



BRAMPTON VILLAGE PRIMARY SCHOOL and the BRAMBLES PRE-SCHOOL



RISK ASSESSMENT



(updated 7th June 2021)

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](#)

Bubble Number	Year Groups	Classes
1	Brambles	1
2	Reception	3
3	Year 1	3
	Year 2	3
4	Year 3/Year 4	5
5	Year 5/Year 6	5

Educational Setting	BRAMPTON VILLAGE PRIMARY SCHOOL and the BRAMBLES PRE-SCHOOL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	<p><i>Stuart Wood, Health, Safety & Wellbeing Business Partner 13th May 2020</i> First approved by Governors on 15th July 2020 and by the Local Authority 22nd July 2020.</p> <p>Submitted to Local Authority 28th February 2021 ahead of full re-opening 8th March.</p> <p>Reviewed June 2021</p>
Review Date	By 31 st July 2021

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
Prevention		<ol style="list-style-type: none"> 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 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. minimise contact between individuals and maintain social distancing wherever possible 6. where necessary, wear appropriate personal protective equipment (PPE) 	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	31.5.21	7.6.21
			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	31.5.21	7.6.21
			Stocks ordered regularly and Site staff ensure that supplies are topped up.			
			3. Are there sufficient stocks of tissues and disposal bins available for all classrooms?	SBM	31.5.21	7.6.21
			4. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks?			7.6.21

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>5. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc?</p> <p>RA re-issued 7.6.21</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>31.5.21</p> <p>7.6.21</p>	<p>7.6.21</p>
Response to any infection		<p>7. engage with the NHS Test and Trace process</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>	<p>7. Do members of staff know what is required of them?</p> <p>Information shared with staff again February 2021 and May 2021.</p>	HT	31.5.21	7.6.21
Contingency planning for a further outbreak		<ul style="list-style-type: none"> 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. 	<p>1. School to have measures in place to support immediate implementation of home-learning. Policy sent to LA 16.10.20 and approved Information on school website.</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>7.6.21</p> <p>7.6.21</p> <p>7.6.21</p>	<p>7.6.21</p> <p>7.6.21</p> <p>7.6.21</p>
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Children to enter school when they arrive which will minimise the time that parents will have to spend outside the classrooms. 	<p>Clear signage for children and parents when entering school premises.</p> <p>Parents and staff reminded February/March and again June 2021.</p>	<p>HT/Site Staff</p> <p>HT</p>	<p>Updated May 2021</p> <p>Sent 31.5.21</p> <p>31.5.21</p>	<p>31.5.21</p> <p>7.6.21</p> <p>7.6.21</p>

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
Lunchtime Catering facilities		<ul style="list-style-type: none"> 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"> Serving food Queuing Different lunch periods Cold lunches will be served in the classrooms for the first 3 months whilst arrangements for serving hot lunches are finalised. A revised hot menu is to be in place from 2.12.20 with hot meals to be provided 3 days a week. Reception will eat in the Dining Hall and other years groups will continue to eat in their classrooms/bubbles. 	<p>Cold lunches to be served Tues/Thurs and hot lunches Mon/Wed/Fri</p> <p>Alterations to lunchtime arrangements in place from 28.9.20. Reviewed and confirmed 31.5.21</p> <p>Moving food around the school on trolleys (purchased).</p>	HT/SBM	Confirmed with Aspens 23.2.21 and again May 2021	23.2.21 and by 31.5.21
Ventilation		<ul style="list-style-type: none"> Windows and doors are open as required in order to maintain a flow of fresh air in and out of the buildings. Staff are reminded regularly that windows should be opened prior to occupation of a class and then left ajar whilst the class is in occupation. If the temperature drops then windows can be closed but only for 20 to 30 minutes. Fire doors, where necessary to support ventilation, can be left open but on an alarm they must be closed and at the end of the day closed. 	Regular reminders provided to staff.			Revised 7.6.21
Fire Safety		<ul style="list-style-type: none"> 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. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point if at all possible. 	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <p>Fire evacuation test took place March 2021.</p> <p>Class signs on fence were moved further apart April 2021.</p>	HT/DHT/SBM/Site Supervisor	5.1.21	4.9.20 Review by 7.6.21

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
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic if necessary through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Hand washing facilities and sanitiser available in classrooms Increased cleaning of handles and touch plates. Allocated drop off and collection times 	<ul style="list-style-type: none"> Consider school arrival arrangement to reduce congestion. 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. 	SLT	5.1.21 and reviewed 7.6.21	7.6.21
First Aid		<ul style="list-style-type: none"> 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. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<p>Individual Healthcare Plans agreed.</p> <p>Arrangements for first aid at break and lunchtimes clarified with staff.</p>	HT/DHT/S BM	5.1.21 and reviewed 7.6.21	7.6.21
Waste		<ul style="list-style-type: none"> 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 Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity (managed by cleaning contractors). 	SLT	5.1.21 and reviewed 7.6.21	7.6.21
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> Revised arrangements in place from 8.3.21 	SLT	5.1.21 and reviewed 7.6.21	7.6.21

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
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> All actions taken in accordance with LA and PHE guidance. 	HT	Updated in line with national guidance April 2021.	20.4.21
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 		SBM	5.1.21 and reviewed 7.6.21	7.6.21
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. Property meeting was held on 1.10.20. 	HT/SBM/Strictly Education/Site Supervisor	5.1.21 Revised June 2021	4.9.20 Revised June 2021
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Children are able to bring in their own bottles of hand sanitiser (from 14.9.20). Children in Reception and KS1 can eat their snack inside so they can wash their hands afterwards. Children in KS2 are able to eat outside as they are able to take responsibility for sanitising their 	HT/SBM	5.1.21 and reviewed 7.6.21	7.6.21

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
			hands. Hand sanitising (under the KS2 canopy) is in place.			
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 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. For further advice and guidance you should contact your competent Health & Safety Adviser. 	<ul style="list-style-type: none"> All actions taken in accordance with LA and PHE guidance. 	HT/DHT/SBM	5.1.21 and reviewed 7.6.21	7.6.21
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place if appropriate so as to keep social distances and allow school office to function. All staff now in full time – May 2021. Limit the number of staff who can access the admin areas. 	<ul style="list-style-type: none"> Clear signage for other staff in school not to enter offices unless it is necessary. 	SBM	7.6.21	7.6.21
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. 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. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> All actions taken in accordance with LA and PHE guidance. Staff to wear face covering/mask in communal areas. Parents/Carers to wear face covering/mask. Staff able to wear visors for first aid/intimate care/working in small groups or 1:1 along with masks. 	HT/DHT/SBM	5.1.21 and reviewed 7.6.21	7.6.21
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Updated RA circulated to staff 12.4.21 	HT/DHT/AHT/SENCo	5.1.21 and reviewed 7.6.21	12.4.21 Revised June 2021

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
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Signage in place 	SLT	5.1.21 and reviewed 7.6.21	7.6.21
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. Utensils Children to have own resources within a bubble. Reading/Library books can be shared within a bubble and taken home but then quarantined for 72 hours. Children can bring in own lunchboxes and bags but not pencil cases. 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. Windows and doors should be kept open as much as possible to allow for ventilation. Each class should have seating plans which must be sent to HT in case of contract tracing. Children must not bring in additional food or snacks for afternoons. Food must not be sent home (eg from cookery). 	<ul style="list-style-type: none"> All staff issued with reminders before 8.3.21 	Reviewed by SLT	5.1.21 and reviewed 7.6.21	7.6.21
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment will be completed in line with the LA model document if required. A BAME risk assessment will be completed if required. 	<ul style="list-style-type: none"> All actions taken in accordance with LA and PHE guidance. 	HT	3.3.21 Revised June 2021	3.3.21 Revised June 2021
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> LA will issue guidance as required. 	SLT	3.3.21	Revised June 2021

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
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Staff completing twice weekly LFT (separate Risk Assessment in place) Ensure that social distancing measures can be maintained at all times Review activities that can be carried out 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. 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. 	<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"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible 	SLT	3.3.21 Revised June 2021	3.3.21 Revised June 2021
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. Residential and day trips are now possible in line with DfE and LA guidance. 	<p>For more information contact LA.</p> <p>Further guidance to be sought regarding protocol for residential visits.</p>	All staff	17.5.21	7.6.21
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> External clubs and individual music tuition to re-start April 2021. 	HT/DHT/S BM	26.3.21	12.4.21 Revised June 2021

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"> 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 Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. Pupils to wear PE kits to school on the days they have PE to avoid changing. 	<p>For more information contact lan Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p>Updated guidance issued to staff 23.10.20.</p>	All staff	3.3.21 Revised June 2021	Revised June 2021
Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Signs in place by the start of term. Video shared with parents and children before 8.3.21 Signage to remain in place April 2021. 	HT/DHT/SBM	3.3.21 Revised June 2021	3.3.21 Revised June 2021
Visitors (including supply teachers, parents, Governors and LA Advisers)	Pupils, staff and visitors	<ul style="list-style-type: none"> Schools are able to work with visitors provided that this is in line with the school's protocols/risk assessment. Schools should consider carefully how such arrangements can operate. Masks to be work by parents/carers when collecting children. Face to face meetings to be conducted in well ventilated spaces, observing social distancing. 	<ul style="list-style-type: none"> Arrangements clarified with all visitors before meetings take place. Visitors to be reminded about protocols. 	HT/SLT	17.5.21 Revised June 2021	17.5.21 Revised June 2021