



# Site Name: Boorley Park Primary School



<b>Risk</b>	<b>Spread of Coronavirus Infection:</b> <b>Return of All Pupils to School on 8<sup>th</sup> March 2021</b>
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<b>Risk Assessment Completed By:</b>	Tamsin Sillars
<b>Date of Completion:</b>	2 <sup>nd</sup> March 2021 – in preparation for full re-opening of schools on 8 <sup>th</sup> March 2021 Written based on Guidance published February 2021. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a>
<b>Date of First Review:</b>	
<b>Date of Second Review:</b>	
<b>Date of Third Review:</b>	
<b>Date of Fourth Review</b>	

Although this risk assessment is written to predominantly protect pupils and staff it also extends wider to consider the safeguarding of all our families where contact is made.

System of Controls		
From: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>		
	What	When
<b>1</b>	Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	All the time
<b>2</b>	Ensure face coverings are used in recommended circumstances.	All the time
<b>3</b>	Ensure everyone is advised to clean their hands thoroughly and more often than usual.	All the time
<b>4</b>	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	All the time
<b>5</b>	Maintain enhanced cleaning including cleaning frequently touched surfaces often, using standard products such as detergents.	All the time
<b>6</b>	Consider how to minimise contact across the site and maintain social distancing wherever possible.	All the time
<b>7</b>	Keep occupied spaces well ventilated.	All the time
<b>8</b>	Ensure individuals wear the appropriate personal protective equipment (PPE), where necessary.	In specific circumstances
<b>9</b>	Promote and engage in asymptomatic testing, where available.	In specific circumstances
<b>10</b>	Promote and engage with the NHS test and trace process.	In every case where relevant
<b>10</b>	Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.	In every case where relevant
<b>11</b>	Contain any outbreak by following local health protection team advice.	In every case where relevant



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<p><b>Class/school organisation – Year R and 1</b></p> <p>Close contact with others causes virus to spread throughout the staff and pupil population.</p>	<p>Staff</p> <p>Pupils</p> <p>Wider community</p>	<p><b>Class organisation:</b></p> <ul style="list-style-type: none"> <li>• Consistent staff teaching individual ‘bubbles’.</li> <li>• Children ‘bubbled’ into their Year groups – one bubble for Year 1 and one bubble for Year R.</li> <li>• Additional spare classrooms across the school used to increase teaching spaces (2 x classrooms for Year 1; 2 x classrooms for Year R).</li> <li>• Access to classroom for pupils and parents separated – around the back of the school, to classroom door for Year 1; front access doors for Year R.</li> <li>• PPA cover from consistent members of staff.</li> <li>• Keep windows and outside doors open as much as possible, use the ‘max vent’ on the breathing building system to increase air circulation in classrooms.</li> <li>• Children to be taught about social distancing and reminded of the importance of trying to stay apart.</li> <li>• Staff to be vigilant for coughs and sneezes – ensure children wash hands. Remind children of the ‘catch it, bin it, kill it’ principles they need to follow.</li> <li>• School behaviour policy – recognition and positive praise for pupils who are following expectations and guidelines. Reminders and use of visual behaviour system for those who are not.</li> <li>• Wellies stored in the cubbyholes under the pegs and waterproofs stored on spare pegs. PE kits and spare clothes kept in school for the whole half term.</li> </ul>	<ul style="list-style-type: none"> <li>• Review ventilation as the weather gets warmer and explore measures needed to manage the heat.</li> <li>• Review storage of personal items belonging to pupils (e.g. are wellies and waterproofs needed during the summer term?)</li> </ul>	<p>Class teachers</p> <p>HT</p> <p>Support staff</p>	<p>Ongoing</p>	



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		<p><b>Classroom set up:</b></p> <ul style="list-style-type: none"> <li>• Only water bottles, book bag and PE kit allowed in school. Wellies and waterproofs are stored in school for the duration of the term.</li> <li>• Desks for group work have been arranged in a 'U' shape so pupils are not facing each other. Staff sit in the middle of the 'U' away from pupils.</li> <li>• Stationery is shared within a bubble (e.g. colouring pencils, glue sticks) – these are cleaned thoroughly at regular intervals. Any pupils who are observed putting pencils etc. in their mouths have their own sets.</li> <li>• Reading books can go home – returns tray in classroom to be wiped down with disinfectant before they go out again.</li> <li>• Make use of outside teaching spaces as much as possible.</li> <li>• Resources in bubbles kept consistent – no sharing of resources between bubbles.</li> <li>• Adults to avoid close face to face contact with anyone and minimise time spent within 1 metre of anyone.</li> <li>• If singing or chanting, every effort should be made to increase social distancing between pupils to 2m. Where possible, singing or chanting to be done in small groups or larger spaces (such as the hall or library) to facilitate this.</li> </ul> <p><b>Hygiene</b></p> <ul style="list-style-type: none"> <li>• Pupils to wash their hands: on entering school, before and after eating, after coming in from outside, before going home.</li> <li>• Mild soap used to prevent irritation to hands.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Hand sanitiser available in classrooms.</li> <li>• Wash hands either in classroom sink or in allocated toilets (Year R toilets for Year R; KS1 'blue' toilets for Year 1).</li> <li>• If a group of more than 3-4 go to the toilets to wash their hands, a member of staff to go with them to supervise.</li> </ul>				
<p><b>Class/school organisation – Shared Rooms</b></p> <p>Close contact with others causes virus to spread throughout the staff and pupil population.</p>	<p>Staff</p> <p>Pupils</p>	<ul style="list-style-type: none"> <li>• Shared rooms to have a timetable for booking (e.g. library, hall, food science room, group room).</li> <li>• Designated classrooms for each 'bubble' for additional intervention work (Rabbit and Fox for Year 1; Hedgehog and Group Room for Year R).</li> <li>• Only one 'bubble' to use the room per day to allow for cleaning overnight.</li> <li>• Encourage some social distancing while using the space – e.g. space children well apart if doing an intervention/group activity, reading a story.</li> <li>• Collective worship – each 'bubble' to have their own sessions of collective worship in the hall during the week at different times. Year 1 to have their collective worship in the hall (Mon and Fri). Year R to have collective worship sessions in classrooms. Year R celebration assembly to take place on Friday afternoon, an hour after the Year 1 assembly and after the floor of the hall has been cleaned where the children have been sitting.</li> <li>• Staff and pupils to wash hands before using shared space.</li> </ul>	<ul style="list-style-type: none"> <li>• Review collective worship arrangements as guidance changes.</li> </ul>	<p>HT</p> <p>Class teachers</p> <p>Support staff</p> <p>Cleaner</p>	<p>Ongoing</p>	



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		<ul style="list-style-type: none"> <li>If carrying out group work or intervention, resources from that class' bubble to be taken with them to the space and used.</li> <li>Desks and chairs to be wiped down with antibacterial wipes after use.</li> </ul>				
<p><b>Class/school organisation – staff arrangements</b></p> <p>Close contact with others causes virus to spread throughout the staff and pupil population.</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors and visitors</p>	<ul style="list-style-type: none"> <li>Social distancing is possible between staff at all times due to the low numbers of staff and large spaces. However, if staff wish to wear face masks during meetings or when in the staffroom, then they are able to do so. They must follow the 'Safe wearing and removal of face coverings' at all times. Masks will not be worn in the classroom.</li> <li>All staff provided with masks – all staff to wear these at drop off and pick up time and when coming into contact with any number of adults.</li> </ul> <p><b>Staff Meetings/INSET</b></p> <ul style="list-style-type: none"> <li>Training to take place in largest room possible with plenty of ventilation.</li> <li>Staff to work on activities in their own 'bubble' space and not in a shared area.</li> <li>Ongoing staff meetings to take place in unused classroom – only a maximum of 11 staff in attendance; meetings to only take place if cannot be done through another means.</li> <li>Socially distanced seating for staff – at least 2m apart.</li> <li>Each staff member to have own set of handouts and own resources for any training.</li> </ul>	<ul style="list-style-type: none"> <li>Review use of masks in school for staff (where applicable and if guidance changes).</li> <li>Review risk assessment for visitors.</li> </ul>	<p>HT</p> <p>Teaching Staff</p> <p>Support Staff</p> <p>Cleaner</p>	<p>Ongoing</p>	



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		<ul style="list-style-type: none"> <li>No group activities during sessions.</li> <li>Room to be cleaned thoroughly after use.</li> </ul> <p><b>Staff Room:</b></p> <ul style="list-style-type: none"> <li>Staff to observe social distancing and stay at least 2m apart.</li> <li>Disinfectant spray and antibacterial wipes available to clean surfaces in staff room.</li> <li>All cups, plates, cutlery to go in dishwasher straight after use.</li> <li>Lidded bin for all rubbish.</li> <li>Staff reminded to wash hands before and after eating.</li> <li>Rotation of staff using staff room depending on duties etc.</li> <li>Duty lunches to be eating with the bubble they have been supervising.</li> </ul> <p><b>Staff Resources</b></p> <ul style="list-style-type: none"> <li>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to photocopying resources etc.</li> <li>Each teacher has their own laptop and tablet to use for teaching and recording observations. Staff to only share resources in their bubble (e.g. EYFS staff can share tablet for Tapestry observations). Clean with antibacterial wipe after use.</li> <li>Shared computer (in group room and staff room) to be cleaned after each use by member of staff who used it.</li> </ul>				



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<p><b>Class/school organisation – Acorns Before and After School Club</b></p> <p>Close contact with others causes virus to spread throughout the staff and pupil population.</p>	<p>Staff</p> <p>Pupils</p> <p>Parents</p>	<p><b>Acorns is run by the school and is included in all other relevant sections in this risk assessment.</b></p> <ul style="list-style-type: none"> <li>Acorns will involve the mixing of two bubbles as children from Year R and Year 1 are booked to attend both before and after school club.</li> <li>Numbers at the club to be kept below 15 for any one session.</li> <li>Food science room to be used as drop off and collection point for parents. Parents not allowed to enter the building.</li> <li>Pupils to wash their ends on entering the club (before school and after coming from lessons).</li> <li>Year R and Year 1 children to maintain a 2m distance between each other when eating.</li> <li>Room to be kept ventilated with windows open.</li> <li>Pupils to have own plates and cutlery which go in the dishwasher straight after use.</li> <li>Use their own water bottles.</li> <li>Wherever possible, use outside space for play.</li> <li>Children to be encouraged play within their year groups and not across bubbles – explain to children why this is.</li> <li>Where pupils do take part in the same activity (e.g. colouring), sit children well apart, have separate sets of resources for each bubble.</li> <li>Ensure that children wash their hands frequently during the session.</li> <li>KS1 toilets to be used (cleaner to clean flushes, taps and locks as school finishes to ensure clean before use). Designate one side Year R and one side Year 1. Avoid sending pupils from different bubbles to the toilet at the same time.</li> <li>Follow same procedures for the school if a pupil or member of displays symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Review risk assessment if number of pupils increases.</li> </ul>	<p>Acorns Staff</p> <p>HT</p>	<p>Ongoing</p>	



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		<ul style="list-style-type: none"> <li>Always 2 members of staff on site to ensure safety.</li> <li>Acorns staff provided with a visor and masks – all staff encouraged to wear these at drop off and pick up time when coming into contact with other adults.</li> </ul>				
<p><b>Catching / Spreading</b></p> <p>Exposure from others due to: Living with someone with a confirmed case of COVID-19.</p> <p>Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Wider community</p>	<p><b>High Risk Members of Staff and Pupils:</b></p> <ul style="list-style-type: none"> <li>Persons who were counted as clinically extremely vulnerable have an individual risk assessment. Staff will be allocated to roles where they can socially distance more easily if this is available. Individual plans will be put in place for any high-risk pupils.</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</li> <li>Staff who are higher risk have already been vaccinated.</li> <li>Asymptomatic testing taking place twice weekly for all adults employed by the school. Results reported to NHS and HT.</li> </ul> <p><b>BAME pupils and members of staff:</b></p> <ul style="list-style-type: none"> <li>Individual risk assessments will be completed for any pupil or member of staff who falls into this group. Ways to mitigate risks will be identified (e.g. for children: increased hand washing, supervision while handwashing, smaller group activities, 1:1 support rather than group work where possible).</li> </ul>	<ul style="list-style-type: none"> <li>Review and check that parents and staff understand what they need to if they or their child displays symptoms.</li> <li>Review systems for reporting test results over the weekend and during school holidays to enable testing and tracing to take place.</li> </ul>	<p>HT</p> <p>Teaching Staff</p> <p>Support Staff</p> <p>Cleaner</p>	<p>Ongoing</p>	



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		<ul style="list-style-type: none"> <li>Asymptomatic testing taking place twice weekly for all adults employed by the school. Results reported to NHS and HT.</li> </ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>Welfare facilities are provided for staff, pupils and visitors which contain suitable levels of soap and hand sanitiser.</li> <li>Maintain social distancing in line with PHE/DfE guidance.</li> <li>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li> <li>Hand cleaning facilities or hand sanitiser are available at the entrance/exit and should be used by all persons when entering and leaving the area.</li> <li>Tissues will be provided for all employees and children. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</li> <li>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> </ul> <p><b>Contact with a Suspected Case:</b></p> <ul style="list-style-type: none"> <li>Contact with those suspected of having caught COVID-19 will be avoided.</li> <li>The school will engage fully with the NHS Test and Trace programme. QR code in reception to be scanned by all visitors.</li> <li>Up-to-date contact details are held for all families and will be collected for any visitors to the site via the inventory sign in system.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Parents have clear guidance on how they, or their child, can get a test if they are displaying symptoms.</li> <li>• Staff and pupils know that they cannot come into school if they have symptoms and will be sent home to self-isolate.</li> <li>• School has testing kits that can be given to parents/carers collecting a child who has developed symptoms, or a member of staff who has developed symptoms at school when they cannot get a test through other means.</li> <li>• Should persons disclose that personnel living with them are self-isolating due to displaying symptoms, they must do the same for 10 days as per Government guidance.</li> <li>• Return to school, if a test is positive, after a 10 day period (from the first day they felt ill) – the cough and anosmia can continue for several weeks once the infection has gone.</li> <li>• Parents given guidance on signs and symptoms to look for. This to be reinforced regularly through newsletters and social media.</li> <li>• Guidance sent to parents around action to take if their child presents with cold/flu like symptoms – seek further medical advice if any of the 3 main symptoms of COVID are present.</li> </ul> <p><b>If a case is confirmed:</b></p> <ul style="list-style-type: none"> <li>• School to contact local health protection team/ DfE helpline – they will carry out a risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> </ul>				



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		<ul style="list-style-type: none"> <li>The health protection team/ DfE helpline will work with the school to guide them through the actions needed. They will provide definitive advice on who needs to be sent home and will provide a templated letter to send to staff and parents if needed.</li> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</li> <li>If someone from a group sent home to self-isolate develops symptoms, they must get a test. If it is negative, they should continue to stay in isolation for the remainder of the 10 day period.</li> <li>If the test result is positive, they should tell the school immediately and isolate for at least 10 days from the onset of the symptoms. The household should self-isolate for 10 days. Ensure links to correct self isolation guidance are available and can be shared quickly with parents and staff.</li> </ul>				
Suspected case whilst working on site	Staff Pupils Parents Visitors Contractors	<b>Child</b> <ul style="list-style-type: none"> <li>If a child develops symptoms while at school, they will be moved to the meeting room.</li> <li>The door will be closed. The air conditioning will not be used.</li> <li>An adult will supervise them. PPE will be worn by the member of staff supervising if a distance of 2m cannot be maintained. This will be explained to the child to ensure they understand.</li> <li>If they need to use the toilet while waiting to be collected, they will use the accessible toilet behind reception. This will be closed after their</li> </ul>		HT  Admin Staff  First Aid trained staff	Ongoing	



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		<p>use for cleaning and disinfecting using standard cleaning products before use by anyone else.</p> <ul style="list-style-type: none"> <li>• The room they have been in will also be sanitised after they have been collected.</li> <li>• Members of staff who have been in contact with the child do not need to go home to self-isolate unless they develop symptoms themselves.</li> <li>• Everyone who has been in contact with the child should wash their hands thoroughly with soap and running water.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• If a member of staff develops symptoms while at school, they will be sent home immediately. They will be given a test or sent to get a test as soon as possible.</li> <li>• Another member of school staff will take over their role. If a teacher goes home ill, the HT or HLTA will take over teaching of the class.</li> <li>• Asymptomatic testing takes place twice weekly for all adults employed by the school.</li> </ul> <p><b>Visitor or Contractor</b></p> <ul style="list-style-type: none"> <li>• If a visitor develops symptoms while at school, they will be sent home immediately. They will be given a test or sent to get a test as soon as possible. They will be told to inform the school of the outcome of their test. Contact details will be collected for them before they leave site.</li> </ul>				



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The needs of specific pupils could lead to increased risk of infection.	Staff  Pupils	<ul style="list-style-type: none"> <li>• IBMPs in place for any children with additional needs – adapted behaviour policy and identified safe spaces for them. Increased cleaning in these areas.</li> <li>• Some pupils may require intimate care due to their age if they have a toileting accident. PPE will be provided for staff who administer this and all staff are already aware of hygiene rules that they need to follow to stay safe.</li> <li>• Intimate care plans have been written for any individuals who require additional support, clearly outlining how pupils will be supported.</li> <li>• Staff try to encourage pupils to change themselves as much as possible by providing clear verbal guidance.</li> <li>• All staff have sets of disposable gloves to wear when administering any first aid. Pupils are supported to clean cuts and grazes as much as they can themselves. These are disposed of securely after one use.</li> <li>• If staff are likely to use restrictive physical intervention or positive handling, they will have appropriate training and PPE to hand for immediate use. Revised guidance for staff who use RPI will be developed, discussed and understood.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular reviews of IBMPs to ensure that individual needs are being appropriately managed in line with safety guidance.</li> <li>• Regular reviews of intimate care plans.</li> </ul>	SENCO  Staff		
Travel off site	Staff  Pupils	<ul style="list-style-type: none"> <li>• Travel is only required for essential purposes.</li> <li>• All visits and school trips have been cancelled.</li> <li>• Implement social distancing where possible (2m clearance from persons or 1m + face covering and not to travel in groups of more than 2 unless it is immediate family).</li> </ul>	<ul style="list-style-type: none"> <li>• Review trip plans for summer term 2021 as government guidance is reviewed.</li> </ul>	HT  All staff	Ongoing	



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		<ul style="list-style-type: none"> <li>All persons working within the school, to limit their use of public transport, including at weekends and during holidays.</li> <li>Where travel is essential, use private single occupancy, cycle or walk where possible.</li> <li>Staff to only leave the site (and subsequently return) during the working day if it is absolutely essential. Limit any trips to public spaces (e.g. supermarkets) during the working day to essential trips only.</li> <li>Asymptomatic testing taking place twice weekly for all adults employed by the school. Results reported to NHS and HT.</li> </ul>				
Access to & egress from site causes increased spread of virus	Staff Parents Pupils Visitors Contractors	<ul style="list-style-type: none"> <li>All parents and visitors have been requested to wear a mask when on school premises. Masks required at drop off and pick up time and when entering reception.</li> <li>Reminders sent to parents of the need to follow staggered drop off and pick up times to ensure number of adults on site at any one time is limited.</li> <li>Snagging work on the building has been completed with only a few items outstanding - all contractors booked in at specific times to complete work to ensure there is a limit on the number of visitors on site and that work can be carried out safely.</li> <li>Contact details to be collected for all visitors to the site (including prospective parents, contractors, community visitors) to ensure 'test and trace' can be implemented if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Snagging work has been completed – review access arrangements for contractors during the school day.</li> <li>Wildern Facilities Team to be contacted to supervise contractors on site if this is needed.</li> </ul>	HT (site manager)	Ongoing	



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		<ul style="list-style-type: none"> <li>• Only one site access point (front gates) – to be monitored to enable social distancing and the foot fall in these areas.</li> <li>• Staff and visitors to wash hands after touching the sign in screen.</li> <li>• Everyone entering or leaving the site to wash or clean their hands</li> <li>• Plenty of space given (two metres) between people waiting to enter site and in reception (desk is deep enough to allow for 2m distancing so no Perspex screen needed).</li> <li>• Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> </ul> <p><b>Visitors:</b></p> <ul style="list-style-type: none"> <li>• All visitors to be made aware of site rules – briefed by admin staff and handouts in the office area. Expectation all visitors wear a mask when entering and leaving the site and if working closely with staff or pupils.</li> <li>• Contractors health and safety leaflet to give specific information about the site.</li> <li>• Delivery drivers to deliver all parcels to reception. Contactless delivery to be used.</li> <li>• See separate risk assessment for visitors using the site (e.g. Wildern Partnership SCITT).</li> <li>• Check with all visitors upon arrival that they have not had any symptoms of COVID-19.</li> <li>• Visitors to scan the QR code for Test and Trace on arrival.</li> </ul>				



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		<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff who are showing any of the signs of Covid-19 may NOT come to school.</li> <li>• Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</li> <li>• Staff have been informed about the need for self-isolation as advised by the Government.</li> <li>• On arrival all staff are required to wash hands or use the sanitiser provided in reception.</li> <li>• Hand washing with soap to be at least 20 seconds each time.</li> <li>• Asymptomatic testing for all staff.</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Parents and children encouraged to walk or cycle to the setting where possible</li> <li>• Travel guidance sent and stressed to parents and young people <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel.</li> <li>• All transport arrangements cater for any changes to start and finish times</li> <li>• Staggered start times and finish times for pupils. Clear expectations shared with parents.</li> <li>• Visual aids to remind parents of the need for social distancing around the site.</li> </ul>				
Poor communication means that staff, parents, pupils	Staff Visitors Parents	<ul style="list-style-type: none"> <li>• All parents and visitors have been requested to wear a mask when on school premises. Masks required at drop off and pick up time and when entering reception.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing review of drop off and pick up procedures - visibility of staff to ensure that these are being followed. Review of plans/</li> </ul>	HT Staff	Ongoing	



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or visitors do not follow guidance.	Pupils	<ul style="list-style-type: none"> <li>Reminders sent to parents of the need to follow staggered drop off and pick up times to ensure number of adults on site at any one time is limited.</li> <li>Return to school newsletter sent to all parents along with a link to risk assessment.</li> <li>Use of email communication with regular updates on current guidance.</li> <li>Government guidance for parents shared via email and on our website. Ongoing updates to parents via email as guidance changes.</li> <li>All children, parents, carers or any visitors, such as suppliers, told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</li> <li>Staggered start and finish times for each class - shared with parents.</li> <li>Parents told that only one parent should escort their child/children to school and all siblings must be kept under control.</li> <li>Parents and young people given their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact. Reminders to parents given about social distancing at drop off and collection times.</li> <li>Clear expectations to ensure parents cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>E <a href="#">-bug</a> and <a href="#">PHE schools resources</a> sent to children prior to starting and will regularly be</li> </ul>	<p>increase time between drop off procedures if needed.</p> <ul style="list-style-type: none"> <li>Adaptation of information sent to parents if procedures need to change – consider how to ensure all parents read and understand guidance.</li> </ul>	Support staff		



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		<p>shared with pupils during the school timetable.</p> <ul style="list-style-type: none"> <li>• Transport recommendations communicated with parents along with their allocated start and end time, to ensure they can plan in advance and make appropriate arrangements.</li> <li>• Clear guidance on parents of where they should (and should not park) around the site. Car park closed to anyone but staff and visitors – gates closed at 8:30am and to remain closed until 3:30pm.</li> <li>• Visibility of staff around the front of the school to ensure that parents are parking following the guidance given and congestion around Nairn Road is reduced.</li> <li>• All staff are responsible for enforcing key messages if they see guidance not being followed.</li> <li>• Staggered lunch plans communicated to chef to ensure that he is able to make appropriate arrangements.</li> <li>• Weekly meeting with cleaning team and facilities manager.</li> </ul>				
Allocation of Staff causes increased spread of virus	Staff  Pupils	<ul style="list-style-type: none"> <li>• ‘Bubbles’ to be taught by consistent members of staff during the week.</li> <li>• Chef to serve both groups of children – stay in kitchen behind serving hatch and pass trays to children.</li> <li>• Lunchtime supervisors will supervise all children – maintain social distance from children during lunchtime, wear gloves and aprons where possible.</li> <li>• No external teaching staff on site (e.g. no supply teachers or sports coaches).</li> </ul>		HT  Staff  Support Staff	Ongoing	



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		<ul style="list-style-type: none"> <li>Any staff moving between groups to ensure social distancing where possible (stay 2m away from children), wash hands thoroughly and more often.</li> <li>Authorisation onto the site approved for all adults from Headteacher.</li> <li>All staff medical needs to be discussed with the Head teacher prior to them entering the school.</li> <li>Social distancing to be observed in the staff room. Staff to follow guidance and 'stay alert'.</li> <li>Suitable and sufficient provision made for the provision of first aid, physical intervention, emergency procedures response, etc.</li> <li>Staff are encouraged to leave the site as soon as possible at the end of a school day and should not arrive excessively early.</li> <li>Site open 7:30am – 6pm.</li> <li>It is accepted that social distancing will not be achievable while administering first aid – staff to have appropriate PPE and clear guidelines on how to do this.</li> <li>Asymptomatic testing of all school staff.</li> </ul>				
<p>Cleaning does not prevent the spread of the virus</p>	<p>Staff Pupils Parents Visitors Contractors</p>	<ul style="list-style-type: none"> <li>A cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Cleaner working 4 hours per day to ensure that all frequently used areas are thoroughly cleaned.</li> <li>'Fogging' to disinfect areas to take place in the event of a confirmed case with support from the Wildern Facilities team and cleaner.</li> </ul> <p><b><u>Cleaning protocol is as follows:</u></b></p>		<p>Cleaner HT</p>	<p>Ongoing</p>	



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		<ul style="list-style-type: none"> <li>• <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed</li> <li>• Sufficient handwashing facilities are available. Hand sanitisers will also be provided in classrooms and other learning environment</li> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</li> </ul> <p><b><u>All adults and children:</u></b></p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Guidance on hand washing shared with parents and posters displayed in children’s toilets.</li> <li>• Clean their hands on arrival at the setting, before and after eating, after changing activity (e.g. coming in from outside), before leaving the setting, after going to the toilet and after sneezing or coughing.</li> <li>• All are encouraged not to touch their mouth, eyes and nose.</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently and wherever possible children will be supervised washing their hands.</li> <li>• Young children to learn and practise these habits through games, songs and repetition</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows)</li> <li>• Doors are propped open, where safe to do so</li> </ul>				



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		<p>(bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <ul style="list-style-type: none"> <li>Public sector buying organisation partners are used (for example ESPO, YPO, NEPO) to purchase proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</li> <li>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> <li>Only cleaning products supplied by the school are to be used.</li> <li>All cleaning products to have the appropriate COSHH risk assessment completed before use.</li> <li>All cleaning products kept out of the reach of children.</li> </ul>				
<p>Deliveries &amp; Waste collection means outside workers expose the school population to the virus</p>	<p>Staff Pupils Visitors Wider community (delivery drivers)</p>	<ul style="list-style-type: none"> <li>Drivers should wash or clean their hands before unloading goods and materials.</li> <li>Do not approach delivery staff, allow packages to be left in a safe place.</li> <li>Hands are to be thoroughly washed after handling all deliveries or waste materials.</li> <li>Packaging and waste to be put straight in the bin. Bins to be taken out to the main bin store every day by the cleaning staff.</li> <li>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). Collections for waste are usually made by 7:30am on a Tuesday.</li> <li>Kitchen deliveries to go straight to the kitchen via the side gate and path. If deliveries arrive</li> </ul>		<p>Cleaner  Kitchen Staff  Admin Staff  HT</p>	<p>Ongoing</p>	



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		<p>during drop off and pick up, staff to manage flow of parents, children and drivers.</p> <ul style="list-style-type: none"> <li>• Delivery drivers to wear face coverings when entering and leaving the site.</li> </ul>				
Contractors expose the school population to the virus	Staff Pupils Contractors	<ul style="list-style-type: none"> <li>• Only contractors carrying out essential maintenance deemed necessary to the safe running of the school or completing outstanding snagging activities are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</li> <li>• Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>• Contractors to work in school when children and staff are not on site, where possible.</li> <li>• All contractors are to wash their hands upon entering the site.</li> <li>• Contractors to wear face coverings when entering or leaving the site.</li> </ul> <p><b><u>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</u></b></p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use hand sanitiser.</li> <li>• Repeat the hand washing/sanitising every hour.</li> <li>• Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul>	<ul style="list-style-type: none"> <li>• If snagging work cannot be carried out safely during school days, contractors to be booked into school out of hours to complete works when there are few pupils on site.</li> <li>• Wildern Facilities Team to be contacted to supervise contractors on site if this is needed.</li> </ul>	Cleaner Facilities manager (WAT) Admin staff HT	Ongoing	



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		<p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>				
<p>Canteen use – exposure to virus from large numbers of persons</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> <li>• Staggered lunchtimes to allow each bubble to collect their food their own so no mixing of bubbles.</li> <li>• Year R to go for lunch at 11:55am. Collect trays and be seated at window end of the hall (front of the school).</li> <li>• Year 1 to go for lunch at 12:05pm. Collect trays and be seated at studio end of the hall, with a clear gap between bubbles.</li> <li>• All food pre-ordered – children to only eat from their trays and using their cutlery.</li> <li>• Food to be cut into small bite-sized chunks to minimise staff having to help with cutting up food.</li> <li>• Pupils to be taught how to clean their own plates after use – put their own cutlery and cups in the containers provided.</li> <li>• Supervising staff to wear gloves and aprons.</li> <li>• Encourage all pupils to have a school dinner to limit the number of packed lunch boxes coming into school.</li> <li>• No water bottles to be taken to the hall – cups provided.</li> </ul>		<p>Chef HT Staff Support Staff</p>	<p>Ongoing</p>	



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Emergency procedures (Fire alarm activations etc) cause pupils and staff to come into close contact	Staff Pupils Visitors	<ul style="list-style-type: none"> <li>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation at least between bubbles). Children in lines do not need to socially distance.</li> <li>Amended fire evacuation plan with assembly points that follow 2m guidance written.</li> <li>Fire practice to take place each term to ensure all classes can follow new routes safely to the evacuation point.</li> <li>Once outside of building, staff can pause movement of class lines on the way to the muster point to ensure that bubbles stay apart.</li> <li>Ramp to playground (not stairs) to be used to ensure continuous flow of pupils.</li> <li>Staff refresher training on lockdown procedure.</li> <li>Update visitors H&amp;S leaflet with new guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Review after second fire drill practice.</li> </ul>	HT  Facilities manager  Teachers	Ongoing	

Risk Assessor	Signature <i>Tamsin Sillars</i>	Date 2.3.2021
Responsible Manager	Signature	Date

Date Reviewed	Signature	Role



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