

Risk Assessment for Return of School Routine  
for all pupils in September 2020

**(SITE SPECIFIC IN BASED ON THE  
OVERARCHING RISK ASSESSMENT SET BY  
CSAT)**

**School Website Version**

	Risk Description	Risk Control(s)	Additional Controls Required (if any)
1	Contaminants being brought in to school.	<ul style="list-style-type: none"> <li>▪ Clear communication with parents prior to opening about what can and cannot be brought in to school.</li> <li>▪ Parents advised to take their child's temperature each morning before school. Any pupil with a temperature above 37.8 should stay at home.</li> <li>▪ Any staff member or pupil displaying COVID-19 symptoms should stay away from school and book a test.</li> <li>▪ Pupils and staff to wash hands upon arrival at school and regularly throughout the school day.</li> <li>▪ Disinfectant door mats located on all entry doors.</li> <li>▪ Pupils and staff wearing face coverings on the school journey should dispose of these in a lidded dustbin found in all main entrances and then wash their hands. Reusable masks should be placed in a sealable plastic bag.</li> <li>▪ Pupils reminded of the correct way to remove face coverings.</li> <li>▪ Soap and hand sanitiser available throughout the school.</li> <li>▪ Plastic screens erected in the Main Reception area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Number of parents entering the school building significantly reduced.</li> <li>▪ Staff to wear clean clothes every day.</li> <li>▪ No large gatherings permitted e.g visits by theatre groups etc</li> <li>▪ Visits / visitors for Black History Month will either be conducted in single year groups or carried out virtually.</li> <li>▪ During peak times for handwashing eg after break / lunch, hand sanitiser can be used to clean hands but this needs to be supervised by an adult. Handwashing still should remain the preferred option.</li> </ul>

2	Infection may spread through the resources used in school	<ul style="list-style-type: none"> <li>▪ All soft toys and difficult to clean toys to be removed from provision.</li> <li>▪ Increased cleaning regime implemented throughout the school.</li> <li>▪ Pupils to have their stationery to avoid the sharing of equipment.</li> <li>▪ Wipes available at high contact areas such as photocopiers</li> <li>▪ Social distancing and handwashing routines reinforced to pupils as part of their PHSCE learning within the first week back.</li> <li>▪ Pupils to continue to use the online reading scheme.</li> <li>▪ Where books are used as part of the daily reading programme, these will have to be wiped down once they are returned to school and quarantined for 72hrs, staff to wash their hands after handling books from home.</li> <li>▪ i-pads and laptops will be wiped down before being used by a different year group.</li> <li>▪ Hand dryers and water fountains will remain out of action.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outside play equipment can now be used but must be cleaned between use by different year groups and will need to be used on a rota basis.</li> <li>▪ Different year groups should not use the equipment on the same day.</li> <li>▪ All staff to reinforce the Catch It, Bin It, Kill It message.</li> <li>▪ All shared rooms to be cleaned in between different year groups using them.</li> <li>▪ All staff to be aware of the need to have an increased cleaning regime for surfaces.</li> <li>▪ All learning areas to remain as clutter-free as possible to allow for surfaces to be wiped clean throughout the day.</li> </ul>
3	Infection may spread due to the numbers in school.	<ul style="list-style-type: none"> <li>▪ One adult to accompany child to school each day.</li> <li>▪ Signage evident around the school site to remind everyone of the need to socially distance.</li> <li>▪ Significantly reduce the number of parents and visitors entering the school building.</li> <li>▪ All pupils briefed on appropriate behaviours and the catch it, bin it, kill it message reinforced.</li> <li>▪ Staggered start and collection times maintained.</li> <li>▪ One-way system introduced in the new building.</li> <li>▪ Playtime and lunchtimes staggered.</li> <li>▪ Year group bubbles in operation.</li> <li>▪ Lidded dustbins in all classrooms for used tissues.</li> <li>▪ Apart from Reception and Year 1, all desks to be forward facing.</li> <li>▪ Pupils to have their own seat.</li> <li>▪ No whole-school assemblies</li> <li>▪ No year group assemblies in the first instance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Movement around the school by pupils and staff to be minimised.</li> <li>▪ Toilets monitored by staff at break times to avoid overcrowding.</li> <li>▪ Older pupils to be taught that only 2 pupils should be in the toilets at any one time.</li> <li>▪ Explore the possibility of holding virtual assemblies either in year groups or whole-school.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Where possible, staff to stay 2m away from pupils with staff zones marked at the front of each classroom.</li> <li>▪ Where possible, staff to spend no longer than 15 minutes closer than 1m to another person at any one time.</li> <li>▪ Staff zones marked out in each classroom.</li> </ul>	
4	Infection may spread through the use of sport equipment / peripatetic music teachers	<ul style="list-style-type: none"> <li>▪ All visiting staff to the school made aware of the school's risk assessment and asked to abide by its contents. Visiting staff given the Valley A4 RA overview.</li> <li>▪ PE lessons to take place outside where possible.</li> <li>▪ Where PE takes place inside it should be in the largest indoor space and activities should not involve heavy breathing.</li> <li>▪ Indoor PE spaces adequately ventilated.</li> <li>▪ Sports equipment to be cleaned regularly.</li> <li>▪ No singing to take place</li> <li>▪ No class wind or brass lessons to take place in groups of 15 or more.</li> <li>▪ Plastic screens to be used for 1:1 peripatetic music lessons</li> <li>▪ No sharing of instruments</li> </ul>	<ul style="list-style-type: none"> <li>▪ PE Curriculum planned so different year groups are studying different sports to reduce the need for sharing equipment between year groups.</li> <li>▪ No contact sports.</li> <li>▪ HT to liaise with BYMT staff as to their own risk assessments.</li> </ul>
5	Maintaining Social Distancing at playtimes / lunchtimes	<ul style="list-style-type: none"> <li>▪ Playtimes and lunchtimes will be staggered.</li> <li>▪ Pupils to play / eat in their year group bubbles.</li> <li>▪ Dining tables cleaned between each sitting.</li> <li>▪ Some year groups to continue receiving their lunch in class.</li> <li>▪ School field used during periods of fine weather.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reduced number of staff in staffroom due to staggered times.</li> <li>▪ Second (possibly third) staffroom area established.</li> </ul>
6	Too many staff in school	<ul style="list-style-type: none"> <li>▪ Admin Team to remain on a rota system.</li> <li>▪ Staff to work at home for PPA where possible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consider rota system for SLT</li> </ul>
7	Social Distancing During Fire Evacuation	<ul style="list-style-type: none"> <li>▪ All Pupils to line up facing the Year 6 Block</li> <li>▪ Pre-School, Reception, Year 1 and 2BW to line up on Key Stage 1 Playground</li> <li>▪ 2KH, 2RJC to join Years 3-6 on Key Stage 2 Playground</li> </ul>	<ul style="list-style-type: none"> <li>▪ No formal fire drill undertaken as this would involve year groups mixing.</li> <li>▪ All year groups will individually walk through fire evacuation and</li> </ul>

			<p>identify muster location.</p> <ul style="list-style-type: none"> <li>▪ Reception Pupils to have fire drill explained and then practised.</li> <li>▪ Fire Alarm to be sounded for all new pupils and staff to familiarise themselves with this.</li> </ul>
8	Dealing with First Aid and Medicines	<ul style="list-style-type: none"> <li>▪ All minor first aid carried out in year groups.</li> <li>▪ More Serious first aid to be treated by first aider in the First Aid Room (Wet Room).</li> <li>▪ PPE to be worn by First Aider.</li> <li>▪ Medication will be taken to the pupil in their classroom with pupil coming to the doorway to receive medicine.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff to be shown the videos supplied by Bromley's Public Health Team regarding the donning and doffing of PPE during the September INSET.</li> </ul>
9	Staff or pupil displaying COVID-19 symptoms at school.	<ul style="list-style-type: none"> <li>▪ Pupil taken to isolation room (First Aid Room).</li> <li>▪ Staff member accompanying pupil to wear PPE.</li> <li>▪ Parents called to collect pupil and advised to arrange a test.</li> <li>▪ Pupil / staff member to remain off school for 10 days.</li> <li>▪ Isolation Room cleaned and any contaminated products double bagged and retained for 72 hours before disposal.</li> <li>▪ Staff member who dealt with the pupil to wash their hands thoroughly after dealing with the pupil.</li> <li>▪ Unwell staff member to go home and arrange a test.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff and parent prompts created as to the action needed in different scenarios based on the information provided by Bromley's Public Health Team.</li> <li>▪ When a school becomes aware that a school member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</li> <li>▪ To help with this, records will be kept of: <ul style="list-style-type: none"> <li>▪ The pupils and staff in each group</li> <li>▪ Any close contact that takes place between children and staff in different groups</li> </ul> </li> <li>▪ Close contact means: <ul style="list-style-type: none"> <li>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>Being coughed on,</li> <li>A face-to-face conversation, or</li> <li>Unprotected physical contact (skin-to-skin)</li> </ul> </li> </ul> </li> <li>▪ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>▪ Travelling in a small car with an infected person</li> <li>▪ If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</li> </ul>

			<ul style="list-style-type: none"> <li>Regular reminders to parents and staff that no one should come into school if they have been told to self-isolate</li> </ul>
10	Parent Unwilling to engage in testing process	<ul style="list-style-type: none"> <li>Whole-school communications to stress the importance of everyone playing their part in the test and trace system.</li> <li>Any pupil showing symptoms cannot return to school until the 10-day isolation has taking place.</li> </ul>	<ul style="list-style-type: none"> <li>Schools are to be provided with a small number of home testing kits. Consideration to be given to giving these to families who might not otherwise engage in testing.</li> </ul>
11	Pupil / Staff not returning to school	<ul style="list-style-type: none"> <li>Senior Leaders to continually engage with the family.</li> <li>Where necessary, SLT to engage with vulnerable families BAME, pupils / staff with underlying medical needs and support as appropriate.</li> <li>School to work closely with families where pupils might be receiving treatment such as chemotherapy / immunotherapy</li> <li>Reinforce the latest DfE guidance which states all pupils can return to school.</li> <li>Extremely clinically vulnerable pupils identified and, where appropriate, risk assessments put in place.</li> </ul>	<ul style="list-style-type: none"> <li>Use of school nurse team to engage with families where necessary.</li> <li>Expectant mothers beyond 28 weeks to be considered for alternative roles and, where this is a Class Teacher, brought out of the classroom.</li> <li>Any restrictions on returning to work stipulated by a GP will be considered and reasonable adjustments made.</li> <li>Where a staff member does not wish to return to work or reasonable alternative provision, consideration given to a period of unpaid leave.</li> </ul>
12	Staff or Pupil tests positive for COVID 19 (including continuity of learning for those who are well but having to self-isolate)	<ul style="list-style-type: none"> <li>Local Public Health Team alerted and necessary guidance followed.</li> <li>All pupils and staff in the affected bubble and anyone else who has been in contact with the infected person to be informed.</li> <li>Year Group bubble prevented from coming to school where possible.</li> <li>If confirmation of a positive test result is received during the school day, parents to be contacted to come and collect their child and relevant staff to go home.</li> <li>All parties who have been in close contact to self-isolate for 14days.</li> <li>Classrooms to be closed for deep clean.</li> <li>Same pattern of home-learning to be set as that during</li> </ul>	<ul style="list-style-type: none"> <li>School to work with local Health Protection Team and follow guidance given.</li> <li>Staff and parent prompts created as to the action needed in different scenarios based on the information provided by Bromley's Public Health Team.</li> <li>Staff and parents of the wider school to be informed of a positive case in school.</li> <li>Staff to begin to explore using Microsoft Teams to deliver short recorded lessons in the first instance.</li> </ul>

		lockdown.	
13	Extended Care impacted by safe numbers.	<ul style="list-style-type: none"> <li>▪ School to determine requirements for BASC.</li> <li>▪ School to determine staffing requirements.</li> <li>▪ Provision to be altered to avoid high contact activities and contact sports.</li> <li>▪ Where bubbles in school cannot be maintained in BASC, then smaller, consistent bubbles should be formed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valley to split BASC in two groups: the first for Reception to Years2/3 and the second for Years 3 / 4 - 6.</li> <li>▪ Parents to be asked to only use the BASC as a last resort.</li> <li>▪ No other extra-curricular clubs to run in the autumn term.</li> </ul>
14	Educational Visits (including financial liability)	<ul style="list-style-type: none"> <li>▪ No overnight domestic visits, nor overseas visits to be arranged.</li> <li>▪ Non-residential, domestic visits to be considered on a case by case basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visits to be in the local area only.</li> <li>▪ No visits to run in the first half of the autumn term.</li> <li>▪ No visits to use public transport.</li> </ul>
15	Reputation	<ul style="list-style-type: none"> <li>▪ Ensure ongoing dialogue with parents including regular situation updates.</li> <li>▪ Evidence measures being taken including social distancing and enhanced cleaning procedures.</li> <li>▪ Where appropriate, school to follow the latest DfE guidance along with other Public Health guidance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ School to continue to liaise closely with the cleaning team.</li> <li>▪ School to keep abreast of DfE / Public Health updates.</li> </ul>
16	Wellbeing of pupils and staff	<ul style="list-style-type: none"> <li>▪ Staff to support pupils where necessary.</li> <li>▪ School to continue to receive support from the Wellbeing Service for pupils in Years 4-6.</li> <li>▪ School to host ticketed coffee morning sessions to catch up with families most in need.</li> <li>▪ All staff to complete the 1hr Coffee Break CPD sent by RJC</li> <li>▪ All staff to complete the 3hr training package from Beacon House.</li> <li>▪ Senior Leaders to complete the 2hr course with Beacon House on how best to support pupils and staff returning to school.</li> <li>▪ Check in with the most vulnerable staff and pupils to gauge how they are feeling and support where necessary.</li> <li>▪ Build in necessary info on pupil and staff wellbeing as part of the safeguarding INSET.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Remind staff of their Unions and how they might be able to help</li> <li>▪ Remind staff of Health Assured and draw their attention to the helpline number.</li> <li>▪ Valley to access Bromley's Partnership Response where needed.</li> </ul>

17	Travel to and from School	<ul style="list-style-type: none"> <li>▪ Parents to be advised not to use public transport during peak times and avoid public transport where possible.</li> <li>▪ Ensure bins are provided for the disposal of face coverings worn on public transport.</li> <li>▪ Staff discouraged from car sharing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff and parents encouraged to walk or cycle where possible.</li> <li>▪ Draw staff attention to the new Government cycle to work scheme.</li> </ul>
18	Senior Staff become unwell leading to insufficient leaders to run the school.	<ul style="list-style-type: none"> <li>▪ SLT to consider maintain a rota for being on site and working from home.</li> <li>▪ Where possible, reduce the mixing the SLT who are on site.</li> <li>▪ Reduce the number of meetings held with external people in school and travelling to meetings outside of school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only essential face-to-face meetings will be held at school and SLT will only travel to essential off-site meetings.</li> <li>▪ Consider holding essential meetings outside.</li> <li>▪ All essential face-to-face meetings to be socially distanced.</li> </ul>
19	Ongoing contact with staff and pupils in the event of partial closure / local lockdown.	<ul style="list-style-type: none"> <li>▪ In the event of local lockdown or the partial closure of the school, staff will maintain regular contact with families by adopting the usual lockdown home-learning routines.</li> <li>▪ Attendance for those pupils with prior poor engagement in home learning to be monitored closely.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appendix added to the school's Safeguarding Policy dealing with contact, mental health and e-safety.</li> <li>▪ Staff to begin using Microsoft Teams for Homework</li> <li>▪ Staff to begin experimenting with uploading Recorded lessons via Teams</li> <li>▪ Possible move to Live Lessons on Teams</li> </ul>
20	Staff or pupils unable to return to school due to need to quarantine on return from abroad.	<ul style="list-style-type: none"> <li>▪ If staff become aware that they will have to quarantine, school to be advised as soon as possible.</li> <li>▪ Cover to be arranged for class(es) using school staff where possible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parents to advise school that family are in quarantine, and date of return to school.</li> <li>▪ Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access must be offered to remote education.</li> </ul>