

SEPTEMBER COVID RE-OPENING
Risk Assessment for The Brindishe Federation

School	Brindishe Manor
Risk Assessment	Full re-opening of Brindishe Manor
Assessment Date	September 2020

All government guidance documents can be found via the link below:

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

(text taken from the DfE guidance is in **BLUE** throughout the risk assessment)

The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively.

While our aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)
 - Numbers 1 to 4 must be in place in all schools, all the time
 - Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances

- Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

- Numbers 7 to 9 must be followed in every case where they are relevant.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Risks assessed (not in hierarchical order):

1. Risk of illness through contact with someone who is unwell
2. Contact with many other pupils and adults outside of own household
3. Risk of spreading virus due to poor hygiene or lack of cleaning resulting in indirect transmission of the virus
4. Lack of social distancing at the beginning and end of the school day resulting in direct transmission of the virus
5. Contact with visiting teachers / visitors
6. Contact of shared resources resulting in indirect transmission of the virus
7. Risk of spreading virus due to close contact with children resulting in direct transmission of the virus
8. Spread of the virus through inadequate response to infection
9. Confirmed case of coronavirus in the school
10. Risk of illness of vulnerable staff through direct and indirect transmission of the virus
11. Risk of transmission due to physical activity in school
12. Risk of missing out on education in the event of a local outbreak
13. Risk of infection due to child or adult becoming unwell with symptoms of coronavirus

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
<p>1. Risk of contracting the virus through contact with someone who is unwell (symptomatic or asymptomatic)</p>	<p>High</p>	<ol style="list-style-type: none"> 1. Pupils, staff and other adults MUST NOT come into the school if they have coronavirus (COVID-19) symptoms** or have tested positive in the last 7 days. 2. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the stay at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance <ul style="list-style-type: none"> • This sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. **symptoms as listed on https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-developsymptoms-of-coronavirus • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal 3. A procedure is in place for any pupil that displays symptoms of the virus during the school day. 4. All staff / parents / carers / pupils returning from countries identified on the Government quarantine list will be expected to isolate for the recommended period. 5. Year group bubbles (adults and children) will not mix within the school where possible. 	<p>Medium</p>

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
2. Risk of contracting the virus due to contact with other pupils and adults from outside of their own household – lack of social distancing	Medium	<ol style="list-style-type: none"> 1. As far as possible, year group bubbles will not mix within the school building or in the grounds. 2. Pupils will be reminded regularly by staff on the need to distance from each other. 3. Playtimes will be split into year groups. Reception will use their own playground. 4. Hot lunches will be separated into year group bubbles within the dinner hall. Packed lunches will be eaten in the bubble classrooms. Time in the playground for lunchtimes will be on a rota basis. 5. Classes will be able to use the IT hub and use limited music resources (not wind instruments) but equipment must be wiped down after each use. 6. After school clubs will not take place at all in term 1 while routines are being established. 7. Wrap around care will continue to follow the year group ‘bubble’ concept. 8. Staggered arrival and departures times for the school day are set up and strictly adhered to. 9. A procedure is in place for late arrivals and pupils picked up early (see Q&A document) 10. Staff room areas are arranged to allow adults from different groups to use at different times. Separate refreshments available alongside antibacterial cleaning materials to use on communal water heater handle/fridge handle/microwave/toaster 11. Visitors and contractors will only be permitted on to the school site where prior permission has been obtained or in an emergency situation. A procedure is in place for any persons coming onto the school site. 12. Any onsite professionals will stay 2m away from children being taught. 13. School staff will deliver PPA as normal however all teachers and school staff that operate across different classes and year groups in order to facilitate the delivery of the school timetable will ensure where possible that social distancing is maintained and strict handwashing / sanitising protocols are maintained. We recognise this is not likely to be possible with younger children. 14. Small adaptations have been made to classrooms to support distancing where possible. That may include seating pupils’ side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. 15. All classrooms / teaching areas will be as well ventilated as is possible with windows and doors open (not fire doors) to ensure good airflow. 	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
		<p>16. Ideally, adults will maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if staff can do this when circumstances allow that will help.</p> <p>17. Staff will avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>18. Staff will consider any additional risks when working with pupils who have complex needs or who need close contact care. Individual risk assessments will be considered.</p> <p>19. No whole school events will take place where the year group bubbles mix. Consideration will be given to bubble assemblies.</p>	

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
<p>3. Risk of spreading the virus due to poor hygiene or lack of cleaning resulting in indirect transmission of the virus</p>	<p>High</p>	<ol style="list-style-type: none"> 1. Staff will ensure that pupils clean their hands regularly, including when <ul style="list-style-type: none"> - they arrive at school - when they return from break - when they change rooms - before and after eating. 2. Hand sanitiser will be provided to all classrooms and at various places around the school 3. Sinks will be used during the day to facilitate efficient hand washing alongside the use of hand sanitisers 4. Younger pupils will be assisted by school staff to ensure effective hand washing 5. The school will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. The School will ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. 6. The school has implemented a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - more frequent cleaning of rooms / shared areas that are used by different groups - frequently touched surfaces being cleaned more often than normal 	<p>Medium</p>

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		<ol style="list-style-type: none"> 7. Different bubble groups will share toilet blocks, but toilets and contact points will be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet 8. All cleaners to wear gloves and aprons. These must be changed between bubbles to reduce the risk of cross contamination 9. Appropriate disinfectant and other cleaning products will be used as necessary and in consultation with the site manager, following COSHH guidelines 10. Contents of lidded bins must be tied up and then disposed of in a black bin bag 11. Any area used for a pupil showing symptoms of the virus will be cleaned and sanitised in accordance with the government guidance. 12. Signage displayed in staff room(s) to remind staff of the need to sanitise any areas they have touched. 	

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<ol style="list-style-type: none"> 4. Lack of social distancing at the beginning and end of the school day resulting in direct transmission of the virus 	High	<ol style="list-style-type: none"> 1. There will be staggered start and end times to prevent the whole school community entering the site at the same time and preventing crowding in the streets outside. 2. Arrangements will be can be found in the drop off and pick up documentation 3. Parents told not to arrive early but come at the allocated time 4. Children/parents/carers will be provided with guidance on using public transport safely 5. Parents will be able to wear a mask when coming in to school at the beginning and end of the day. 6. Signage will be displayed outside the school gates to encourage social distancing. 7. Children are dropped off in sibling groups and in key stages to reduce the amount of congestion at all three gates. This also limits the number of parents passing on the streets outside the school. 8. A procedure is in place for late arrivals and early pick ups. 	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
		9. Children that will attend the school wrap around care will be taken down, within their bubble to the allocated areas within the school. They will remain within their bubble group. 10. Documentation containing all the school information is available for all parents / carers on the school website. If amendments are made, the website will be updated and a notification will be sent to parents.	

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5. Risk of transmission of the virus from specialists / therapists / Educational Psychologists etc visiting the school.	High	1. All adults that need to move between schools/classrooms/bubbles will ensure that they minimise contact and maintain as much distance as possible from other school staff and pupils. 2. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual with controls implemented. 3. All visitors to the school will be sent guidance documents which detail the school's arrangements. Where visits can happen outside of school hours, they will. 4. A record will be kept of the personal details of all visitors to assist with NHS Test & Trace 5. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. 6. Visitors / contractors guidance procedures are in place.	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
7. Contact of shared resources resulting in indirect transmission of the virus	High	1. All stationery will be provided by the school. This will be in individual pockets or containers on each table. 2. Staff will have their own stationery/ equipment which will not be shared. 3. If IT equipment (keyboard, mouse etc) needs to be shared among staff in a bubble, the staff member will ensure it is sanitised prior to use.	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
		<ol style="list-style-type: none"> 4. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 5. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, 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 bubbles. Examples – chrome books and iPad will be wiped down between classes. 6. Outdoor playground equipment will be more frequently cleaned. Each class will have their own set of playground equipment which will be regularly wiped down. Classes will each have their own set of playtime equipment. 7. Pupils will be limited to the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. 8. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 	

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
<ol style="list-style-type: none"> 9. Risk of spreading virus due to close contact with children resulting in direct transmission of the virus (Intimate care and first aid procedures) 	High	<ol style="list-style-type: none"> 1. Where a child already has intimate care needs that involves the use of PPE, the plan will be reviewed to ensure the controls are sufficient. 2. Any intimate care plans will be updated accordingly. 3. First aid, infectious diseases and intimate care policies have been updated to include all the new arrangements for Infectious Diseases. 	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
10. Spread of the virus through inadequate response to infection	High	<ol style="list-style-type: none"> 1. The school is fully committed and understands the NHS Test and Trace process and how to contact their local Public Health England health protection team 2. All school staff / parents/carers / visitors fully understand that they will need to be ready and willing to: <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 3. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. 4. The school has been provided with a small number of home testing kits for issue if required to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. 5. Parents / Carers should inform the school immediately of the results of a test: <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID19), they can stop self-isolating. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until 	High

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		their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
11. Confirmed case of coronavirus in the school	High	<ol style="list-style-type: none"> 1. The schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). 2. The school will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID19) attended the school – as identified by NHS Test and Trace. 3. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 4. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 5. The health protection team will provide definitive advice on who must be sent home. 6. The school will keep a record of all visitors to the school, staff and pupils that have been part of different bubbles and pupils that have been supported by external agencies such as therapists. 7. A letter will be sent to all relevant parents/carers and staff . 	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
		<p>8. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.' <p>9. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and we will continue to work with our local health protection team who will be able to advise if additional action is required.</p>	

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
12. Risk of illness of vulnerable staff through direct and indirect transmission of the virus	High	<ol style="list-style-type: none"> 1. The school will ensure that all the measures advised have been implemented to allow staff and pupils that have been classed as extremely clinically vulnerable or clinically vulnerable to return to school. 2. Individual risk assessments will be undertaken for staff and pupils if necessary. 	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
13. Risk of transmission due to physical activity in school and/or close contact/sharing of equipment	High	<ol style="list-style-type: none"> 1. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different bubbles and contact sports avoided. 2. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene 3. Lessons will be taken outside. Children will be asked to wear their PE kits on PE days. If inclement weather stops an outdoor PE session, appropriate alternative sessions will be prepared such as mindfulness. 4. Teachers and coaches to remotely supervise where possible. 	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
14. Risk of missing out on education in the event of a local outbreak	High	<ol style="list-style-type: none"> 1. For individuals or groups of self-isolating pupils, remote education plans will be in place. These will meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19) 2. Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education 3. The school has planned a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including contact with teachers 	Medium

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
15. Risk of infection due to child or adult becoming unwell with symptoms of coronavirus	High	<p>These control measures are to encourage space between children and adults where possible.</p> <ol style="list-style-type: none"> 1. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. 2. If a child is awaiting collection, the procedure for a pupil displaying symptoms will be instigated. 	Medium
<p>16. Lunchtimes Risk of exposure to the virus from pupils coming into contact with pupils / staff from other “bubbles” and touching equipment that may have been contaminated.</p>		<ol style="list-style-type: none"> 1. Staggered lunch time rota in place for dining hall and lunchtime play. 2. Year 4, 5 and 6 classes to have their meals in their classrooms. 3. Supervising lunchtime staff to ensure pupils do not share drinking / eating utensils or food. 4. Parents/ Carers instructed to provide individual drinking bottles for their child. 5. School staff to wear PPE if required. 6. One-way system introduced to allow pupils to enter and leave the dining hall without coming into contact with persons from another “bubble”. 7. Head Teacher to arrange where possible that staff from the class “bubble” supervise their pupils during their lunch break. 8. Staff to organise the dining hall tables and chairs/stools to ensure children from different “bubbles “are kept apart. 9. Staff to clean and sanitise the tables, stools, chairs and contact points after each “bubble”. 10. Catering team will ensure that cutlery is already set out for children 11. Open bins are available in the dining hall for pupils to dispose of any food easily 12. All left over packed lunch packaging or food to be put back in the packed lunch bag and taken home. 	
<p>17. Equipment Existing school equipment causing an increase to the risk of exposure and transmission of the virus.</p>		<ol style="list-style-type: none"> 1. Hand Driers will remain disconnected until further notice. 2. Bins will be provided in all areas to ensure safe disposal of tissues/wipes etc. 3. Water fountains disconnected and only used to fill water bottles. 4. New hand washing sanitiser stations have been installed as and where needed to support enhanced hygiene procedures. 	

Hazards (Potential to cause harm & consider how a person may be hurt)	Risk rating	Control measures necessary to reduce risk	New Risk Rating
18. School Trips Staff and pupils exposed to the virus whilst off site and travelling to a venue.	High	1. No school trips planned this term unless further guidance becomes available.	Low
19. Face Coverings No procedure in place to manage the risks of transmission of the virus due to the wearing / removal and storage.	High	1. Mask stations set up on entry into school to allow for the removal of face masks. This will include: a bag to place masks in, bin, hand sanitiser, instructions on safe removal of a mask. 2. If children choose to wear a mask in school, 'mask break' protocols are in place to ensure the safe removal and disposal during the school day. 3. All staff are informed of how to remove a mask on entry into school. 4. Parents/carers/visitors are able to wear a mask in school.	Medium
20. The school estate The school statutory building functions are not ready for the beginning of term	High	1. All statutory maintenance checks are in place and carried out during the school closure to ensure high levels of safety across the school (including legionella, fire, and equipment). 2. All planned building works completed. 3. Signage in place to ensure staff know that a clear system is in place for moving around the school safely.	Medium
21. Communication Lack of information and parents not being updated	High	1. Parents/carers emailed all relevant information. 2. If any documentation is updated, a text is sent to parents to inform them changes have been made. 3. All relevant information uploaded onto the schools website.	Medium
22. Bubbles	High	1. All staff to complete a 'bubble checklist' to have a clear understanding of fire routes/medication/first aid/day to day organisation/home time groups (see template on the website).	Medium

Overall Level of Risk			
High	Medium	Low	Negligible
With an application of all the above control measures the risk to adults, children and families has been reduced however, due to the ever changing advice, guidance and scientific evidence, changes may be needed.			
This risk assessment will be reviewed regularly and amendments made where appropriate.			