

# Broadbottom CE Primary School RISK ASSESSMENT



**Risk Assessments for:** Schools September Full Opening      **Date:** 07/07/2020

**Assessor Name:** Health and Safety Team      **Sources:** WHO, NHS, DfE and NASUWT

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
<p><b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney</p>	H	<p><b>General Measures</b> School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus">Covid-19-guidance-for-employees</a></p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">Covid-19 Guidance to-employers</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a></p> <p><b>Essential Control Measures</b></p> <ul style="list-style-type: none"> <li>A requirement that people who are ill stay at home</li> </ul>	M	<p>School Leaders should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Schools can contact <a href="mailto:healthandsafety@tameside.gov.uk">healthandsafety@tameside.gov.uk</a> for advice, guidance and support</p>	<p>Head to send links to all staff SLT All Staff/C-Gov re coronavirus guidance</p> <p>SLT All staff to be updated on signs symptoms and track and trace procedures and expected to participate. Relevant links sent to staff from SLT. Updated and continued routines to be shared regularly during staff meetings and in</p>	<p>22.7.20</p> <p>22.7.20 ongoing</p>

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	failure and even death)		<ul style="list-style-type: none"> <li>• Robust hand and respiratory hygiene</li> <li>• Enhanced cleaning arrangements</li> <li>• Active engagement with NHS Test and Trace</li> <li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul>		<p>the end of term and new term INSETS                  Caretaker to Organise and rota enhanced cleaning, which is to take place daily.                  JM: Staff to clean during the day using a cleaning schedule of tables, surfaces and regularly touched contact points.                  DH: Registration with supply agencies to cover any sickness absence and use of additional teacher for cover.                  JM: Class bubbles to be in operation from September with staggered arrival and dismissal times and all using different entry/exits.                  JM: Signage to point parents to the correct exits to avoid mixing.                  JM/Letters to parents/website/texts to advise of arrangements.                  SLT: Different dinners/playtimes and breaks for all bubbles. Staggered staff lunches and midday timetables.                  SLT/all Class libraries in use and books quarantined on return for 72 hours.                  JM: Minimal equipment allowed from home to school</p>	
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			<p><b>Specific Measures</b></p> <p>Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms or has tested positive in the last 7 days must not attend the school setting.</p> <p>School has communicated its arrangements to all employees and parents prior to the return of additional pupils.</p> <p>Where possible contact with parent's or other non-school staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p>			<p>and vice versa. Reading books changed weekly and quarantined on return. No non-essential visitors in school. Sanitisation stations and hand washing timetabled for all bubbles throughout the day. SLT/TA: Clean down scheduled between lunch time sittings in the hall.</p> <p>JM: No whole school meets, assemblies to be conducted virtually or within a class bubble.</p> <p>KCG/JM: Music lesson to follow the music service guidance and risk assessment.</p> <p>JM/AD/all staff No contact sports in PE and to take place outdoors weather permitting. Sharing of school risk assessment with services.</p> <p>JM/WC/All staff and parents have received up to date guidance on procedure that must be followed if showing symptoms.</p> <p>Email/letter/website/signage in school/school notice board/newsletters. This has been sent to parents in advance of September and is displayed on the website under a specific tab.</p>	
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		<p>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.</p> <p>All schools have been provided with an initial stock of PPE</p> <p>A named staff member has been identified to liaise with Contact Tracers Checklist provided by the LA (Tameside Covid-19 Resource packs for schools Version 5 page 43)</p> <p>Parents advised of procedure if a child is ill and encouraged to comply with Contract Tracing</p> <p><b>Bubbles</b> Children will, as far as possible, be placed in consistent groups (bubbles)</p> <p>Where bubbles of a single class can be maintained this is the preferred option. (Primary)</p> <p>Social distancing (2m) will be observed within bubbles. (Secondary)</p> <p>Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time.</p>	<p>All initiatives from local authority passed on to parents</p> <p>Mixing of these bubbles may take place in the delivery of specialist teaching, wraparound care, and transport where necessary. Where groups are mixed these subsequent groups should be consistent.</p> <p>NB – it is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p>	<p>JM: Limited contact with parents has been advised to all staff and the offer of a remote meeting or telephone conversation as first point of contact.</p> <p>No hand shaking or bodily contact is permitted.</p> <p>JM named as identified person to liaise with Contact Tracers. (LH in case of absence) JM: Policy updated and disseminated to staff and parents and displayed on website.</p> <p>JM campaigns shared with all staff/parents. JM to distribute material from the Leader of the council on delivery</p> <p>JM: Staff training has already taken place and is part of the INSET refresher on July 23<sup>rd</sup>/September 2<sup>nd</sup> All PPE is in has been disseminated to first aid bags and distributed to first aiders in the building. Additional PPE is in the main office and all staff have been informed.</p>	
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		<p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff. (Primary and Secondary)</p> <p>Children’s work will not leave the premises and all marking should be done on site.</p> <p>Book scrutiny to monitor performance will take place with via ELMO, where only the class teacher handles the books</p> <p><b>Arrival /leaving school</b></p> <p>Staff are asked to arrive before pupils</p> <p>Signage posted to keep parents abreast of local lockdown and national arrangement</p> <p>Gate will be opened earlier to facilitate this.</p>	<p>staggering start times to reduce transmission.</p> <p>Key messages displayed around the building to be updated in accordance with any relevant changes.</p>	<p>SLT: Children will return in class bubbles. JM added to marking policy and advised all staff</p> <p>SLT to advise teaching staff/ clean down to take place before next book viewed</p> <p>SLT/all staff Children will not be moving around the building unless they are in their class bubble and will be escorted by an adult.</p> <p>SLT/Teachers/All assemblies to take place in classroom locations. Remote whole school assemblies via google classrooms/Teams</p> <p>JM: All staff advised of 2m ruling if required to enter a different bubble. This advice will be shared with the music service and PE coach.</p>	
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			<p>Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reings to prevent that child from entering the school building or using play equipment.</p> <p>A sibling drop off/collection point has been introduced from gate number 7</p>		<p>Schools will have a process for pupils and staff to remove face coverings when they arrive at school which will be communicated.</p> <ul style="list-style-type: none"> <li>• Do not touch the front of the face covering when removing it</li> <li>• Wash hands or hand sanitize on arrival</li> <li>• Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home</li> <li>• Wash hands again before going to class</li> </ul>	<p>JM: letters/website/twitter and physical boards to display current legislation/procedures</p> <p>JM: Parents have been advised of staggered start and end times to the school day and the points of entry and collection for pupils. Signage is in place to guide all parents to the correct entrances to minimise numbers on site.</p> <p>SS; Gates will be opened 10 minutes before and closed 10 minutes after to avoid loitering.</p> <p>Gate no 7 is staffed by a TA daily to ensure that siblings can arrive/leave the building without interaction with other bubbles Named staff allocated to gates to ensure no crossing of bubbles and that the siblings</p>	
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		<p>Where possible separate entrances are used for class groups/bubbles</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away</p> <p>Staff will discourage loitering by pupils and parents. Advice will be sent out reminding parents NOT to loiter or liaise directly with teachers</p> <p><b>Reception signing in and out</b>  <b>E.g. Staff, visitors, and contractors</b>          Where possible contact with parent's or other non-school staff is conducted remotely, via telephone, video call or e-mail</p> <p>Parents, visitors, volunteers, and the public will not be allowed in school.</p> <p>Supply staff and peripatetic teachers must keep as much distance as possible from other staff.</p> <p>Personalised track and trace QR code in operation</p>	<p>All visitors to site should receive induction/site guidance on physical distancing and hygiene before or on arrival.</p> <p>Consider engaging consistent staff in these roles where possible to further reduce the number of visitors to school</p> <p>All staff to hand sanitize or any individual digitally signing in as a visitor.</p> <p>Any non-teaching visitors entering the building will be required to use the QR code</p>	<p>gate is managed to ensure no mixing</p> <p>JM/SS/All parents will be reminded that only one adult is permitted to escort pupils. (Letter/website/text)          Guidance has been issued to all parents and staff how to don and doff a mask. Signage will be put up with pictorial symbols to advise parents.          Handwashing/and sensitisation is scheduled throughout the day for all pupils and staff on arrival and at any point that they leave or return to the classroom bubble location          Lidded bins in each bubble setting for disposable face masks.</p> <p>JM/SS: Four separate entrances will be in operation</p> <p>Staff: A member of staff will be at each entrance daily to receive pupils and to discourage any loitering. Texts messages, letter. Website to remind parents and signage.</p>	
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			<p>Staff sign in using the digital system</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.</p> <p>Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p> <p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>If no screen is already in place school will consider whether a temporary plexi -screen be installed</p>			<p>DH: All points of contact, except for paying money, will be done remotely where possible.</p> <p>DH/WC to manage the QR system with visitors</p> <p>DH/WC to add signage to advise of sanitisation. SW to check and replenish sanitiser daily.</p> <p>M/DH/SS Visitors, unless contractors or agencies, will not be permitted to enter the school building, without prior arrangements and where possible after school hours.</p> <p>SS/DH: Risk assessment to be shared electronically prior to arrival with specific measures with regards to distancing.</p>	
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		<p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p><b>In Class</b> Certain activities will not be taught e.g. PE team sports</p> <p>Where possible classrooms will be set out so sitting positions are 2 metres apart. If possible, pupils will sit at the same desk on consecutive days.</p> <p>Where the 2 m distance cannot be maintained individuals will be side by side or back to back rather than directly facing and for as short a time period as possible.</p> <p>Unnecessary furniture will be removed from classes to increase space.</p> <p>Where possible windows will be open to aid ventilation. During cold weather, windows will still remain partially open. Children will be allowed to wear additional clothing. In classrooms, where</p>			<p>DH/JM/DR: Remote signing in system purchased and will be in operation from September.</p> <p>DH/SS: All arrangements with contractors organise for mainly school holidays failing this after school Caretaker and business manager to meet weekly with ongoing jobs list.</p> <p>DH/SS: All site visitors will sign into the building and permits of work collected electronically in advance of their arrival by the site manager.</p> <p>JM/DH: All deliveries are made to the main entrance and moved by the site manager. Any delivery person entering the building uses hand sanitiser on entry. Glass screen already in place which will remain closed. Reception area limited to one person only, waiting outside</p>
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			<p>windows do not open, the door will be left ajar. When the classroom is empty, the doors will be open to cleanse the setting.</p> <p>Some classes will be taught outdoors where practicable and weather permitting</p> <p>Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.</p>		<p>Timetabling should try to allow for groups being kept apart and the minimum of movement around the site.</p> <p>Signage to be displayed to advise of limits on number of users of the area at any one time</p>	<p>still to be socially distanced. Staggered arrival times of pupils considered to reduce parents at any time needing the office.</p> <p>JM/SS/DH: All entry points have a sanitation station which has signage on school rules for usage. All Staff to be provided with updated guidance on ventilation during winter.</p> <p>SLT: PE curriculum adapted to include dance, gym and fitness and to take place outdoors weather permitting.</p> <p>SLT/SS: Mitigation of risks to be in operation including all seating arrangements with seating facing forwards. Where not possible children sat back to back. 2m distancing will not be possible with whole class bubble.</p> <p>JM/SS: All soft furniture has been removed already during recent lockdownSS/all staff Windows will be open and</p>	
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			<p>January Lockdown Blue and purple class will be used, with the door between the 2 rooms open. Teaching assistants will separate the pupils when into the 2 rooms according to key stage.</p> <p>Remote Learning Where groups of learners are from the same class, they will have an individual laptop to complete work and lesson will be delivered by the white board. Smaller groups will use headsets to minimise on conflicting noise for groups of learners.</p> <p><b>Learning packs</b> Paper copies of learning material have been provided for parents</p> <p>Exercise books</p>		<p>TA to organise pupils into groups and allocate seats so that where possible 2m can be maintained.</p> <p>TA to cleandown all laptops before and after use</p> <p>Headsets to be cleaned before and after use</p> <p>Some have been prepared in advance and quarantined. Where this is not possible, parents will be advised by the school office and advised how long to leave the pack untouched, if they wish to follow this rule.</p> <p>Quarantined exercise books had previously been distributed</p> <p>All books quarantined in advance of sending home</p>	<p>doors to exterior whilst weather permits</p> <p>SLT/teachers Lesson plans will incorporate usage of the outdoors where appropriate</p> <p>JM/LH: All staff will receive guidance prior to September at</p> <p>Inset on new arrangements for distancing.</p> <p>All staff have been made aware of this during inset and JE has assumed responsibility and set up a bank of work</p>	
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			<p><b>Moving around school</b></p> <p><b>Sibling entrance</b></p> <p>Works to the main building during the 1<sup>st</sup> week of January have rendered the main entrance out of bounds and the building to pupils</p> <p>Online learning Staff reminded of kCSIE and keeping children safe on line.</p> <p>The school has identified specific pinch points The route of traffic has been identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance</p> <p>Children are asked to walk in single file around school</p>		<p>All children to remain out of the main building and access to school will be from the sibling entrance gate 7</p> <p>Cleaning of tables between users</p> <p>All teachers to monitor lessons at all times. Rules to shared and revisited daily At lunch children to leave session New code to be sent for afternoon Mute button to be used where necessary</p> <p>Steam/chat to be disabled</p> <p>Parental guidance shared</p>	<p>ready to cover 6 weeks of learning.</p> <p>TA to distribute books per pupils.</p> <p>All staff informed of this arrangement and parentst/carers</p>	
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		<p>Supervision in place to prevent horseplay</p> <p>As far as possible, class groups are kept together and in the same room negating the need to move around school.</p> <p>Toilet use is supervised to prevent too many pupils entering at once.</p> <p>Communication is done with teaching staff electronically</p> <p><b>Lunchtimes/consumption of food</b></p> <p><b>Week of 4<sup>th</sup> January</b>  <b>Lunches to be eaten in the allocated classroom spaces</b></p>	<p>The use of staff rooms should be minimised.</p>	<p>M/LH/all: Dinner times are timetabled, with a time lapse before the next bubble enters the corridor to avoid any passing of pupils</p> <p>JM/LH/ all staff Will only walk around the school each day once for lunch when they will walk single file and supervised. Signage and floor marking are in place.</p> <p>JM/LH/all: All pupils will be supervised and will not be permitted to move from their classroom bubble without a chaperone.</p> <p>JM/LH/all: Classes will remain in their room except for lunchtime and PE when the weather is bad. They will be supervised on movement to another area with sanitisation in place if entering a new room.</p> <p>Staff reminded of need to adhere to social distance ruling for themselves and colleagues.</p>	
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		<p><b>Week 11<sup>th</sup> TA to escort children to hall</b> Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> <p>Lunch times staggered for both pupils and staff Staff chairs have been demarked to ensure that social distancing is adhered to during lunchtime and in recognition of new lockdown procedures for November.</p> <p>Lunch seating areas restricted to 1 person per table or considering social distancing measures with no directly face to face seating.</p> <p>Fruit station managed so children do not handle multiple pieces before selecting</p> <p>The bringing of a full personal water bottles each day is encouraged.</p>	<p>TA's to clean down tables prior to food consumption. After food consumption</p> <p>Both Middays to wipe tables before lunch TA to toilet children and supervise hand washing.</p> <p>Advice will be given that other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.</p> <p>Everyone must wash hands thoroughly for 20 seconds after</p>	<p>JM/LH/all: Pupils will be chaperones to the toilet and only one child at a time will be permitted into the toilet area.</p> <p>JM/all: With only 4 teachers/Teaching assistant s staff meetings can be socially distanced. Communication where possible to be conducted electronically.</p> <p>JM/DH/SS: Signage displayed in the hall pupil's toilet doors, classrooms, and bathrooms. Handwashing regime timetabled throughout a daily schedule. Including before and after food</p> <p>JM/LH: Staff rota to clean down the dining tables before a new bubble arrives and at the end of the lunch period.</p> <p>JM/LH: Timetable of lunches to allow staff and pupils to eat in bubbles for pupils and reduced numbers for adults. Seating marked to direct children to places they can safely sit whilst eating.</p>	
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			<p><b>Office/Support staff</b> Where feasible and appropriate for members of staff to work from home consideration will be given to this</p> <p>Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time.</p> <p>Reprographics areas restricted to single user where possible</p> <p><b>Vulnerable persons</b></p> <p>Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified, and an individual risk assessment is completed with them to identify any additional control measures for them beyond those in place generally.</p> <p>Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)</p>	<p>contact with someone who is unwell.</p> <p><b>NB - The HSE has set a final date of requalification for expired certificates affected by Covid-19 of 30<sup>th</sup> September 2020</b></p>	<p>JM/DH/Midday assistant to supervise the fruit station and allow one child at a time to use the facility</p> <p>JM: Already in operation. Parents reminded in letter and website</p> <p>JM: Office has 2 staff who can socially distance. One staff member work mornings only</p> <p>JM/LH/all: Staff kitchen has signage to remind staff that they should wait if anyone is already in the room</p> <p>JM/LH/SS: Signage in operation to remind staff and guidance given during INSET of restriction in place in the building</p> <p>JM: All individual risk assessments have been completed and no staff</p>	
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		<p><b>Staff or pupils arriving at school unwell or become unwell whilst in school</b>                  They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 10 days and arrange to have a test.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.</p> <p>If possible a window will be opened for ventilation</p> <p>Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</p>	<p>This will be reviewed based on government guidance</p> <p>Consider advising parents to limit the number of different wraparound providers they access as far as possible and to</p>	<p>members identified as vulnerable.</p> <p>Not applicable currently</p> <p>JM: Guidance and procedures shared electronically with all staff and reiterated at INSET. Displayed on staffroom wall.</p> <p>JM/LH/all: Isolation area in operations that segregates the pupil safely in a closed area, but does not have ventilation</p> <p>JM/LH/all: Staff have been appointed to clean down the area following any suspected cases.</p>	
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		<p>A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.</p> <p>There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken.  <a href="mailto:Covid-19@tameside.gov.uk">Covid-19@tameside.gov.uk</a></p> <p><b>First Aid</b>  A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school</p> <p>Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus have applied for a 3-month extension</p> <p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p> <p>When responding to incidents, PPE should be worn by staff if 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of</p>	<p>seek assurance that providers have the appropriate protective measures in place.</p>	<p>JM/LH all: A separate toilet has been identified for usage in this case and appropriate access to cleaning products available for staff members.</p> <p>JM: All staff and parents have received up to date information from public health regarding track and trace and this is also available on the school website. Any children/staff in a bubble where there has been a positive case will be encouraged to engage with the process.</p> <p>JM/WC the flow chart of advice will be advertised on the website, emailed to staff, and displayed in the staff room.</p> <p>Assessment already completed following prior lockdown and reviewed.</p>	
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		<p>contamination from respiratory secretions, droplets of blood or other body fluids.</p> <p>After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity</p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p><b>Educational Visits</b> Overnight and overseas educational visits will not take place.</p> <p>Non-overnight domestic educational visits will be subject to risk assessment and consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue. Pupils will be kept in their consistent bubble for the purpose of the educational visits.</p> <p>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p><b>Extra-curricular provision</b> Provision will maintain school day bubbles or, where this is not possible, small consistent groups.</p>			<p>LH/DH One member of staff due to recertificate and course in hand.</p> <p>JM/LH/all: Where possible staff will remain a safe distance from a pupil. When this is not possible PPE will be worn</p> <p>JM: All staff received guidance and PHE training on correct usage of PPE. All first aiders have been supplied with necessary equipment. Levels of stock will be regularly monitored and replaced.</p> <p>JM/LH: Good hand hygiene routines have been established in school with regular reminders to all staff in staff meetings/briefings.</p>
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			<p>Contact sports will not take place.</p> <p>Where possible activities will take place outdoors</p> <p><b>Music</b> Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies)</p> <p>Music lessons will be limited to 15 pupils with social distancing and windows open where possible</p> <p>Playing of instruments and singing will take place outside where possible.</p> <p>Instruments will not be shared.</p>			<p>JM: No residential educational visits have been planned at present.</p> <p>All visits will be restricted to single class bubbles in outdoor local community spaces for the immediate future.</p> <p>SLT: Children will be booked into a 10-week session where the group remains the same. No new members will be permitted once the group has commenced</p> <p>JM: After school clubs will not involve games.</p> <p>All: Weather permitting activities will be conducted outside</p> <p>TMS/JM: A modified curriculum will be delivered by Tameside Music Service</p>	
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						<p>TMS/JM: Tameside music service have advised that they can teach whole class bubbles alongside their modified curriculum and their risk assessment will be followed.</p> <p>All pupils have allocated instruments.</p>
<p><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p><b>General Measures</b></p> <p>School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus">Covid-19-guidance-for-employees</a></p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="#">Covid-19 Guidance to-employers</a> <a href="#">Implementing protective measures in education and childcare settings</a></p> <p><b>Specific Measures</b></p> <p>As per direct transmission and in addition:</p> <p>Hygiene stations at all entrances are in place, with instructions to use it, prior to entering the building.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser. Young pupils are supervised where appropriate.</p>	M	<p>Managers should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Ensure that sufficient hand washing or hand sanitiser stations are available.</p> <p>Young children and pupils with complex needs will be assisted to clean their hands properly.</p> <p>Hand cleaning routines will, as far as possible, be built into the day;</p> <ul style="list-style-type: none"> <li>• On arrival at school</li> <li>• On return from breaks</li> </ul>	<p>JM: All guidance will be followed, and daily updates checked, and modifications adapted into any school procedures.</p> <p>JM/SS: All hygiene stations in place and regularly refilled and managed by the site manager</p> <p>Hygiene routine in place (see above)</p> <p>All: Signage, daily morning reminders, time slots scheduled into the daily routine</p>

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		<p>Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.</p> <p>Posters will be displayed in school to remind everyone of public health advice</p> <p>Classrooms in use are thoroughly cleaned at the end of the day</p> <p>Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p> <p>Individual frequently used equipment should not be shared, eg pens and pencils</p> <p>Playground equipment must be frequently cleaned</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Cleaning staff are on hand during the day</p>	<ul style="list-style-type: none"> <li>When there is a change of room</li> <li>Before and after eating</li> </ul> <p>There should be enough tissues and bins available in school.</p> <p>Where pupils are unable to maintain good respiratory hygiene due to complex needs a risk assessment should be completed to ensure controls can be put in place to support them and the staff working with them.</p> <p>A cleaning schedule should be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups</p> <p>Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles (sports, art and science</p>	<p>Soap and hand sanitising checked and re-stocked daily by the cleaning team Signage clearly all-around school. Teachers to Incorporate into morning reminder how to be alert and reduce transmission.</p> <p>Enhanced cleaning daily with advised cleaning products</p> <p>JM/LH/all: Clean down routines in place during the day in a timetable across the whole school.</p> <p>JM/LH/all: Lists of areas that require attention due to regular contact have been shared with staff and scheduled cleaning takes place during the day as part of the timetable schedule.</p> <p>See above</p> <p>JM/LH/all: All children supplied with their own stationery equipment</p> <p>JM/all Playground equipment to be sprayed following each bubble</p> <p>JM/SS: Doors have been identified to be propped open</p>
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			<p>General cleaning is done in line with the guidance for non-healthcare settings  <a href="#">Covid-19-decontamination-in-non-healthcare-settings</a>                      Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>		<p>equipment for example) must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be unused for 48 hours (72 hours in the case of plastics)</p> <p>The new PH guidance on cleaning will be reviewed once released</p>	<p>and fire risk assessment altered to reflect this.</p> <p>Staff rota in place</p> <p>JM/LH/SS: All guidance shared with cleaning team and cleaning risk assessment completed and updated</p> <p>As above</p>	
Inadequate premises checks due to lack of staffing	School employees and pupils Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.	M	<p>All statutory checks and ppm's are maintained and up to date                      Where possible checks take place before or after school or away from other persons                      Assurances are sought from external organizations providing FM services.                      In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken.                      Parts of the building still unused are 'moth balled' to reduce the level of checks necessary</p>	L		<p>SLT: Early identification of potential risk because of reduced staffing will be closely monitored</p> <p>In the event of staffing problems, the LA will be contacted, and support and guidance followed prior to any risk arising</p>	
Inadequate gritting of grounds	School pupils and staff due to lack of gritting in severe weather .	M	<p>School pathways and playgrounds are gritted early morning and throughout the day as necessary.</p>	L	<p>Consider that more areas of school will need to be gritted to allow all bubbles to access school through the designated entrances. Additional gritting will be required for the sibling entrance, by the side of the</p>	<p>SLT to follow the guidance issued by Tameside. Ensure signage is still visible and pathways are clear.</p>	

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School unavoidable closure due to severe weather conditions.	School pupils due to lack of staffing	L	Children are in separate bubbles which need to be maintained.	L	school through the carpark as this is not normally in use.  In the event of snow preventing enough staff to be able to maintain existing bubbles, then school or bubble will close. Education will be provided through Google Classroom whilst still allowing the children the experience of the snow.	SLT – follow Emergency School Closure Plan for whole school closure and individual bubble closures.
Stress and anxiety	School employees Stress related ill Health	M	Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.	L		JM: Personal risk assessments conducted, and staff received advice with regards to wellbeing and any stress related issues they may be experiencing. Resilience coach/counsellor as part of external team to support staff members.
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary, moisturise your hands to replenish the skin's natural oils.	L	Early detection can prevent more serious dermatitis from developing.	JM: All staff have been given guidance on reporting any skin related problems to a line manager

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Ignition of alcohol based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	L		JM: All staff have received the email circulated by Tim Bowman and this has also been included in staff training and is on the staffroom wall.	
Lateral Flow testing damage	Leaking damaged test	L	Employees are asked to report any damaged tests to school.		Guidance shared with all staff how to report incidents of damage to tests	All staff trained by JM how to use tests. JM to report any incident of damage on <a href="https://coronavirus-yellowcard.mrha.gov.uk">https://coronavirus-yellowcard.mrha.gov.uk</a>	JM 25.1.21
Old/New guidance	New guidance to be referenced	M	All staff advised on opening test kit, to discard the guidance enclosed as this is out of date		DH to distribute new up to date guidance with each set of tests	JM to ensure that all staff are aware of all procedure before first test is distributed	JM
Administration of tests	Contamination during administration of test	M	All staff are to administer the test at home in accordance with the new guidance, which will be handed out by DH. Tests to be conducted twice each week and 3 to 4 days apart On Sunday evening and Wednesday evening		JM to ensure that staff know to Their hands Clean the surface they will be putting the test on Keep to the timings for the test Do not touch the swab	All provided with NHS you tube link to watch administration before distribution.  NHS document sharing platform	JM
Incorrect reading of test	Results being read incorrectly	M	All staff must wait exactly 30 mins (user timer)		JM to ensure that staff know that a positive test will have 2 lines (1 at C/1 at T) the T line can be very faint, but this still constitutes a positive test	JM to discuss guidance with all staff participating in the programme	JM
Named coordinator and administrator	Test used incorrectly	L	Named individuals to assume roles for admin and coordination of lateral flow testing.	L	JM to train all staff prior to test being conducted.  DH to ensure tests are ordered.	JM to be named coordinator. DH to be named administrator	JM



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			Staff to refer to coordinator/administrator for support with lateral flow		JM to train all staff using NHS document sharing platform to support with guidance.		
Test dissemination	All staff who are at risk of contamination to another individual must be offered a testing kit on a weekly basis	M	All staff in school, including kitchen team, will be provided weekly with a box of 7 tests	M	DH to administer the distribution of tests and recording of batch/log numbers	DH must wear a face covering when distributing the tests	JM
Test administration -on	Tests forgotten to be done	M	Staff forgetting to complete test	M	Staff advised to complete log with results each time taken. Tests to be conducted twice weekly in the morning 3 to 4 days apart Set days of Sunday and Wednesday to help staff to establish a routine	Coordinator to check results with staff Monday/Thursday. JM	
Non reporting of tests results	Staff failing to report positive test results	M	Employees are asked to take the test in the morning before attending school and allocate themselves 30 minutes time to complete the test.		All positive results to be followed up with a PCR test	JM (SLT)to advise staff on procedure following a positive lateral flow results. JM	
Swab unable to be taken from tonsils	Staff may not be able to get a swab from their tonsils	L	Staff who cannot take swabs from their tonsils, can take 2 swabs from their nose instead Rotating the swab 10 circular movements on each nostril		JM to ensure that staff will know the alternative to 2 tonsils + 1 nostril	JM/DH to provide a pack of information	
Eating prior to the test	Staff may void test if eaten before taking test	L	Staff advised that food must not be consumed up to 30 minutes prior to the test		JM to ensure that staff are aware of rules around eating	JM to provide support to individuals who are receiving void results.	
Void results	Staff experience 1 void results	L	Staff advised to take another test immediately		All staff must be able to report a positive/negative result following each test	JM to ensure staff are aware of the guidance that they must take another test JM	

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Multiple Void results	Staff experience 2 void results	L	Staff advised to take a PCR test following 2 void results at stay off school until results confirmed. Staff advised to notify school off repeat voids and to complete the nhs reporting system <a href="https://coronavirus.yellowcard.mhra.gov.uk">https://coronavirus.yellowcard.mhra.gov.uk</a>	All staff must be able to report a positive/negative result following each test JM to report failed multiple attempts with batch number to DFE helpline 0800 0468687	JM to ensure staff are aware of the guidance that they must take another test. JM
Nose Bleed	Nose bleed prior to test	L	If a nosebleed has occurred from one nostril prior to testing, take the swab test from the other nostril only	All staff to be aware that the test can still be conducted if a bleed has occurred in 1 nostril only.	JM to advise staff as part of the training and to abandon test that day if nosebleed has been from multiple nostrils.
Isolation period	Staff reducing isolation when in contact with a confirmed case		Staff must not reduce the period of self-isolation if they have had close contact with a positive case. Even when their lateral flow testis negative	JM to advise that the normal rules apply to self-isolation and that staff should isolate and get a PCR test in the event of symptoms	JM to provide guidance new guidance issued separate to that in the testing kit
Latex allergy Pregnant staff members	Staff worried about latex allergy in tests and those pregnant	L	Know contraindications have been identified to put any individual who has a latex allergy or is pregnant at risk	Guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries">gov.uk: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries</a>	JM attended training by NHS/DFE role out 8.1.21/21.1.21
Safe disposal of testing kits	Staff to know how to dispose of home test kit.	L	Staff to use the bag provided in the kit. All components of the kit to be placed inside the bag and then disposed in general waste	JM to ensure that all staff are provide with guidance on how to dispose of kits	JM to ensure that all staff receive training prior to commencing with testing
Positive PCR within 90 days	Staff not taking a lateral flow following a positive PCR	L	Staff who have previously tested positive with a PCR should commence the LFT following their 10 day isolation period	JM to advise and flag staff to current H&S/NHS guidance on the Document sharing Platform	JM to advise any staff member in this situation of current this current change to advise.

Review Date	Reviewed By	Amendment
18.9.2020	SLT/Covid Committee	Hand sanitization on arrival added
18.9.2020	" " "	Additional signage around school

## Broadbottom CE Primary School RISK ASSESSMENT



18.9.2020	“ “ “	Identification of named person for contract tracing
18.9.2020	“ “ “	Template letters in place
7.10.2020		Children’s work will not leave the premises and all marking should be done on site.
7.10.2020	“ “ “	Digital sign in followed by hand sanitisation /signage
7.10.2020	“ “ “	Track and trace RA
19.10.2020	“ “ “	Siblings pick up point
19.10.2020	“ “ “	QR code
9.11.20	“ “ “	Book scrutiny pg 5 Ventilation page 9 Staffroom social distance markers page 11
7.12.20	“ “ “	Gritting due to icy weather – page 20 Severe weather closures - page 21
12.1.21	“ “ “	Pg 11 January Lockdown Blue and purple class Remote Learning <b>Learning packs</b> Paper copies of learning material have been provided for parents Exercise books  Pg 12 online learning <b>Sibling entrance</b> Pg 14 <b>Week of 4<sup>th</sup> January</b> <b>Lunches to be eaten in the allocated classroom spaces</b> Pg 14 <b>Week of 4<sup>th</sup> January</b> <b>Lunches to be eaten in the allocated classroom spaces</b>

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25.1.21 8.2.21 1.3.21	Pg 26	Lateral Flow testing Role out pg. 24-26 JM attended webinar and Local Authority training LTF permitted within 90 days of positive PCR
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Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence