

# Brandhall Primary School



## **COVID-19 Risk Assessment**

Opening of schools to all pupils from  
8<sup>th</sup> March 2021.

## **Section One: Introduction**

The health and safety checklist and risk assessment within this document relate to the re-opening of schools to all pupils from 8<sup>th</sup> March 2021

In accordance with government guidance, schools must ‘reduce the risk of transmission as more children and young people return’ and section two and three of this document outline control measures with the express of aim of doing this.

### **Government guidance:**

- ‘The safety of children and staff is our utmost priority.’
- ‘The advice seeks to support staff working in schools and childcare settings to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.’
- ‘In education, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.
- The government accepts that settings vary and that measures put in place will depend upon individual circumstances; they are all designed to minimise risks to children, staff and their families.

In producing this document, we have also taken advice from the Sandwell MBC, Payroll People Solutions (Sandwell HR), Public Health England and the Department for Education. In addition, we have followed closely the information provided by trade unions.

The checklist was provided by the local authority and is not exhaustive in terms of control measures we have taken and continue to take in order to best protect our staff and pupils.

The risk assessment is a working document and will be reviewed weekly in the early stages of the return and following any case of Covid-19 identified in school.

### **In producing this document, these have been our main areas of focus:**

- **Reducing the risk of transmission.**
- **The health and safety of our pupils, including their mental health and well-being.**
- **The health and safety of our staff, including their mental health and well-being.**
- **The health and safety of our parents and any other visitors to site.**
- **Ensuring the impact of COVID-19 does not impact on our ability to keep our children and staff safe (i.e. stock of essential materials, legal/statutory obligations, safe staffing levels).**

## Part 2: H&S Checklist

Conducted by: **Dave Abbiss (Business Manager) Liz Hart (Head Teacher)**

Date: **2<sup>nd</sup> March 2021**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
Have all health & safety compliance checks of plant & equipment been completed prior to opening?  (This can be done through referencing of the <a href="#">School Premise Logbook</a> or equivalent)	✔			School Premises Logbook. Property Maintenance has continued throughout lockdown. Legal/Statutory checks completed and up to date.	Maintain legal/statutory checks	Site Manager/ Assistant SBM
Are there sufficient numbers of staff available in safety critical roles?  (e.g. fire marshals, first aid personnel etc)	✔			There are sufficient numbers of staff in safety critical roles. Periods of sickness and self-isolation can be covered.	Cover absences as they occur	SLT
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	✔			This will be undertaken within the first two weeks. SLT believe this is an appropriate amount of time giving all pupils an opportunity to settle back in to school routines	Further fire drills throughout the term as per plan	Site Team
<b>Social distancing issues</b>						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have classrooms and other learning environments been organised to allow for social distancing?	<input checked="" type="checkbox"/>			Classrooms have been rearranged to allow pupils to face forwards reducing the chance of aerosol transmission. Adult space taken into consideration also.	Managing any increase to numbers per class.	SLT
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	<input checked="" type="checkbox"/>			Due to the size of our grounds, all children could be outside at the same time and would be able to socially distance easily. Outside learning will be actively encouraged where possible and areas allocated to year groups	N/A	N/A
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	<input checked="" type="checkbox"/>			Children to stay in year group bubbles. Phases to have separate toilets. Staff available to monitor toilet breaks.  Lunches in bubbles in hall and classroom  No assemblies or large groups moving round school	Possible use of one way system, not necessary at the moment	SLT
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	<input checked="" type="checkbox"/>			Floor markings and signage used in key areas to promote social distancing. Will need to be regularly reviewed.	Monitor social distancing in week one and review need for additional signage etc. Review required if more children return to school.	SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have assembly groups been staggered?	☑			Assemblies are cancelled for the foreseeable future. Children to stay in bubbles	N/A	N/A
Have break times (including lunch) been staggered?	☑			Break/lunch times staggered. Large outdoor area means all children can play outside at the same time in different areas.		SLT
Have drop off and collection times been staggered?	☑			There is an extended collection and drop off period which worked well previously in reducing congestion on site		SLT/Office Staff
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	☑			Year 6 children can walk home, which limits some adult to adult contact. Main Reception closed to parents at home time. Social distancing signage and SLT enforcement in place. One way system around site in place	SLT to enforce social distancing at the start and end of the school day.	SLT
Have all unnecessary items been removed from classrooms and stored elsewhere?	☑			We have followed public health guidance and unnecessary (high risk) items have been removed.	N/A	N/A

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Infection control issues</b>						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	✓			Vulnerable adults to work from home. Vulnerable children (unable to attend school for medical reasons) have been sent work to do at home. Welfare calls arranged for both.	Continue to monitor both in terms of health and well-being.	SLT/SENCO/DSL
Have all soft furnishing/toys etc that are hard to clean been removed?	✓			This has been completed	N/A	N/A
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	✓			All areas have been deep cleaned and have been open for critical worker pupils. Enhanced cleaning is in place.		Site Team SBM
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	✓			An enhanced programme of cleaning is in place. Site Manager’s Assistant also assists with cleaning at current time.		Site Team
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	✓			Cleaning materials readily available in key areas. Site team to be asked if additional materials required.	Site Team to manage stock levels. Ordering when necessary.	Site Team Office Team

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	☑			ABHR in all key areas.	Site Team to manage stock levels. Ordering when necessary.	Site Team Office Team
Is there a ready supply of tissues for pupils and adults?	☑			Tissues in each classroom.	Site Team to manage stock levels. Ordering when necessary.	Site Team Office Team
Is contaminated waste disposed of regularly and appropriately?	☑			Waste Disposal contract. Regular collections throughout lockdown. Site team empty all bins daily.  Contaminated waste guidance is followed	Continue to dispose of all contaminated waste regularly and appropriately. Double bagging items in yellow bags.	Site Team
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	☑			Meeting Room has been made available for this and PPE is available should staff need to sit with child. A spare classroom has been made available for the unlikely event that the meeting room is in use during this time.	Manage stock of PPE and order when necessary.	Office Team
<b>Communication of Plans</b>						
Have parents been informed of the drop-off and pick up protocols?	☑			Parents have been informed via ParentMail, letter and/or phone call when appropriate.	Make parents aware of any changes to these protocols.	Office Team

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	☑			Parents have been informed via ParentMail and/or phone call when appropriate.	N/A	N/A
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	☑			Parents have been informed and will be turned away if they turn up without an appointment.	N/A	N/A
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	☑			Parents have been informed via ParentMail and/or phone call when appropriate.	N/A	N/A
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	☑			Staff have been kept informed of all details of the return. Middle leaders have met with phases to discuss plan and revisit RA and guidance	Continue to keep staff informed.	SLT

**SECTION THREE: RISK ASSESSMENT**

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: **Brandhall Primary School**

Assessment Date: **02/03/2021**

Name of Assessor(s): **Dave Abbiss / Liz Hart**

Assessment Ref No: **N/A**

**Risk Matrix scoring guide:**

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

BRANDHALL PRIMARY SCHOOL – RISK ASSESSMENT FOR COVID 19 AND RE-OPENING on 8<sup>th</sup> March 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment.</li> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly/will be flushed prior to school reopening.</li> <li>Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school.</li> </ul>	<ul style="list-style-type: none"> <li>Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed. (Not applicable at present time.)</li> <li>Any defects or faults are reported, and equipment taken out of use. (Part of ongoing property maintenance.)</li> <li>Continued maintenance of property/grounds and adherence to legal/statutory requirements.</li> </ul> <p>Refer to <a href="#">Premise Management SSG</a> and <a href="#">School Premise Logbook</a> for further guidance.</p>	N/A  Site Team (as required)  Site Team/SBM (as required)	2	4	8	
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness, infection, fatality	<ul style="list-style-type: none"> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed. High number of first aid trained staff.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practised within first two weeks back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> </ul>	HT Site Team	1	5	5	

BRANDHALL PRIMARY SCHOOL – RISK ASSESSMENT FOR COVID 19 AND RE-OPENING on 8<sup>th</sup> March 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
isolation and/or shielding.		roles as per the relevant assessments.	<ul style="list-style-type: none"> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</li> </ul> <p>Refer to <u>Fire Safety SSG</u> &amp; <u>First Aid SSG</u> for further guidance</p>	SLT – as and when need arises				
Unable to meet social distancing rules at the <b><u>start and end of the school day (drop off/pick up)</u></b> and the virus is transmitted from person to person	Teaching, non-teaching staff, children and parents.  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>School drop-off/collection times will be extended to avoid congestion</li> <li>Drop-off/collection zones have been clearly marked with paint to encourage social distancing.</li> <li>Parents/carers can only visit the school by appointment. Email and phone calls are encouraged instead.</li> <li>Share Risk Assessment with Staff, Parents. Share more concise written guidance with Staff (additional page to handbook), Parents (letters), Children (classroom rules/verbal reminders) also.</li> </ul>	<ul style="list-style-type: none"> <li>Senior members of staff to be on hand at drop off/pick up for at least the first week to enforce social distancing and explain new systems in place as parents and children enter/exit site.</li> <li>Monitor impact of control measures. Get feedback from parents, staff, children and adjust RA and procedures where appropriate.</li> </ul>	SLT (daily)  SLT (week one)  SLT	2	4	8	

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					L	S	R	
			<ul style="list-style-type: none"> <li>One way in, one way out. Assess drop off/collection times at the end of week one</li> </ul>					
Unable to meet social distancing rules <b>during class time</b> and the virus is transmitted from person to person	Teaching, non-teaching staff, children.  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Re-arranged furniture to accommodate rows.</li> <li>Clear classroom rules will be set on the first day to aid social distancing between children and their peers and between children and adults.</li> <li>Outdoor learning to be actively encouraged and facilitated for all groups.</li> <li>No assemblies. No communal lunchtimes. Groups will not interact with each other and will remain separate.</li> <li>Regulate access to areas where it is difficult to maintain social distancing (Toilets are the main example of this) limit to 1-person access at a time. Groups to use different toilets. Member of staff available to monitor this during breaks</li> <li>Communicate new ways of working to all staff, through regular whole school emails and smaller group meetings prior to 8<sup>th</sup> March. Video conferencing to be used when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>When circumstances (including weather) allow, lessons will be conducted outside on our large grounds.</li> <li>Monitor impact of control measures in first week. Get feedback from classroom staff. Make adjustments to RA and procedures where necessary.</li> </ul>	Teaching staff – daily  SLT (week one)	3	4	12	

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					L	S	R	
		<ul style="list-style-type: none"> <li>Share Risk Assessment with Staff, Parents. Share more concise written guidance with Staff (additional page to handbook), Parents (letters), Children (classroom rules/verbal reminders) also.</li> <li>Regular instruction and modelling from classroom staff regarding social distancing.</li> <li>Social distancing rules linked to school behaviour system – praise and rewards to promote social distancing.</li> <li>Moving around school only when necessary. Classroom staff to walk groups through school (one adult at the front, one adult at the back) using 2m distance between children.</li> <li>Bags, coats kept in individual classes for each group, rather than cloakrooms being used.</li> </ul>						
Unable to meet social distancing rules <b>during break and lunchtime</b> and the virus is transmitted	Teaching, non-teaching staff, children.  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Children to stay in small groups (as per 'class time') for break times and lunchtimes.</li> <li>Lunches to be eaten in classroom. Children to stay in key groups.</li> <li>Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. Children to remain in their groups.</li> </ul>	<ul style="list-style-type: none"> <li>Lunchtime rota to be reviewed by 22<sup>nd</sup> March</li> </ul>	SLT (as required)	3	4	12	

BRANDHALL PRIMARY SCHOOL – RISK ASSESSMENT FOR COVID 19 AND RE-OPENING on 8<sup>th</sup> March 2021

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					L	S	R	
from person to person		<ul style="list-style-type: none"> <li>Lunchtime Supervisors to take over from other staff and stay with same groups</li> <li>Regulate access to areas where it is difficult to maintain social distancing (Toilets are the main example of this) limit to 1-person access at a time. Groups to use different toilets. Member of staff available to monitor this.</li> <li>Share Risk Assessment with Lunchtime Supervisors. Meet with Lunchtime Supervisors separately from other staff prior to 8<sup>th</sup> March 2021</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school and through interaction with classroom staff.</li> <li>Handwashing facilities or ABHR in every classroom where a group is situated. Where this is not possible, classroom situated next to a toilet (easy access).</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Extra signs in toilets to promote hand washing for children.</li> </ul>	<ul style="list-style-type: none"> <li>Daily briefings in groups to remind pupils of the importance of good hygiene practices/classroom rules associated with good hygiene and social distancing.</li> <li>Regular checks made to ensure there is sufficient stock of soap.</li> <li>Regular checks made to ensure there is sufficient</li> </ul>	Classroom Staff  Site Team  Site Team/ Office	2	4	8	

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					L	S	R	
		<ul style="list-style-type: none"> <li>Hand washing for a minimum of 20 seconds. Reminders and modelling from classroom staff.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.</li> <li>Classroom staff to focus on ensuring children understand hygiene rules through whatever means are effective.</li> <li>Reception desk/area has a glass window and there is a clear 2m barrier also.</li> <li>Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)</li> <li>Additional cleaning hours will continue to be in place for building in use. Cover also available in the event of cleaner sickness.</li> <li>Gloves to be worn by all cleaning staff. PPE available where appropriate.</li> <li>Deep cleaning over Easter holiday</li> <li>Supply of antibacterial wipes available for adults and pupils to</li> </ul>	<p>ABHR each day. Office to order when required.</p> <ul style="list-style-type: none"> <li>Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> </ul> <p>Refer to <u>Government guidance on Health protection in schools and other childcare facilities</u> for further information.</p>	Site Team				

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					L	S	R	
		<p>clean any areas/equipment they occupy/use before and after each use.</p> <ul style="list-style-type: none"> <li>• Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>• Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. Waste disposal contract in place.</li> </ul>						
<p>New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation. Emotional distress of</p>	<p>Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health &amp; wellbeing</p>	<ul style="list-style-type: none"> <li>• SEMH focus for the first 4 weeks back – plan for this has been circulated to all staff</li> <li>• DSLs/Deputy Head and classroom staff to offer emotional support to pupils.</li> <li>• Counselling service can be considered for returning pupils. Counsellor is usually present in school weekly, so children are familiar with him.</li> <li>• PSHE sessions to be delivered to help children with the transition back to school.</li> <li>• Changes in new school protocols explained to children and individual</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor the mental health and well-being of staff. Regular correspondence, information sharing. Regular catch ups with staff in school. Phone calls or video conferencing to staff who are not in work. Open door policy.</li> <li>• Continue to monitor the mental health and well-being of pupils. Reporting concerns to SLT/DSL where appropriate.</li> </ul>		3	3	9	<p>SLT</p> <p>Classroom Staff/ SLT / DSL</p>

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					L	S	R	
both children and adults.		<p>support made available when/if needed.</p> <ul style="list-style-type: none"> <li>• Open Door Policy for staff in school and staff working from home (via phone call, email, video conferencing).</li> <li>• Regular whole staff briefings to keep staff informed and offer support to staff who are potentially under emotional distress.</li> <li>• Managers to ensure employees are aware of the following advice:</li> <li>• Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> <li>• Arrangements in place for employees to access a confidential counselling service.</li> <li>• School's stress risk assessment has been reviewed regularly throughout the pandemic.</li> </ul>						
Inability to maintain social distancing when dealing with accidents, first aid, nappy	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> <li>• No 'contact sports' or activities likely to result in first aid being required. Focussed activities or quiet low risk activities for break and lunch time. Accidents generally higher during play time / lunch time.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring PPE remains available for first aiders.</li> </ul>	Office Staff.	3	4	12	

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changes leading to virus passing from person to person.	Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Safety of the injured/affected to be prioritised during incidents</li> <li>2m social distancing is not required when attending to emergency situations.</li> <li>PPE is available for first aiders.</li> <li>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands etc).</li> <li>Staff changing nappies must wear full PPE.</li> </ul>						
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.	PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained.</li> <li>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring PPE remains available for first aiders</li> </ul>	Office Staff	3	4	12	

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		<p>should be worn by the supervising adult.</p> <ul style="list-style-type: none"> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul>						
Contractors/ other adults on site spreading virus.	<p>Teaching, non-teaching staff, pupils. (Failure to social distance.)</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>Only essential visitors to site.</li> <li>All visitors made aware of school's strict adherence to social distancing, as well as any additional H&amp;S rules that require explanation.</li> <li>Visitors to work in isolation where possible. Where not possible, SLT must escort visitors and enforce social distancing.</li> <li>Visitors by appointment only (including parents).</li> </ul>	Making any future visitors/contractors aware of social distancing. Limiting visits to site and, where unavoidable, limiting contact with staff, children to what is essential/unavoidable.	SLT	1	4	4	
Working environments (non classroom) do not support social distancing and virus spreads	<p>Senior Leaders, Teaching Staff, Non Teaching Staff (including Admin staff).</p> <p>Flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>Office sharing has been minimised.</li> <li>Maximum of 3 staff in main school office.</li> <li>Maximum of 2 kitchen staff in kitchen office at any time.</li> <li>Cleaners to stick to designated areas and work separately.</li> <li>Larger meeting room is available as a second staff room to support social</li> </ul>	Review practices after 22-3-21	SLT (week one)	3	4	12	

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					L	S	R	
from person to person.		distancing and allow staff to take breaks. This will not be available should there be a meeting (unlikely at present time) or if a child develops COVID19 symptoms and needs to be isolated.						
Running out of key materials – LFD tests, PPE, first aid, hygiene products, other essential items not linked to COVID-19.	Teaching, non-teaching staff and pupils.  (Unable to safely operate. Other hazards RAG rating increases.)	<ul style="list-style-type: none"> <li>Order in advance and manage stocks effectively.</li> <li>Daily communication between premises staff, classroom staff and office.</li> <li>Office to source new suppliers where existing suppliers cannot provide materials.</li> </ul>	<p>Manage stock control. Place orders in a timely manner.</p> <p>Review Risk Assessment and consider partial or full closure in the event that materials cannot be sourced.</p>	Office Staff  SLT	2	5	10	
Risk of contamination through inappropriate use of PPE.	Teaching Staff, Non-Teaching Staff, Pupils.  (Inappropriate or incorrect use of PPE could lead to unnecessary contamination or staff	<ul style="list-style-type: none"> <li>A face covering is NOT PPE – these are recommended to be worn in social spaces where 2m distancing is not always possible</li> <li>Demonstration of how to use PPE for staff.</li> <li>On-hand advice for staff who are unsure of using PPE.</li> <li>Staff must not bring their own PPE to work and must not use PPE other than in situations specified in this risk</li> </ul>	Demonstration of how to use PPE for staff and continued support of staff in using PPE. YouTube Public Health video to be sent to staff.	SLT (via email update)	2	4	8	

BRANDHALL PRIMARY SCHOOL – RISK ASSESSMENT FOR COVID 19 AND RE-OPENING on 8<sup>th</sup> March 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
	not being protected in a high risk situation.)	assessment (first aid, supporting pupil with coronavirus symptoms etc).						
Known or suspected case of COVID19 within school leading to wide spread of virus throughout school community.	Teaching Staff, Non Teaching Staff, Pupils, Parents, Visitors and Contractors.  Flu-like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Measures already stated should stop the spread of virus beyond affected group.</li> <li>All members of affected groups not to return to school until testing has taken place.</li> <li>If testing is negative, all parties can return to school.</li> <li>If testing is positive, all parties must self-isolate for 14 days.</li> <li>If symptoms persist beyond 14 days, the child or member of staff must remain away from school until symptom free.</li> <li>Trace possible spread beyond affected group (other control measures not followed, for example) and assess whether whole school needs to be closed.</li> <li>Contact Public Health for advice. Contact Local Authority if necessary.</li> <li>Deep Clean of affected areas. Cleaners to wear full PPE.</li> </ul>	<ul style="list-style-type: none"> <li>Review these control measures weekly in line with government/local authority guidance.</li> </ul>	SLT (weekly)	2	5	10	

BRANDHALL PRIMARY SCHOOL – RISK ASSESSMENT FOR COVID 19 AND RE-OPENING on 8<sup>th</sup> March 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Running out of LFD test stock	Teaching, non-teaching staff and pupils. Asymptomatic staff could spread virus	<ul style="list-style-type: none"> <li>Office manager to maintain stock level</li> <li>Monitor LFD test results reported</li> <li>Maintain good records</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	AW	2	4	10	

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
2-3-21	Liz Hart	Next review 22-3-21 Added LFD hazard, amended RA for whole class groups returning