**BLEDLOW RIDGE SCHOOL**

**Return to School Covid-19 Risk Assessment**

NAME OF ASSESSOR(S): Alastair Haywood DATE OF ASSESSMENT: 22nd August 2020

**Applies to all staff, pupils, therapists– especially vulnerable people include those with pre-existing illness, people shielding, and pregnant women. This document should be read in conjunction with the School Re-opening Plan which gives further detail on many of these areas.**

| **What are the hazards?** | **What are you already doing?****(Current control measures, including those for people at special risk)** | **What further action is necessary?****(Further control measures)** | **Action by whom** | **Risk Level****High – danger to life likely****Medium – risks can be managed****Low – risk low considering control measures** |
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| Spread of Covid-19 throughout school community | All aspects of school life have been planned and referred to in The Re-opening Plan. This has been shared with all staff and governors.  | Re-opening plan and risks assessment with current working practice has been made available to all staff. Confirmation of reading supplied by Google Form.  | All staff |  |
| The school will follow the hierarchy of measures set out by government guidance. Further information can be found in the school re-opening plan.  |  |  |  |
| Reference has been made to advice from the government regarding re-opening and hygiene procedures.  | Social distancing and hand washing rules will apply at all times where possible | All staff |  |
| School community to be divided into groups so that pupils and staff mix with the least number of people possible. Pupils will be with known adults. | Clear signage on classroom doors about which group is in which classroom to be displayed in all areas | All staff and pupils |  |
| Each group has a designated entrance – through the external door to their classrooms. The exception to this is Y1 who will enter the school through the entrance by the first school library. Staff can teach across multiple groups if required – but must maintain social distancing.  | Children enter through the main front door and go to their classroom via the school corridors. Staff to ensure doors remain open for ease of re-entry as many do not have outside handles.  | All staff and pupils |  |
| Visitors, contractors, parents will not be allowed in the school during this time | As many meetings as possible will be done virtually or by phone. | Office staff and SLT |  |
| Deliveries will be received outside by office staff | Signage for front door | Office staff |  |
| Staff will enter the building via the staffroom entrance (to minimise use of keypad) and go straight to their classroom. Registers must be completed on eSchools. | The school will be unlocked as usual, but all turn key locks will be wiped following opening.  | All staffAdmin staff |  |
| HT will meet pupils at the front door and another member of staff will wait by the delivery gate. On arrival they will ensure they sanitise their hands. The children will go directly to their classrooms.  | Signage in place to guide people to the correct areas | HTpupils |  |
| First aid facilities will remain in place with as many first aiders in school as possible. Where possible, a child should treat themselves (eg wiping their own grazes, applying their own plasters) to maintain social distancing. In extreme emergency an ambulance will be called.  | PPE is not required to administer first aid, unless the child is showing symptoms of Covid-19. If First Aid needs to be administered in classrooms and no Teaching Assistant is available, the teacher should send their ‘I Need Help’ card to the school office.  | All staff |  |
| Usual safeguarding practices will be adhered to.  |  | DSLsSLTAll staff |  |
| Cleaning and disinfecting areas around school | Each classroom, toilet, staff room and offices will have a supply of anti-viral spray, cloths and hand sanitiser. | Signage will be in place to remind staff to clean areas | All staff |  |
| Staff in their groups will be expected to keep areas disinfected at regular intervals | School cleaners will be cleaning outside school hours. The schedule for this is detailed in the re-opening plan.  | All staff |  |
| If shared areas (eg ICT suite) are used they are used they must be cleaned by staff afterwards and before another class enters. |  | All staff |  |
| Specific pedal bins will be used in each group and will be checked regularly to see if they need emptying. |  | All staff |  |
| Classroom layout and equipment  | Classrooms will have excess difficult to clean furniture and equipment removed. Desks must face forward and be placed in rows.  | Soft toys, fabric covers and toys which cannot be easily cleaned should be removed from classrooms.  | All staff |  |
|  |
| Classrooms to have soap, water, handtowels, hand sanitiser available for regular handwashing | Correct handwashing technique signage above all handwashing areas | All staff  |  |
| Pupils should not bring items in from home, with the exception of their own water bottle which needs to be taken home again each night.  |  | All staff and pupils |  |
| Pupils to have their own equipment provided and remain with this equipment, for instance, pencils, books, glue. | Use of shared resources such as computers should be restricted as far as possible.  | Class staff and pupils |  |
| If not outside pupils should be in groups in well ventilated areas seated in spaces with as much distance as possible between them.  |  | Class staff and pupils |  |
| Drop off and pick up | A staggered drop off and pick up system has been established, with a one-way system implemented (see re-opening plan for more detail).  |  |  |  |
| Hygiene - Handwashing | Staff and pupils to wash hands more frequently including:- * before leaving home
* on arrival at school
* after using the toilet
* after breaks and activities
* before food preparation
* before eating, including snacks
* before leaving school
* After coughing or sneezing
* Hand Sanitiser can be used but should not be a replacement for good hand washing.
 |  |  |  |
| Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets.  |  | HeadteacherSite staff |  |
| Hygiene - toilets | Only one child must be in the toilet at one time. When a child is in the toilet, they should place their class marker outside the toilet, so others know it is occupied. If another child needs to use the toilet they must wait outside until the other child has finished.  | Floor markingsSignage showing correct handwashing technique and cleaning process | All class staff |  |
| Staff should wipe and clean the sink and taps after using the staff toilets. |  | All staff |  |
| No pupils or other staff should enter the offices |  | Office staff |  |
| Hygiene - Offices | Office staff to regularly disinfect keyboards, telephones, desks, and other items in the office and reception area |  | Office staff |  |
| Don’t share equipment such as pens, staplers etc |  | Office staff |  |
| No other staff or pupils should enter the school office.  |  | All staffPupilsOffice staff |  |
| Hygiene – Other Areas | Only one member the use the photocopier at a time. Clean before and after use. |  | All staff |  |
| Communal areas should not be used for group teaching eg Hall, ICT suite and First School Library.  |  | All staff |  |
| Cleaning of door handles, entrance area and key pads |  | Cleaning and site staff.  |  |
| Staff should stay in their group areas and keep to the left of corridors where possible. In some instances corridors may be marked with tape and signage to help pupils understand. | Encourage pupils not to touch wall and displays | All staff |  |
| Hygiene - Classrooms | Classrooms tables and touch points should be cleaned each morning, break time, lunch time and after school.  |  |  |  |
| Bins should be checked and emptied every break time, lunch time and after school if needed.  |  |  |  |
| Children must wash hands before they leave the classroom and on re-entry following break time and lunch time.  |  |  |  |
| Touch points and tables will be cleaned by cleaning staff out of hours.  |  |  |  |
| Floors will be vacuumed or mopped by out of hours cleaners.  |  |  |  |
| Hygiene - Playgrounds | Outdoor playground equipment, such as the adventure trail must not be used.  |  |  |  |
| The outside spaces will be divided into three areas – two on the field and one on the playground. Groups using these spaces must not mix with other groups. |  | All staff |  |
| Hygiene - Other | Staff members should shower when they get home and wash clothes in hot wash |  | All staff |  |
| Staff should not wear items of clothing that could easily pick up or transmit the virus eg ties, necklaces. Long hair should be tied back.  |  | All staff |  |
| Pupils will not be wearing ties to school. Long hair must be tied back.  | Hair ties available at front door on entry if needed.  | Pupils |  |
| Children or staff showing symptoms | Staff to wear protective equipment – gloves, aprons, masks- if supervising a child who is showing symptoms of Covid-19.  | Staff who use PPE will be trained in safe usage through BCC video (currently unavailable).  | All staff |  |
| Pupil to be taken to medical room area if showing symptoms. Staff to wear full PPE equipment including gloves, mask, visor and apron.  |  | All staff |  |
| Parents will be phoned and asked to collect their child immediately. They will be instructed to call NHS 111 and follow the given advice and communicate this to the school.  |  | Class teacher |  |
| A staff member who is showing symptoms should immediately report this to the Headteacher and go home.  |  |  |  |
| Group area and medical room should be thoroughly cleaned and disinfected by staff wearing full PPE, following government guidance.  | PPE is stored in the headteacher’s office.  | Site staff |  |
| Child or staff member to remain at home for 14 days, or until they have tested negative. | Follow government adviceHT will report to parents if there are confirmed cases in school or people’s families | Pupil |  |
| A confirmed case of Covid-19 | Parents of the other children in that group will be informed as well as staff.  | HT to draft email to all parents for checking.  |  |  |
| Group area should be thoroughly cleaned and disinfected by staff wearing full PPE, following government guidance. |  |  |  |
| All children and staff from that group should isolate for 14 days as per government guidance. If they develop symptoms, they should be tested for Covid-19.  |  |  |  |
| Staff who are ‘extremely clinically vulnerable’ or who live with someone who is.  | Shielding has been paused, so unless they have been advised to remain off work by a health professional, staff should return to work. This must be discussed with HT as soon as possible.  |  | Shielding staff |  |
| Staff who are ‘clinically vulnerable’ or who live with someone who is. | Shielding has been paused, so unless they have been advised to remain off work by a health professional, staff should return to work. This must be discussed with HT as soon as possible.  |  |  |  |
| Pupilanxiety | Teachers will try to prepare pupils for a return to school under new rulesFirst week activities to be based around establishing links again and assessing the children’s wellbeing. Contact between staff and parents if necessary | Re-opening plan. Communication to parents to share with pupils to show them what their classroom looks like, and their equipment etc.  | All staff |  |
| Staff anxiety and stress | Wellbeing advice through Bucks County Council and the Employee Assistance Service (available through Schoolsweb)SLT to support staff | EAP - [0800 882 4102](file:////0800%2520882%204102).<https://login.pamassist.co.uk/login>Username: Bucks1 Password: Schools | All staff |  |
| Transport | Motts will provide transport as usual. They will ensure the cleanliness of the bus and also that groups do not mix when seated.  |  |  |  |
| Safety of having contractors in school | Contractors will not be in school when the pupils are in unless the work is urgent and is causing a health and safety breach. |  | Office and site staff |  |
| Contractors will be managed by the site staff if they do need to attend and social distancing and hand washing will be a priority |  | Site staff |  |
| Safety of excess people on the school site | There will be no lettings in school during this time. |  | Office staff |  |
| Other risk assessments | All other risk assessments such as fire, lockdown are still relevant and remain in place.  |  |  |  |

**Confirmation of reading must be completed at** [**https://forms.gle/ezEQSnJL2rqdsJig9**](https://forms.gle/ezEQSnJL2rqdsJig9)