b>Music Lessons</b>	<p>Pupils and staff</p> <p>There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</p>	<p>There will be no peripatetic music lessons until Term 5 2021 at the earliest.</p> <p>When teaching music lessons:  Limited to outside and distanced for any singing activity;  No wind instruments to be used either in/outside;  Clapping/rhythm work permitted;  Resources cleaned after use;</p>	Under review with the governing body		

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<b>Physical activity</b>	Pupils and staff	<p>Pupils will be kept in consistent groups,</p> <p>Sports equipment will be thoroughly cleaned between each use by different individual groups</p> <p>Contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible</p> <p>Consideration will be given to planned use of the halls for individual classes in line with safety guidance</p> <p>Large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> <p>School will refer to and follow the following guidance <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></p>			Complete
<b>Other visitors including parents/suppliers/contractors arriving at school</b>	All staff, pupils and visitors/contractors	Signage on gate tells visitors not to enter the setting if they are displaying any symptoms of coronavirus.			Complete
		All visitors to the site must be controlled by electronic entry system. No deliveries/delivery personnel in school building – unless authorised.			Complete
		Site manager to inform visitors to site of infection control procedures on site			Complete
		Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic.			Complete

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<b>Entering and exiting school/classrooms</b>	All staff, pupils, visitors/ contractors	Entrances/exits agreed for all classes			Complete
		Avoid creating busy corridors, entrances and exits			Complete
		One-way circulation in place, with markers and barriers, when necessary to demarcate flow of pupils, staff and parents			Complete
<b>Large gatherings in school hall/dining area/internal and external sports facilities</b>	All staff, pupils, visitors, contractors	Staggered breaks to ensure that any corridors or circulation routes used, have a limited number of pupils/staff using them at any time			Complete
		There will be no large gatherings of pupils			Complete
		Communal spaces are not being used except for designated staffrooms			Complete
<b>Using toilets</b>	All staff, pupils, visitors, contractors	Children will be eating in their classes, except for EYFS, who will eat in the hall.			Complete
		Visitors/contractors allocated specific toilet to use if appropriate			Complete
		Signs displayed on each door to note which classes can use.			Complete
		Cleaning products to be supplied in toilets for adult use			Complete
		LS classes supervised so there is no crowding in the toilet/or area			Complete
		US ensuring that toilets do not become crowded by limiting the number using them. A one in one out system may be necessary			Complete
		Site manager and cleaning team to provide regular cleaning of toilet area			Complete
Hygiene materials checked and replenished regularly			Complete		
Hygiene signs to promote cleanliness displayed			Complete		

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<b>Pupil behaviour</b>	All staff pupils, visitors, contractors	Behaviour Policy updated to align with Covid-19 safety rules and shared with parents via website, staff and pupils.			Complete
<b>Meeting in staff room and offices</b>	All staff, visitors and contractors	In exceptional circumstances for training, staff meetings will be held in a large hall or outside, with limited numbers, complying with social distancing.			Completed
		All meetings will be held via Teams, except when unavoidable.			Completed
		Use of staff communal spaces will be limited and staggered. Social distancing will be promoted at all times.			Completed
<b>Transporting pupils to school</b>	Driver, guide escort and pupils	Parents and carers strongly encouraged to walk to school and to support one another by creating 'walking buses'			Complete
		No scooters or bikes will be allowed on site			Complete
<b>Poor mental health and pupil wellbeing and support</b>	Staff/pupils/parents/siblings due to concerns over Covid 19 and changes being made in schools	All new safety routines communicated to staff via written communication or training on site  Staff and pupils updated on any routine safety amendments.			Complete
		School will provide pastoral activities to all pupils designed to: <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to COVID-19</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul> School and school nurses will work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery. Bereavement support available – trained staff member on site Refer staff and pupils to information about the <u>extra mental health</u>			Complete

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		<u>support for pupils and teachers</u> provided by the DfE			
		Ways promoted for staff and pupil/parents to access support for well-being – as per weekly newsletter School Nurse, Compassionate Communities, Assured Health,			Complete
		GK/JH promote their duty of care to staff, pupils and parents/carers (as per weekly update to parents)			Complete
<b>Pupils and families who are anxious about return to school</b>	<p>Pupils including those who have been shielding previously but have been advised that this is no longer necessary.</p> <p>Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic</p>	<p>School will identify those who are concerned and put the right support in place to address this</p> <p>School to discuss their concerns and provide reassurance of the measures being put in place to reduce the risk in school.</p>			Complete

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	(BAME) backgrounds or who have certain conditions such as obesity and diabetes.				
<b>Staff returning from holidays (including travel abroad)</b>	All staff and pupils	Staff to follow government requirements for people returning from some countries. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a> .			Complete
<b>Clinically extremely vulnerable pupils and staff</b>	Staff/pupils	Staff health risk assessments completed as required			Complete
		SBM has read the <a href="#">current advice on shielding &amp; COVID-19 - 'shielding' guidance for children and young people</a> .			
		Parents and staff will follow medical advice if in this category			Complete
<b>Clinically vulnerable individuals (including pregnant staff)</b>	Staff/pupils	Staff health risk assessments completed as required			Complete
		Read the <a href="#">clinically-vulnerable people &amp; COVID-19 - 'shielding' guidance for children and young people</a> .			
		Parents and staff to follow medical advice if in this category and to inform school			Ongoing
<b>Other vulnerable categories</b>	Staff	HR advice sought around staff members who are black and minority ethnic			Completed
		1 to 1 risk assessments are in place as required.	Review current risk assessments for individual pupils and consider if further assessments are required for	AB/GK/JH	

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			additional pupils.		
<b>Safeguarding</b>	Pupils	Staff trained at Inset to raise awareness of incidences relating to DV Safeguarding Policy revised			Complete
<b>Fire Safety</b>	Staff/pupils	All staff and pupils informed of exit routes from building in event of a fire. Specifically revised fire evacuation and drill. In an emergency situation and to hasten evacuation, social distancing may not be possible. Fire drills will be held regularly			Complete
		Staff to inform pupils of fire drill procedures Fire marshals agreed			Complete
<b>First Aid/Medical</b>	Staff/pupils	All rooms equipped with: Basic first aid kit Accident report book Bumped head letters/stickers Indemnity Form Communication Book Individual Health Care Plans PPE grab bag			Complete
		Medical Rooms to be used for more serious accidents. Member of staff to wear gloves, apron and compliant face mask.			Complete
		Parents informed to bring medication to school e.g. inhalers and epi-pens and these will stay at school.			Complete
		Any prescribed medications that need to be administered, need to be discussed with parent and the risk assessed.			Complete
		Parents emailed indemnity form when necessary			Complete
		Parents asked to update office, via email on any medical changes			Complete
<b>Staff sign in/out</b>		Staff to continue to sign in and out, outside the office.			Complete

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<b>Member of a class becoming unwell with COVID19</b>	Staff/pupils by possible contamination	Guidance from PH and PH SW being followed.			Complete
		Isolation rooms or outside space identified for pupils displaying Covid-19 symptoms			Complete
		Staff trained in isolation procedures (ventilation of room, use of PPE, distance from child, PPE disposal, cleaning)			Complete
		GOV.UK/PH SW use of PPE document provided to all staff			Complete
		Required staff trained to clean area in accordance with <u>government guidelines COVID-19: cleaning of non-healthcare settings guidance</u> (and in line with union advice)			Complete
<b>PPE</b>	Staff/pupil by incorrect use or no appropriate PPE available	Staff appropriately trained in correct use of PPE which includes gloves, apron and face visor/mask – PH SW document			Complete
		Guidance on <u>safe working in education, childcare and children’s social care</u> is followed			
		Pupils will not wear face masks on site in line with government guidance			Complete
		PPE equipment meets appropriate standards			Complete
		Adequate supplies maintained			Complete
Guidance from PH England being followed.			Complete		
<b>Legionella</b>	All staff/pupils/visitors/contractors due to legionella bacteria	Regular temperature checks and flushing of the hot and cold water systems ‘little used outlets’ is being undertaken in accordance with legionella written scheme and risk assessment.			Complete
<b>Lack of qualified first aiders</b>	All staff/pupils due to limited access to appropriately qualified staff	A list of in date first aiders will be displayed			Complete
		Confirmed first aiders on site, including paediatric trained Expiry date of qualifications have been checked			Complete



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<b>Educational visits</b>	Staff and pupils	<p>There will be no educational visits in Term 4. This will be reviewed on term-by-term basis.</p> <p>School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits including advice from the <a href="#">OEAP</a></p>			Complete
<b>Catering facilities</b>	Staff and pupils	School complies with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> . Newbridge trained staff operating in kitchen			Complete
		All pupils will eat in their classroom, except EYFS. School food will be brought to entry of classroom and collected.			Complete
		Packed lunch from home will be kept on/under desk.			Complete
		Social distancing observed in kitchen area			Complete
		Cleaning routines in line with food safety standards			Complete
		SMSA trained in use of cleaning products			Complete
		If cook absent, identified cook available If kitchen assistants absent, staff/volunteers trained with food and hygiene			Complete

Assessment Next Review Date:

On-going

Assessor:

Manager: