

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from September 2021

Bromley Hills Primary School

Assessment conducted by: Jon Stevens/Jo Rogers	Job title: Headteacher & Deputy Headteacher	Covered by this assessment: 01.11.21 – 30.11.21
Date of assessment: 21.10.21	Date of next review: 30.11.21	Date shared with Governors: 21.10.21

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the Autumn term while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school.
- Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May\)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	High	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Information on the school website is updated. • Pupils/parents updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	JS/JR/CB (HT/DHT/SBM)	<p>Information to be shared as and when necessary.</p> <p>SOP from LA shared with SLT as and when updated and sent to schools.</p>	Governing Board
Poor communication with parents and other stakeholders	High	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Headteacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Low	Low	JS/JR/CB (HT/DHT/SBM)	<p>Information to be shared as and when necessary via email and or text and Teams (for staff).</p>	Governing Board

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> • School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via Teams • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

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		<p>informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</p> <ul style="list-style-type: none"> • Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the first day in school and will have regular reminders. All are informed that they must tell a member of staff if they begin to feel unwell. • Regular electronic briefing issued to staff. • All new staff will receive guidance and responsibilities prior to commencement of employment as part of their induction. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
<p>Poor hygiene practice in school - general</p>	<ul style="list-style-type: none"> • High 	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash their hands with soap/use anti-bacterial handwash before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue/in elbow, - To throw all tissues in a bin, - To avoid touching eyes, nose and mouth with unwashed hands. 	<p>Low</p>	<p>Low</p>	<p>JS/JR/CB (HT/DHT/SBM)</p>	<p>01.11.21</p>	<p>Governing Board</p>

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		<ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, classrooms and other key locations for staff, pupils and visitors. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Pupils and staff do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use – staff to put their items in the dishwasher. • Cleaners carry out additional cleaning. Door handles, doors and toilets are cleaned in the morning and paper/hand towels are refilled regularly. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	High	<ul style="list-style-type: none"> • Areas touched to be wiped down • All visitors are requested to wear a mask when entering the building and when walking in communal areas eg corridors. • Discourage parents from entering the school building. 	Medium	Medium	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

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Poor hygiene practice – specific – office spaces.	High	<ul style="list-style-type: none"> • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Antibacterial wipes are available for staff to use. 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each class and their parents of their allocated times for the beginning and end of their school day • Inform each class and their parents of the allocated entrance and exit points to school and where they should go on arrival • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Soap and water is the best approach to this and schools should endeavour to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. • hand sanitiser dispensers are in the classrooms and children use these regularly to ensure that their hands are clean. • ensure supervision of hand sanitiser use given risks around ingestion. • Small children and pupils with complex needs should continue to be helped to clean their hands properly. 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

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		<ul style="list-style-type: none"> Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils' queue while maintaining social distancing as they wait for facilities All staff to wash hands on arrival in school Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. Issue information to pupils in relation to restrictions on their movement around the site <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – specific – toilet/changing facilities.	High	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board
Poor hygiene practice – specific - end of the school day.	High	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform pupils and parents of their allocated times for the end of their school day Inform pupils and their parents of the allocated exit points and pick up points 					

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		<ul style="list-style-type: none"> • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect pupils, parents are to remain at a safe distance, outside the school gates, as per social distancing guidelines, or in cars and parked safely. • Parents in Years 3&4 are allowed to enter the playground at the end of the day and wait on the playground – only when not in lockdown (to avoid queues at the main gates) but staff supervise this to ensure that parents are socially distancing whilst waiting to collect their child. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. • As a result, the risk of infection is reduced as pupils and staff leave school. 					
Ill health in school.	High	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and Loss of taste or smell are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating to a pupil becoming unwell in school 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

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		<ul style="list-style-type: none"> • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to First Aiders. • Any staff member who displays signs of being unwell immediately refers themselves to Headteacher and is sent home • Where the first aider is unavailable, staff ensure that any unwell pupils are moved to the isolation room (First Aid room) whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom, the disabled toilet, which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection (face shields) should also be worn 					

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		<ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in the disabled toilet where they can be at least two metres away from others Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. A pupil or member of staff who displays the signs of the virus are to be tested and do not return until the results are known. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> Parents are told to keep the child away from school and to isolate for 10 days. Close contacts told to take a PCR test and self-isolate until results are known. Children not allowed to come back into school until a PCR negative result is received (as per advice from LA). School to follow SOP from LA. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board.

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Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	High	<ul style="list-style-type: none"> • Staggered starts in place for breaktime and lunchtime • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime and timetabled daily mile exercise • Lunchtime is staggered for different phases • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • All pupils to eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> • Tissues and hand sanitiser to be located in each classroom/learning space • Where possible, windows to be opened to provide ventilation. Where outdoor temperatures are very low, windows to be closed during lesson time and open during break and lunch times. Rooms must stay about the minimum temperature of 18 degrees. • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources to be cleaned prior to and after use 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

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		<ul style="list-style-type: none"> • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time • Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must place their own cups, plates and utensils in the dishwasher or wash their own. • No whole school assemblies to take place. • No plays or productions to take place. • No parents to come to school for parents' evening – this will be done via a phone call. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Emergency evacuation due to fire etc.	High	<ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils • As a result, social distancing is maintained in the event of an emergency evacuation. 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening • School Business Manager to monitor the standards of cleaning in school and identifies any additional cleaning measures • Sanitisers are available in classrooms and next to photocopiers. • Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board
Contractors, deliveries and visitors increase the risk of infection.	High	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • All contractors/visitors to sanitise hands either prior to or on entry to the school site • Contractors and visitors will be given disposable masks and directed to specific/designated sanitiser • All areas in which contractors work are cleaned in line with government guidance • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. • Contractors to follow guidance that school produces whilst on the premises. 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

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External Agencies visiting children	High	<p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p> <ul style="list-style-type: none"> Any visitors to school upon arrival or prior to arrival or use the hand sanitiser provided. School staff to make visitors aware of current fire drill procedures and also who the designated safeguarding lead is on duty that day. Upon arrival any visitors will be shown where they are going to be working and this area will be as close to the school entrance as possible to minimise the need for visitors walking through the school building. The area will be well ventilated with windows and doors open. Areas where external visitors will work will be thoroughly cleaned before and after use. Visitors will bring with them any equipment and refreshments that they need. Any resources which a pupil needs to use will be cleaned by the external visitor prior to use and after the pupil has used them. School will agree with visitors how the pupil will return to class after the session. All pupils to sanitise hands after the session before returning to their classroom. Upon departure, visitors will make school aware that they are leaving the premises. 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Extracurricular Club	High	<p>All sports coaches will arrive with their own anti-bacterial gel and wipes.</p> <ul style="list-style-type: none"> - Equipment will be cleaned down before and after each session. - Risk Assessments will be carried out prior the start of the session - We continue to follow the strict guidelines from the F.A. With other sports being tweaked slightly to maintain safety. - If any child is to show signs or symptoms of COVID-19, the coach onsite will report all details to a member of school staff, and myself. We will then follow the government guidelines post report. 	Low	Low	JS/JR/CB (HT/DHT/SBM)	01.11.21	Governing Board

School-specific arrangements relating to risk assessment that may need additional detail:

See attached rota

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
 - Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
 - Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
 - Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
 - SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
 - Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
 - Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
 - Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
 - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
 - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>