



# BRAMPTON VILLAGE PRIMARY SCHOOL and the BRAMBLES PRE-SCHOOL



## RISK ASSESSMENT (September 2020)



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

*We will talk to the LA if we reach this stage before making final decisions on our school.*

### Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

#### • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

<b>Educational Setting</b>	<b>BRAMPTON VILLAGE PRIMARY SCHOOL and the BRAMBLES PRE-SCHOOL</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	July 2020  <i>Stuart Wood, Health, Safety &amp; Wellbeing Business Partner 13th May 2020</i> <i>Adapted by Peter Allen (Headteacher) 12<sup>th</sup> July 2020</i>
<b>Review Date</b>	Approved by Governors 15 <sup>th</sup> July and by the Local Authority 22 <sup>nd</sup> July 2020. September 2020

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?  Issues for consideration	Action by whom?	Action by when?	Done
<a href="#">Prevention</a>		1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	1. Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Is there suitable and sufficient PPE available for this?	HT/SBM	1.9.20	3.9.20
		2. <a href="#">clean hands thoroughly more often than usual</a>	2. Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available?	SBM/Site Staff	1.9.20	3.9.20
		3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	3. Are there sufficient stocks of tissues and disposal bins available for all classrooms?	SBM	1.9.20	3.9.20
		4. <a href="#">introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a>	4. Are sufficient stocks of suitable cleaning products available and is there sufficient		1.9.20	3.9.20
		5. <a href="#">minimise contact between individuals and maintain social distancing wherever possible</a>				
		6. <a href="#">where necessary, wear appropriate personal protective equipment (PPE)</a>				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
			<p>capacity to do the cleaning tasks?</p> <p>5. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc?</p> <p>6. Are their sufficient stocks available in the locations it is likely to be needed?</p>	<p>HT</p> <p>HT</p>	<p>4.9.20</p> <p>3.9.20</p>	<p>4.9.20</p> <p>3.9.20</p>
<a href="#">Response to any infection</a>		<p>7. <a href="#">engage with the NHS Test and Trace process</a></p> <p>8. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9. contain any outbreak by following local health protection team advice</p>	7. Do members of staff know what is required of them?	HT	3.9.20	3.9.20
Contingency planning for a further outbreak		<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</li> </ul>	<p>1. School to have measures in place to support immediate implementation of home-learning.</p> <p>2. Procedure in place for contacting parents.</p> <p>3. Delegated staff to contact PHE and LA.</p>	<p>DHT/AHT</p> <p>HT/SBM</p> <p>HT</p>	<p>4.9.20</p> <p>4.9.20</p> <p>4.9.20</p>	<p>4.9.20</p> <p>4..9.20</p> <p>4.9.20</p>
Social Distancing in school		<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible</li> <li>The overarching principle to apply is reducing the number of contacts</li> </ul>	Clear signage for children and parents when entering school premises.			4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		<p>between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <ul style="list-style-type: none"> <li>• Children to enter school when they arrive which will minimise the time that parents will have to spend outside the classrooms.</li> <li>• Collection times have been published and parents/carers will be permitted on site just before.</li> </ul>				
Cleaning		<ul style="list-style-type: none"> <li>• The school should consult with their cleaning contractor or their in-house 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 on staircases and corridors,</li> <li>○ Lift and hoist controls,</li> <li>○ Machinery and equipment controls,</li> <li>○ All areas used for eating must be thoroughly cleaned at the end of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• If you have been 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>• Consider whether any outdoor play equipment should be used and if so</li> </ul>	SBM	3.9.20	4.9.20
				SBM	3.9.20	3.9.20
				SLT	3.9.20	3.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		<p>each break, including chairs, door handles, vending machines and payment devices,</p> <ul style="list-style-type: none"> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul>	ensure pupils wash their hands afterwards.			
<a href="#">Lunchtime Catering facilities</a>		<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 and dining areas <ul style="list-style-type: none"> <li>○ Serving food</li> <li>○ Queing</li> <li>○ Different lunch periods</li> </ul> </li> <li>• Cold lunches will be served in the classrooms for the first 3 weeks whilst arrangements for serving hot lunches are finalised.</li> </ul>		HT/SBM	3.9.20	4.9.20
Fire Safety		<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>	Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.	HT/DHT/SBM/ Site Supervisor	3.9.20	4.9.202

[illegible]

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
Waste		<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>	<ul style="list-style-type: none"> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity (manged by cleaning contractors).</li> </ul>	SLT	2.9.20	4.9.20
Break/Lunch times		<ul style="list-style-type: none"> <li>The school will stagger breaks/lunchtimes to achieve the social distancing.</li> </ul>		SLT	3.9.20	4.9.20
Staff/Pupils within the shielded group		<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 have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</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>	<ul style="list-style-type: none"> <li>All actions taken in accordance with LA and PHE guidance.</li> </ul>	HT	3.9.20	4.9.20
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 seen as an emergency.</li> </ul>		SBM	3.9.20	4.9.20
Property Compliance		<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>All serious property concerns have been raised with the schools Property</li> </ul>	HT/SBM/S trictly Education/	3.9.20	4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		<p>have been completed and records updated.</p> <ul style="list-style-type: none"> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ul>	Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	Site Supervisor		
Hygiene		<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>		HT/SBM	3.9.20	4.9.20
Accident reporting Covid-19 incidents		<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>	<ul style="list-style-type: none"> <li>All actions taken in accordance with LA and PHE guidance.</li> </ul>	HT/DHT/SBM	3.9.20	4.9.20
Administrative Staff		<ul style="list-style-type: none"> <li>Staff shift rota to be in place so as to keep social distances and allow school office to function.</li> <li>Limit the number of staff who can access the admin areas.</li> </ul>	Clear signage for other staff in school.	SBM	3.9.20	4.9.20



What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?  Issues for consideration	Action by whom?	Action by when?	Done
Personal Protective 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 (school Site Team) 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>	<ul style="list-style-type: none"> <li>All actions taken in accordance with LA and PHE guidance.</li> </ul>	HT/DHT/S BM	3.9.20	4.9.20
Behaviour		<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>Encourage staff to cooperate with government plans for contact tracing.</li> </ul>		HT/DHT/A HT	3.9.20	4.9.20
School Staffroom		<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>		SLT	3.9.20	4.9.20
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap for hand washing.</li> <li>Removal of shared items eg. Utensils</li> <li>Children to have own resources within a bubble.</li> </ul>		All staff	3.9.20	4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Reading/Library books can be shared within a bubble and taken home but then quarantined for 72 hours.</li> <li>Children can bring in own lunchboxes and bags but not pencil cases.</li> <li>Where pupils in a bubble are being taught in different classrooms for subjects then each chair and table will be cleaned before and after use.</li> </ul>				
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> <li>A equality impact assessment will be completed in line with the LA model document if required.</li> <li>A BAME risk assessment will be completed if required.</li> </ul>	<ul style="list-style-type: none"> <li>All actions taken in accordance with LA and PHE guidance.</li> </ul>	HT	3.9.20	4.9.20
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>The extent to which existing planning, schemes of work will need to be adapted</li> </ul>	<ul style="list-style-type: none"> <li>LA will issue guidance as required.</li> </ul>	SLT	3.9.20	4.9.20
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>Ensure availability of staff is adequate</li> <li>Ensure that social distancing measures can be maintained at all times</li> <li>Review activities that can be carried out</li> <li>The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</li> </ul>	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> <li>grouping children together</li> <li>avoiding contact between groups</li> <li>arranging classrooms with forward facing desks</li> </ul>	SLT	3.9.20	4.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</li> </ul>	<ul style="list-style-type: none"> <li>staff maintaining distance from pupils and other staff as much as possible</li> </ul>			
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> <li>keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>	For more information contact LA.	All staff	3.9.20	4.9.20
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ul>	<ul style="list-style-type: none"> <li>No external clubs/music lessons to be provided before half term.</li> </ul>	HT/DHT/S BM	3.9.20	3.9.20

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary? Issues for consideration	Action by whom?	Action by when?	Done
Physical activity		<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> <li>Pupils to wear PE kits to school on the days they have PE to avoid changing.</li> </ul>	For more information contact <a href="#">Ian Roberts (Specialist Adviser - Physical Education and School Sport)</a>	All staff	3.9.20	4.9.20
Signage		<ul style="list-style-type: none"> <li>What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul>	<ul style="list-style-type: none"> <li>Signs in place by the start of term.</li> </ul>	HT/DHT/S BM	3.9.20	4.9.20

## Information to Parents

Cleaning and Hygiene	<p>Children will wash or sanitise their hands when they come in.</p> <p>We will maintain the current hygiene control measures which include:</p> <ul style="list-style-type: none"> <li>- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</li> <li>- Cleaning hands thoroughly more often than usual.</li> <li>- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>- Maintaining enhanced cleaning, including cleaning frequently touched surfaces, throughout the day.</li> <li>- Minimising contact between individuals and maintain social distancing wherever possible (bubbles and social distancing).</li> <li>- If any child shows symptoms we will contact parents immediately.</li> </ul>
Uniform	<p>The children are to wear school uniform (trainers permitted) but on PE days they should come in PE kits to avoid the need to change. Please be prepared for all weathers. You will be notified of PE days at the start of the term.</p>
Lunches	<p>We will be offering a cold menu (sandwiches) for the first three weeks and the children will eat in their classrooms. They can also bring in packed lunches.</p> <p>Arrangements for lunchtimes, including a hot menu, will be reviewed with our Caterers at the start of the term.</p>
Equipment	<p>The school will provide all the equipment, pencils, pens, etc that the children will need so please do not send anything in from home. The children will need their book bags in school as reading books can go home. Once returned to school they will be quarantined for 72 hours before being returned for classroom use.</p>
Classrooms	<p>In Reception and Y1 the children will have access to continuous provision.</p> <p>In Y2-Y6 the children will be sat at their tables in rows, facing forwards as much as possible.</p>
Playtimes and Lunchtimes	<p>Each bubble will have a designated playtime and lunchtime where the children will be able to mix between classes.</p>
Parents/Carers	<p>The plan at the end of the letter shows which gate families should use when bringing children to school. We recognise that there will be many families who have children in different Key Stages so this may not always be possible but we request that everyone maintains and respects social distancing whilst on school premises. Waiting times should be kept to a minimum.</p> <p>Parents and carers must not come into school unless it has been arranged beforehand All enquiries should go through the school office, ideally by email so that contact is minimised.</p> <p><a href="mailto:office@brampton.cambs.sch.uk">office@brampton.cambs.sch.uk</a> .</p>
Start and end of the day	<p>We have changed the start and finish times on a temporary basis due to the circumstances of the school fully re-opening. Lunchtimes will be shorter so there is no overall impact on the amount of teaching time.</p> <p>The gates will be opened shortly before the first bubble are due in. The children should come straight into school and go their classrooms.</p> <p>At the end of the day the children will be dismissed and should make their way home as quickly as possible.</p> <p>Arrangements will be made with Brampton Kids and Childminders as required.</p>

Clubs	There will be no clubs either before school or after school before half term. We will review this as we receive guidance.
Staff	<p>The measures we have in place are designed to protect both the children and staff. The staff can move between bubbles which means that Midday Supervisors and Support Staff will work with different groups each day.</p> <p>If staff are off due to being unwell please note that this will have an impact on the support that we are able to offer.</p>
Attendance	<p>We will continue to work with families regarding any attendance concerns and please talk to us if you have questions. As schools are formally re-opening the usual rules on school attendance will apply from September, including:</p> <ul style="list-style-type: none"> <li>- Parents' duty to secure that their child attends regularly at school.</li> <li>- Schools' responsibilities to record attendance and follow up absence.</li> <li>- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. This will be reviewed regularly by Governors.</li> </ul>
<p><b>If a child becomes unwell or shows any symptoms of COVID-19 we will contact parents/carers immediately. We will then expect the process for booking a test to be followed. We have to inform the Local Authority and Public Health England of any suspected cases and the outcome of any test. If there is a possible test this may impact on the bubbles with them having to close whilst staff and children isolate.</b></p>	

- **Social Distancing**

Please help us to keep everyone safe but maintaining social distancing. Our measures are in place and our staff know how to keep your child safe – but we ask that you continue to play your part in protecting yourselves and your family both in and away from school.

Parents will not be able to come into school. If you need to leave any messages please email the school office.

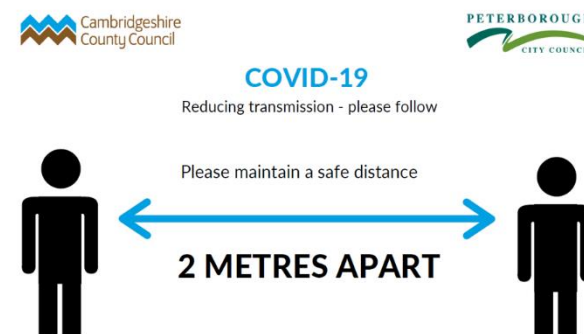
- **Start and End of the School Day**

The doors will be open for the children to come into school at the start of the day at their allocated time. Please do not come early but if you have to wait then please do so on the playground with your child, standing at least 1+m away from other families. Please do not let them or siblings run around playing with others. When leaving please make your way out of the gates as quickly as possible as the gates will be locked promptly. Older children can be left at the gates and then left to walk in on their own.

- **Face Coverings**

Parents and carers may choose to wear a face covering when dropping off/collecting the children.

The children will not be wearing face coverings in school as this is following the latest advice from the Government and Public Health.



### **Morning snack and milk**

Morning snack will be available for Reception and KS1 children as usual. We would encourage families to use this option rather than bringing their own snack into school. KS2 children are permitted to bring either a fruit or vegetable snack in a disposable bag if they wish.

- **Equipment**

The school will provide all the equipment, pencils, pens, etc that the children will need so please do not send anything in from home.

- **Behaviour**

We have very high expectations for behaviour and attitude at Brampton and we expect all children to meet these. Some children may need additional support and guidance to meet the expectations and we have a team of staff who can provide this. It would be very useful for parents to begin to talk to their child about the school expectations and routines before the start of the term particularly as many routines have inevitably changed during recent months.

- **Illness**

Children who are unwell should not be sent into school and any child or adult showing signs of infection will not be allowed on the premises. Children who become unwell for any reason during the school day will be sent home.

- **Uniform**

The children are to wear school uniform (trainers permitted) but on PE days they should come in PE kits to avoid the need to change. Please be prepared for all weathers. PE will start week beginning 14<sup>th</sup> September:

*Year 1 Tuesday*

*Year 2 Monday and Wednesday*

*Year 3 Monday*

*Year 4 Monday*

*Year 5 Tuesday + Friday*

*Year 6 Tuesday + Friday*

- **Lunches**

We will be offering a cold menu (sandwiches) for the first three weeks and the children will eat in their classrooms. They can also bring in packed lunches.