



# **Brampton Village Primary School and the Brambles Pre-School**

## ***Partial School Closure January 2021***

**VERSION 1  
(5.1.21)**

**This plan will be reviewed at regular intervals.**

**Following the Government's decision to close schools from 5<sup>th</sup> January 2021, except to those children whose parents are Critical Workers or vulnerable, we have made the following decisions:**

**Tuesday 5<sup>th</sup> January**

School and Brambles Pre-School closed to allow staff time to prepare remote learning resources.

Critical Worker forms are sent out and returned.

Brambles surveys parents about who will be attending.

Bookings open for parents to book spaces in the following bubbles (which mirror the bubbles already in operation):

Reception	maximum of 20 children
Key Stage 1	maximum of 28 children
Year 3/Year 4	maximum of 28 children
Year 5/Year 6	maximum of 28 children

**Wednesday 6<sup>th</sup> January**

Brambles fully re-opens

School partially re-opens with Teaching Assistants supporting the children in bubbles and teachers leading remote learning from home (this is to minimise the number of people in school).

**ORGANISATION**

Once we have confirmed number/names, children will be allocated a classroom and teaching group (known more widely as 'bubbles'). They will remain in this group for the foreseeable future. Staff will also be allocated to this group (to remain as consistently with them as possible).

Parents will book a week in advance as shift patterns may change. They do not have to book for the whole week and can select individual days.

Children with an EHCP and those with a Social Worker will be offered places before bookings are opened. Once bookings close the HT and DHT will allocate places according to priority of Critical Worker, starting with those in Health and Education, if demand exceeds capacity.

**CRITICAL WORKER/VULNERABLE**

- Reception and KS1 will have a 9.00am drop-off and 3:00pm pick-up.
- Children in KS2 will have a 9.00am drop-off and 3.10pm pick-up.

**PREMISES**

- All children will have an allocated table in their group rooms. For the most part, we will expect them to remain at this table throughout the day (unless going to the toilet, cleaning hands, going outside for learning)
- As many doors as possible will be 'door-stopped' open. Windows will also be left open for ventilation.

**CLEANING**

- Rooms and routes will be as straightforward to clean as possible.
- There will be a midday clean of the three Ts (tables, touch points and toilets) while the children are outside by the on-site cleaner provided by the contractors.
- There will be a usual clean at the end of each day of all rooms.

**SOCIAL TIMES**

- Lunch will served in classrooms and brought to children to eat at tables.
- The playgrounds/fields will be designated so that all children can remain socially-distanced as much as possible.
- Reception will also have use of their outdoor area.

## CURRICULUM

- Children in school will participate in the remote learning led by their teacher. They will have full access to this and be supported by TAs.

## REMOTE LEARNING

- This will take place in line with our agreed Remote Learning Policy.

## BEHAVIOUR AND SAFEGUARDING

- An addendum to the behaviour policy will be written (to be signed off by Governors). It will be inclusive and take into consideration extended pastoral provision where needed.

## HEALTH AND SAFETY

- Risk assessments will be in place. We have used the LA model to develop our own bespoke action plan. Copies will be available for all staff and a PDF put on the website. We will follow the LA/DfE guidance to the letter where staff and child safety are concerned.
- Staff may choose to wear face coverings – if so, they should be directed to the DfE **Coronavirus (COVID-19): implementing protective measures in education etc... settings (12 May 2020)** document. Government guidance specifically says that the use of masks currently it not required. However if a member of staff wishes to purchase their own mask and wear it this is not an issue. They should also be made aware that the mask does not protect them but does others if they cough, sneeze etc. plus this would not make the invisible.
- We will engage fully with any Track and Trace procedures that may be required if there is a confirmed case. Further advice will be sought from the LA.

## ROLES AND RESPONSIBILITIES

- These are outlined in the Remote Learning Policy.
  - All leaders will continue to oversee their established areas. Typically, staff will continue to liaise with their team leaders (Assistant Heads). During this pandemic however, and while we are running both on-site and home learning we will be more specific as to some roles/responsibilities.
  - SLT not in bubbles: PA/LC/BP/SD
  - Several staff members will still be working from home
  - DSLs : PA/LC/BP
- First aiders: all staff

## RISK ASSESSMENTS

Our risk assessment must guide our decisions and must take into account the application of the protective measures and keeping adults and children as safe as possible.

Therefore, if our building layout and staffing capacity means that we can only have less than 15 children in a classroom to operate in as safe a way as possible, our risk assessment will drive this decision;



# January 2021

## Brampton Village Primary School

### RISK ASSESSMENT

<b>Educational Setting</b>	<b>BRAMPTON VILLAGE PRIMARY SCHOOL</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Stuart Wood, Health, Safety & Wellbeing Business Partner Adapted by Peter Allen (Headteacher) 7 <sup>th</sup> January 2021
<b>Review Date</b>	<b>15/01/2021 and weekly thereafter</b>

The school is able to offer places to Critical Worker and Vulnerable children across the school from 6<sup>th</sup> January 2021. The Brambles Pre-School will remain open

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	Staff and pupils	<ul style="list-style-type: none"><li>Schools should review the total space available for teaching activities beyond classrooms.</li><li>Classrooms should accommodate 13-15 pupils and 3 staff as a maximum guide. Ensure that fire exit routes are not compromised.</li><li>Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.</li><li>Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</li></ul>	Completed	SLT	5.1.21	
	Risk of social distancing guidelines not being met		Completed	SLT	5.1.21	
	Risk of development of symptoms		Signage in place	SLT	5.1.21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Cleaning	<p>Staff and pupils</p> <p>Risk of contamination of the virus</p> <p>Risk of infection</p> <p>Cleaning materials may cause irritation/spillages may cause trips and falls</p>	<ul style="list-style-type: none"> <li>Consultation with external cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school.</li> <li>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Handrails where appropriate</li> <li>Machinery and equipment controls,</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles,</li> <li>Telephone equipment,</li> <li>Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>If school is informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</li> <li>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>Only outdoor play equipment identified for each bubble to be used by children</li> <li>On-site janitorial service to be in place during the school day</li> </ul>	<p>SD working with EeasyClean staff</p> <p>Staff to ensure this is adhered to</p>	<p>Ongoing</p> <p>5.1.21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Y
Lunchtime Catering facilities	<p>Staff and pupils</p> <p>Risk of cross contamination of bubbles</p> <p>Risk of development of symptoms</p>	<ul style="list-style-type: none"> <li>Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen.</li> <li>Aspens are the contractors.</li> </ul>	<ul style="list-style-type: none"> <li>School meals delivered to classrooms</li> <li>Home brought in packed lunches kept under tables</li> <li>Existing rotas and arrangements will apply.</li> </ul>	<p>SD/SLT</p> <p>CTs</p>	<p>5.1.21</p>	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Fire Safety	Staff and pupils  Risk of injury/death	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</li> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> </ul>	<p>Check if pupils have this as part of their SEND RAs if appropriate.</p> <p>Daily walkover to ensure H + S.</p> <p>Part of the pupil and staff protocol, regular reminders by staff to all children</p>	BP/SLT  Site staff All staff	5.1.21  Daily Regular intervals	
Access/ Egress of school building	Pupils, staff, parents  Risk of social distancing boundaries not being kept  Risk of cross contamination of bubbles  Risk of development of the virus	<ul style="list-style-type: none"> <li>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</li> <li>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>Sanitiser available at external exit points.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Allocated drop off and collection times</li> </ul>	<p>One way system in place with clear markings. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements.</p> <p>Doors propped open to allow for extra ventilation and to reduce touching.</p>	SLT       Site staff	Regular reviews	
First Aid	Pupils and staff  Risk of unqualified staff	<ul style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided.</li> </ul>	<p>First Aiders on site at all times</p> <p>PPE equipment made available to those staff who are First Aiders.</p>		6.1.21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	administering first aid	<p>Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> <li>Staff or pupils with medical needs have been assessed and relevant consents are in place. Appropriate staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Regular reviews of quantity in school.</li> <li>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> </ul>	<p>PA to include an addendum to current First Aid policy and procedures in light of COVID-19</p> <p>Lower KS2 group room to be designated 'isolation room' in case of suspected case. The room will be ventilated, PPE equipment made available for SLT who will remain with the staff member/child until they are collected from school. the LA will be informed and the school will follow their guidance in respect of protocols.</p>	PA/SD	Ongoing	
Safeguarding	Pupils and staff	<ul style="list-style-type: none"> <li>Safeguarding Policy in place</li> <li>Zoom Protocol in place</li> <li>Ensure appropriate staffing to bubble size for supervision.</li> </ul>	<p>Further advice for parents and children on the use of Zoom/Teams/Evidence Me.</p> <p>Addendum to safeguarding policy in place.</p> <p>'Safe and Well' checks set up by DSL and DDSL – recorded on My Concern.</p> <p>If staff submit any requests to use Section 44 as a reason not to be in school then HT to discuss with the member of staff and put an individual RA in if appropriate as well as seeking advice from the LA.</p>	<p>PA</p> <p>PA</p> <p>PA</p>	<p>7.1.21</p> <p>8.1.21</p> <p>7.1.21</p>	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			FSM scheme in place.	SD	8.1.21	
Waste	Pupils and staff  Risk of contamination of waste materials	<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily.</li> </ul>	Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Plastic bags in bins	SD	Daily	
Break/Lunch times	Pupils and staff Risk of cross contamination of bubbles	<ul style="list-style-type: none"> <li>The school will stagger breaks/lunchtimes to achieve the social distancing.</li> </ul>	Children to be informed on return.	PA/SLT CTs	By 6.1.21	
Staff/Pupils within the shielded group	Staff	<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must not attend school as per the Government guidelines</li> <li>Staff/pupils that meet the criteria as <a href="#">moderate risk of infection</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>	Flowchart to be distributed to all staff.	PA  PA/Office	ASAP	
Contractors		<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless an emergency.</li> </ul>	No contractors booked to be on site currently. This will be reviewed if it becomes a requirement.	SD		
Property Compliance	Staff, pupils and parents  Risk of injury	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ul>	No serious property concerns currently that need to be raised with the schools Property Management Adviser. If this arises, all appropriate	PA/SD/KG	Daily walkovers	



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			steps will be taken to ensure the safety of all building occupants.			
Hygiene	Pupils and staff  Risk of contamination of the virus  Risk of infection	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> </ul>	<p>Regular audits of quantities and re-ordering</p> <p>Staff reinforcement of handwashing</p> <p>Handwashing posters and Handwashing Powerpoint used daily to reinforce routines</p>	SD/KG  CTs		
Accident reporting Covid-19 incidents	Pupils and staff  Risk of non – trace of the virus  Risk of hygiene controls hindered	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ul>	<p>SLT to be made aware of this protocol.</p> <p>Take advice if and when appropriate.</p>	PA  PA	6.1.21	
Admin Staff	SD/CH/PP/KL/JN  Risk of cross bubble contamination  Risk of contamination of the virus	<ul style="list-style-type: none"> <li>Staff shift rota to be in place if possible so as to keep social distances and allow school office to function.</li> </ul>	Office to be out of bounds to all staff and children except for SD/CH/PP/KL/JN/PA/LC 2m distancing in place Daily cleaning, anti-bac wipes ongoing.	SD/PA	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Personal Protective Equipment	Staff  Risk of misuse of the equipment	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Where close proximity working is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul>	<p>Staff to be offered gloves, face masks, aprons, gloves especially for those with SEND pupils</p> <p>Staff to be offered gloves, face masks, aprons, gloves especially for those with high level SEND pupils</p> <p>Material face masks, if worn, belong to the staff member and must be washed daily</p>	<p>PA/SLT</p> <p>PA/SLT</p> <p>Staff</p>	<p>6.1.21</p> <p>Ongoing</p>	
Behaviour	<p>Staff and pupils</p> <p>Risk of hygiene controls hindered</p> <p>Risk of contamination of the virus</p>	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Protocols in place for all key groups</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> <li>Individual Risk Management plans in place if needed.</li> </ul>	<p>Addendum to behaviour policy to be considered.</p> <p>Staff information meeting held and procedures distributed.</p>	SLT	January 21	
SEND pupils	<p>Staff and pupils</p> <p>Risk of hygiene controls hindered</p>	<ul style="list-style-type: none"> <li>1:1 TA in place for the pupil</li> <li>PPE equipment for the 1:1 TA</li> <li>Conversation with parents in respect of social distancing</li> <li>Use of social stories to explain</li> <li>Outdoor learning where possible</li> </ul>	<p>Staff to be offered gloves, face masks, aprons, gloves especially for those with SEND pupils</p> <p>Support for staff members daily</p>	SLT/SENco	ongoing	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	Risk of social distancing not being adhered to	<ul style="list-style-type: none"> <li>Behaviour strategies and techniques that are known to the child</li> <li>Risk reduction plans in place</li> </ul>				
School Staffroom	Staff  Risk of hygiene controls hindered	<ul style="list-style-type: none"> <li>Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</li> </ul>	<p>All break and lunchtimes are staggered.</p> <p>Ensure a thorough clean as per the cleaning routines.</p>	All staff	Ongoing	
Pupil wellbeing/ learning	Pupils  Risk of poor mental wellbeing	<ul style="list-style-type: none"> <li>Pupil protocols in place to minimise poor physical wellbeing</li> <li>Ensure outdoor learning is timetabled</li> <li>Learning focus on personal and emotional wellbeing, circle times, etc</li> <li>Separation anxieties may become apparent</li> <li>Allow for opportunities to talk and answer questions</li> <li>Remote Learning Policy in place and implemented.</li> </ul>	<p>The impact on staff may be great so staff wellbeing will need to be considered – see below.</p> <p>Monitoring of Remote learning to take place by SLT who will hold regular meetings with staff and make amendments if required. Information to be shared regularly with parents.</p>	PA/SLT	Ongoing	
Staff wellbeing	Staff  Risk of poor mental wellbeing	<ul style="list-style-type: none"> <li>Staff protocols in place to minimise poor physical wellbeing</li> <li>Ensure staff meetings are an opportunity to focus on wellbeing of staff and discuss any children of concern.</li> <li>All staff must be given time to talk with SLT regarding their own experiences at home and any support we can offer</li> <li>All staff are reminded of the Employee Assist phonenumber should they want to use it</li> <li>Staff and TA buddy to enable comfort breaks if they need one</li> <li>Monitor impact of remote learning workload on staff.</li> </ul>		PA/SLT	Ongoing	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Monitor workload on TAs supporting bubbles.</li> </ul>				
<p>Staff in Brambles will complete a daily risk assessment in line with EYFS requirements.</p>						

