

COVID 19 Risk Assessment – September 2020



School:	The Brow C.P. School
Assessor:	Lindey Webb Headteacher
Date:	9th July 2020 1st Review completed 7th September 2020
Review Date:	15th September 2020. Next review: 21st September 2020

Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

Entering and leaving school/rooms/areas	Yes / No / N/A	Systems in place / proposed to manage risk.
Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Initial information shared with parents on 6th July. Detailed plans to be shared before the end of term (21st July 2020)
Has a deep clean taken place over the summer on site before reopening?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SSM has organised deep clean to take place when school closes on 21st July and another clean before opening end of August
Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times? Is the use of public transport discouraged where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DHT will liaise with SEN transport and parents of children accessing this service. We have arranged bubble start and end times so that taxi children arrive at the same time.
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings? Have specified entrances/exits been allocated to specific groups? Are floor markings visible to reduce any possible queuing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – see attached timetable and plans Separate entrances and gate access in use Floor markings on pavements outside gates in yellow paint at 2m distances. Arrows on the floor in all corridors at 2 m distances.
Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – one way system in use – ‘No entry’ and ‘social distancing’ signs are in use all around school.

<p>Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Gates monitored using CCTV and designated staff to greet children and return them to parents/carers at their designated times. Notice board also in place outside main gates with key information and guidance for parents/carers as a reminder.</p>
<p>Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes – all children and staff walk on the left and it is demarcated by arrows on the floor at 2m distances. This is routine practice pre-Covid for staff and children, so is an embedded procedure.</p>
<p>Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>New signing in area in place to avoid visitors entering the main reception area prior to signing in. Glass windows between sign in points to protect staff in main office.</p>
<p>Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Seating removed from main entrance external foyer and seating inside main foyer has been reduced and spaced out.</p>
<p>For signing in/out at receptions have touch screens/digital systems been taken out of use and/or replaced with alternative procedures whilst still adhering to GDPR?</p> <p>If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place?</p> <p>If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?</p>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p>Paper based GDPR compliant signing in and out system in place. Pens/visitor passes are cleaned with antibacterial wipes after use.</p>
<p>Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments.</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Parents/carers are encourage to make contact by phone/email. Alternatively they can speak to staff from the other side of the glass window when parents resume access to site.</p>
<p>Are foyer areas marked for social distancing and displaying relevant signage/posters?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes – floor arrows, relevant signage.</p>

<p>Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Hand sanitiser in every room and in main reception area.</p>
<p>Is there a safe process in place for the removal of face coverings when pupils and staff who use them arrive at school?</p> <p>Has it been clearly communicated?</p> <p>Is handwashing immediately instructed after removing the face covering?</p> <p>Are safe disposal areas allocated for disposable items and plastic bags available to store reusable items?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Staff training completed on safe removal of PPE. Information shared with families on requirements should children wear masks.</p> <p>Yes – all staff, children and visitors wash hands as directed on arrival at school as part of our daily procedures.</p> <p>Children required to bring plastic packet/bag to safely store face coverings. Spare bags in school if needed. Double bagging and yellow safety bags in all rooms for disposable items.</p>
<p>Are procedures in place to allow emergency contractors to access the site safely?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Code of conduct and guidance issued to contractors on arrival – signed copy kept in school.</p>
<p>Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes – yellow painted lines at 2m distances along all footpaths leading to gate access points.</p>
<p>Are staff advised to delay departure from school to avoid congestion with parents/pupils?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Staff to wait until after last bubble departure and to be offsite by 4.30 pm at the latest to allow cleaning to take place.</p>
Hygiene/Social Distancing		
<p>Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? Are the new procedures clearly outlined in the school's 'Behaviour Policy'?</p> <p>Is there clear signage/communication throughout the school/early years setting?</p> <p>For younger children and children with complex needs has this been</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>HBC appendix added to Behaviour policy</p> <p>Yes – children are allocated to their year group bubble and will not mix with other bubbles. E.g. children in KS2 SEN base would normally integrate into their</p>

<p>actioned by age-appropriate methods such as stories and games?</p> <p>To minimise contact between individuals have consistent groups/bubbles been implemented to endeavour to reduce transmission?</p> <p>Smaller groups could ultimately lead to less persons being required to isolate.</p> <p>Has guidance been cascaded to pupils and parents on the importance of social distancing when using public and school transport?</p>		<p>mainstream year group each afternoon, but instead will remain in their bubble in their own class.</p> <p>Parents/carers have been given guidance and regular reminders about the importance of social distancing outside school, particularly in busy places including supermarkets and public transport.</p>
<p>Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?</p> <p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p> <p>Will younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Yes – SSM monitors stock of all relevant hygiene and PPE products to maintain supplies.</p> <p>Yes – children are directed to wash hands on arrival, before and after going outside and before and after eating. This is procedure and children are supervised with handwashing where necessary.</p>
<p>Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?</p> <p>Are desks placed at a distance side by side and not face to face?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Desks are currently spaced at 2m distances but this will have to reduce in preparation for more children returning in September.</p> <p>September update: Desks are forward facing and all rooms have hand sanitiser, PPE and tissues available.</p>
<p>Have numbers of desks been reduced and socially distanced within classrooms?</p> <p>If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Fabric chairs are for staff use – one staff member only per chair.</p> <p>Furniture in rooms has been reduced to allow for as much space between children as possible.</p>
<p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>One bubble per room. Bubble will not access different rooms, other than to enter the hall at their allocated</p>

using outside space when appropriate i.e. suitable weather conditions? Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?		meal time when lunch in the hall resumes. Communal areas – library/retreat are currently out of use.
Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area? Has use of the staff rooms been minimised whilst still allowing for reasonable breaks?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff lunches are at different allocated times to reduce number of people in there at any one time. Signage in place to show maximum number of people permitted at once. Staff room and Nurture room can be used by staff.
Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular handwashing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – staff briefing session, documentation and Covid Code of Conduct signed by all staff.
Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – on return to school and on regular occasions.
To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bubbles do not mix and will remain in their own room throughout the day, except for outdoor times and lunch where they will have an allocated area for their bubble.
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	All staff have been briefed on double bagging procedure and the relevant bags (yellow) are in each room being used. Bins and recycling bins are emptied daily – monitored by SSM
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Each cleaner has an allocated area. Hot spots – door handles, staff communal areas etc. are also cleaned daily x 3 times per day. Cleaning routine monitored by SSM.
Are there cleaning schedules in place for all I.T. equipment before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Antibacterial glass wipes are in place in each classroom so that teachers can wipe tablets before and after use. Chromebook trolleys are shared one between two bubbles and timetabled.
Do cleaning staff have access to sufficient stocks of cleaning products	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – stock is also monitored by SSM.

necessary to carry out relevant cleaning requirements?		
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – PPE and cleaning materials and equipment are all on site daily.
Is there a facility to have a standby/all day cleaner?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SSM is on standby to support with cleaning where necessary. In case of cleaner absence SSM would contact an external agency for cover as required.
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis? If I.T. suites are in use are appropriate cleaning measures in place? Are tablets, IPads cleaned before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	IT equipment cleaned before and after use by staff in classroom. Soft furnishings and non-wipe clean toys have all been removed. Classroom equipment is cleaned daily. Children have been asked to bring a pencil case with their own pencils, colouring pencils, rubber, ruler etc. to reduce the need for sharing resources.
Have non washable toys/items been removed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Rugs, cushions, blankets and soft toys have been removed from classrooms and communal areas.
Will children be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Children are not permitted to bring toys etc. into school. They are permitted a water bottle, packed lunch, morning snack (KS2). Children will come to school in PE kit on their timetabled PE day to remove need for changing and additional movement around school.
Have children been allocated their own personal desk?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Individual desks where possible, or either end of a 2-person table, facing forward, not each other.
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items? Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Parents/carers were asked to provide children with a set of coloured pencils/pens/rubber/pencil and ruler in September – children will keep this in school and only use their own equipment. Antibacterial wipes in classrooms for equipment used such as scissors, glue sticks etc.
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – daily guidance and reminders. All children are taken to wash hands on arrival, after activities, after going outside, before eating, after sneezing and before leaving to go home.

<p>Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible?</p> <p>If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?</p> <p>Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>All classrooms have windows and some also have skylights.</p> <p>No fans in use.</p> <p>No air conditioning in school.</p>
<p>Are lunch times staggered?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes – each class has a time to eat lunch (currently in classrooms) then play outside. Allocated areas for each bubble and time between each slot to avoid crossover on paths etc.</p>
<p>Have classrooms been considered for use as dining areas to limit movement around school?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes – currently all children eat in their bubble group classroom.</p>
<p>Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Hall not currently in use but markings at 2m distances to be added outside hall and near servery for queuing by SSM when eating in the hall resumes.</p> <p>Staggered lunchtimes to reduce numbers and packed lunches eat in classrooms.</p>
<p>Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing?</p> <p>Is walking in single file encouraged?</p> <p>Consider one way systems, walking on the left where possible?</p> <p>Can corridors be divided? (not always feasible)</p> <p>Can lesson changes over times be staggered?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Support staff monitor corridors at key transition times</p> <p>One way system in place pre-Covid.</p>
<p>Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools</p>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p>Not in use</p>

If not appropriate cleaning regimes should be implemented.		
Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools If not appropriate cleaning regimes should be implemented.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	N/A
Are extra cleaning procedures in place for dining hall furniture before and after use?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Hall is not being used for lunches – children will eat in the classroom.
Are dining room chairs spaced appropriately?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Children will be eating in the classroom
Are pupils instructed not to share food i.e. children bringing in their own?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – this is not permitted under normal school practice. Reminders sent to parents in ‘September return to school information’.
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc? Have heavy use ‘hot spots’ been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SSM will ensure extra cleaning of hot spots and communal areas, including staff room. School to have a copy of Dolce’s Risk assessment for the kitchen.
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – apron, hat, mask in communal areas. School to supply MDAs with gloves and aprons when lunch in the hall resumes.
Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Grab bags will be used for the first half term – taken to children to eat in classrooms.
Are break times staggered to allow less children on playgrounds/areas?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See attached timetables
Are different class group’s kept apart and encouraged no to mix?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Children will take part in the daily mile for one break (morning/afternoon) and no ball games/contact games

<p>Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing where possible?</p> <p>Where outdoor play equipment is in use is it more frequently cleaned?</p> <p>During PE classes are children kept in consistent groups?</p> <p>Is outdoor PE prioritised and if not are large indoor spaces used?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>at lunchtimes.</p> <p>MDA supervision plus one adult from the bubble – teacher or TA.</p> <p>Trim trail out of use currently</p> <p>MUGA space can be used but no ball games</p> <p>PE lessons will take place outside as much as possible.</p>
<p>Will movement in general be reduced around the school/early year's settings for staff and pupils?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Bubbles will remain in own room unless going outside for PE or fresh air.</p>
<p>Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Class assemblies will take place in own room. Whole school assemblies will take place online so that children can watch from classroom bubble.</p>
<p>Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?</p> <p>Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Yes – part of parent/carer guidance distributed and on parent notice board and signage at gates.</p>
<p>Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Small front office</p>
<p>Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?</p> <p>Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Yes – during staff briefing prior to more children returning in June. Training will also took place again on INSET day – 2nd September.</p>

<p>Have staff been instructed on how to correctly wear PPE i.e. donning and doffing (see schools H & S website for training resources)?</p> <p>Are staff aware of how to safely dispose of PPE (double bagged, stored for 72 hours then disposed of)?</p>		
<p>Are arrangements in place to have the separation areas thoroughly cleaned after use?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>SSM would organise this</p>
<p>Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>HT/DHT and SSM would make the relevant arrangements following government and LA guidance.</p>
<p>Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?</p> <p>Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes – part of parent/carer guidance distributed and on parent notice board and signage at gates.</p>
<p>Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>SSM is monitoring supplies and replacing stock as required. School have also received an additional 10 packs of PPE from HBC and visors.</p>
<p>Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?</p> <p>Is PPE available and disposed of correctly along with soiled items?</p> <p>Are changing beds/facilities cleaned before and after use?</p> <p>Are pregnant or vulnerable staff avoiding such activities?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes – all relevant PPE available, handwashing facilities in nappy change room.</p> <p>Staff briefed on how to dispose of PPE and soiled items (double bagging).</p> <p>Antibacterial spray and wipes available in nappy change room for staff to wipe changing bed before and after use.</p>

		No vulnerable or pregnant staff will carry out intimate care.
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SSM monitors stock of PPE regularly.
Are there sufficient handwashing stations in preparation for the increase in pupil numbers? Does the school hold sufficient stocks of handwashing materials? If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Toilets and corridors for handwashing SSM monitors stocks and replenishes supplies. Switched from usual hand gel to non-alcohol foam during May in accordance with recent safety alerts.
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SSM added this to cleaning regime – named who is responsible for checking supplies i.e. cleaner responsible for that area.
Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes
Are pupils encouraged to wash hands before and after breaks/lunches?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – directed to and supervised
Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system? Are toilets cleaned regularly? Are bins emptied regularly?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Member of staff monitors children from their bubble accessing toilets – one in one out. Toilets cleaned daily Bins emptied daily
Are pupil handwashing areas supervised? Is hand sanitiser required?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff supervise handwashing

Have shared water fountains been taken out of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – children required to bring own named water bottles from home.
Greetings – Is physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No physical contact permitted for greetings currently – class ‘greeter’ signs taken down.
Are staff / pupils advised to cover any cuts or wounds?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes
Any other hazards?		

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	If No, describe issue
Has the full site fire risk assessment been reviewed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reviewed on 6th July 2020. Actions to be completed upon receipt of report
Have fire evacuation plans been reviewed to reflect any areas change of use?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No change to use of areas.
Has the reviewed fire evacuation plan been put into practice adhering to social distancing where possible ? Are incident controllers/fire marshals aware of new procedures?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Fire evacuation practice will take place within the first two weeks of returning in September.
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing where possible ?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	To be undertaken before October half term when children have settled back into school to avoid any additional distress upon initial return to school
Do the reviewed plans reflect and allow for effective social distancing where possible ?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Social distancing would be encouraged, but evacuation to safety would be the key priority in the event of a fire.
Have extra muster points been allocated to allow for social distancing where possible ?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Each class group already has an allocated muster point which is distanced from other classes.
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Covid fund claim submitted for costs incurred. Review of curriculum and potential learning gaps

		identified.
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Discussed during staff training. Contractors made aware by SSM when attending the site.
If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dorgards have been purchased and will be fitted to doors when they are delivered as these allow doors to be propped and will close automatically on activation of the fire alarm – in line with fire safety regulations.
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes – SSM has records on file
As water systems have not been used to full capacity will stringent water management tests be actioned before buildings fully open?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SSM to organise continuation of monitoring/testing.
Any other hazards?		

General	Yes / No / N/A	If No, describe issue
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Using new versions supplied by LPR
<p>Have environmental risk assessments been reviewed?</p> <p>Have they been communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Part of whole school return plans and staff briefing information
Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have vulnerable staff been identified who will require a specific personal risk assessment?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No staff are critically vulnerable but HT has a copy of Halton's RA for vulnerable staff.

<p>Have appropriate control measures been implemented?</p> <p>Is a risk assessment action plan in place and regularly reviewed?</p>		
<p>Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p>Individual plans for vulnerable children completed, by SENCO and teacher along with evacuation plans.</p>
<p>Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?</p> <p>Has your staff handbook/induction process been reviewed to reflect the current situation?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Online staff briefings, emails, staff Whatsapp group in daily use.</p>
<p>Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Verbal discussion and written copy of guidance and regulations signed by all contractors and visitors to site.</p>
<p>Are there sufficient first aiders on site?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>9 first aiders</p>
<p>In the event of first aid being required and social distancing not possible is there correct PPE provision?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes</p>
<p>In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes</p>

If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Trim trail currently out of use
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Does your school have a school minibus? If so have you restricted certain seats from use to enable social distancing?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	N/A
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	N/A
For staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, are procedures in place to ensure they can socially distance once returned to work after 1st August 2020 i.e. flexibility, remote working, alternative roles on school site?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	No staff are classed as clinically vulnerable
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	HT has undertaken online 'Recovery Curriculum' training to be shared with staff on ways to support children's mental health.
For schools who use volunteers for support roles, is mixing in groups kept to a minimum?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Volunteers may work with one bubble group only.

Are they instructed to socially distance?		They will be given the same written guidance to read and sign as staff. No volunteers on site in first half term.
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms? Are relevant communication strategies in place to keep governors informed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Briefings shared by HT Informal Zoom meetings and usual FGB/Committee meetings carried out on Zoom with clerking.
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Deliveries come to main office window. Staff accepting deliveries will wash hands immediately after handling. Packages will be placed in small front office until ready to be opened. After opening, all packaging must be disposed of in outdoor bin straight away and member of staff to wash hands.
Any other hazards?		

Test, Trace, Isolate and Local Outbreaks	Yes / No / N/A	If No, describe issue
To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups? Are these groups considered when pupils are using dedicated	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Children are allocated to their year group bubble and will not mix with other bubbles. Dual registered children who attend our SEN base for two days and another mainstream school for 3 days, will return to the base in September, but will not mix with other bubbles.

<p>school transport?</p> <p>Smaller groups could ultimately lead to less persons being required to isolate.</p> <p>Are records of groups and group interaction retained for 21 days or more?</p>		<p>The dual registered children who attend The Brow base (2 days) and Brow mainstream (3 days) will be the only children who attend two bubbles – this will only be 7 children and registers will be kept showing their attendance.</p>
<p>Are records kept of all visitors/contractors to site and retained for 21 days or more?</p> <p>Is it made clear in policies and procedures that anyone who is ill and showing symptoms must stay at home?</p> <p>Is it made clear to parents/pupils that any person who has tested positive in the last 7 days must remain at home?</p> <p>Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re isolation rooms/areas in Hygiene and Social Distancing section?</p> <p>If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?</p> <p>All of the above, staff/parents/pupils should be advised to follow 'COVID-19 Stay at Home Guidance' for households.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Yes – sign in sheets kept for the year</p> <p>Yes – staff and parent/carer guidance</p> <p>Yes – parent/carer guidance</p> <p>Yes – small front office used for isolation until collection</p> <p>Yes – visitor toilet – single cubicle which can be cleaned immediately after use. Member of staff supervising child in isolation to inform Site Manager that toilet has been used.</p> <p>Yes – given alongside school guidance.</p>
<p>Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Delivery received 3rd September.</p>

<p>Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of tests taken?</p> <p>Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?</p> <p>2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>LA letters to parents shared as and when they are received in addition to school updates.</p>
<p>Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>For individuals or groups of self-isolating pupils are there remote education plans in place?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Online learning – See-Saw, Zoom face to face calls, learning videos made by staff.</p>
<p>If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Resume online home learning.</p>
<p>Has the contents of this risk assessment been shared with your staff?</p> <p>Have they been involved in the preparation process?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Feedback from staff on current school organisation during June/July return of more children, has been incorporated into September plans and Risk Assessment.</p>

Please transfer any negative answers onto the below Proforma to create your action plan

Risk Assessment Proforma

School: The Brow C.P. School			Assessment Date: 9th July 2020			
Assessor: L. Webb			Review Date: 15th September 2020 Reviewed on 7th September 2020 Next review date: 21st September 2020			
HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE
Has the reviewed fire evacuation plan been put into practice adhering to social distancing where possible ? Are incident controllers/fire marshals aware of new procedures?	All staff and children	Fire evacuation plan is known by all staff and children and practiced regularly.	Medium	Need to carry out a practice adhering to social distancing.	18 th September 2020	
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use? Put into practice reflecting social distancing? Extra muster points? Have staff, pupils, contractors	All staff and children	HT & SM are in the process of reviewing Bomb/lockdown procedures.	Medium	Finalise Bomb/lockdown procedures reflecting social distancing measures and carry out a practice. Share new procedures with staff, children and visitors.	18 th Sept. 2020	

and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?						
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	Vulnerable children	Individual RAs are used for children with medical/behavioural needs under usual practice.	Medium	Update risk assessments and evacuation plans in line with updated Covid guidance.	14 th September 2020	

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	July 2020	July 2020	Document created	LPR