



Bethersden Primary School - Covid 19 Risk Assessment for full reopening of school to all children from Thursday 2nd September 2021

Location / Site	
Bethersden PRIMARY SCHOOL	
Activity / Procedure	
FULL RE-OPENING for all children and return of all staff	
Assessment date	
30 th August 2021	
Assessment serial number	
BPS-2021-09	

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:
Consideration of the pupils’ mental health and well being



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. One way system for entering and exiting classrooms and clear rules on moving around the classroom to be established daily with children based on attendance and to be regularly reinforced during the day. 2. Class rules to re-visited and modelled many times a day and linked to school behaviour system - lots of praise for adherence and sanctions for non-compliance - increased focus on hand-washing and 'Catch it- Bin it - Kill it' 3. Learning activities for individual work where possible (pairings or group work to be dynamically risk assessed by class teams - consult with Leadership Group with queries) 4. Feedback - using large whiteboard and visualiser and interactive whiteboard not close interaction 5. Mark out an area for the teacher (clinically extremely vulnerable staff only) - 2m distancing at front of room 6. Children assigned desk and resources with no sharing of resources. Children not to bring in any resources from home other than those permitted. 7. If staff work in more than 1 classroom extra precautions to be taken including extra handwashing and distancing where possible. 8. Children stay in the classroom and do not mix with other groups other than outside 9. Bags, coats and lunchboxes kept in lockers 10. Regular handwashing routines established on entry to school, classrooms, before eating and after toileting 11. Children to be spread out in classrooms as much as possible 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children reminded of good toilet hygiene and the need for it 2. Middle sinks closed for handwashing 3. Allocated toilets for different groups of children mainly in classrooms 4. Toilet timings to be staggered and all children encouraged to go when returning and leaving the classroom to avoid unnecessary movement around the school. N.B. children will not be refused access to the toilet 5. Hand gel used (on return to classroom) after toilet use in addition to washing hands 6. Extra Signs in toilet regarding washing hands at age appropriate levels 7. Wedges for the toilet external doors 8. Extra soap, paper towels and hand sanitiser ordered to ensure we do not run out 9. Taps and surfaces cleaned throughout the day by staff and children advised to communicate with staff any issues around cleanliness - resources ordered 10. Toilets cleaned, disinfected and descaled at the end of each day 11. Allocated toilets for each class 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
Lack of social distancing of parents/carers at drop off and collection resulting in direct transmission of the virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. No parents allowed on site at drop off 2. Parents asked to wear face coverings when dropping off 3. Allocated entrance/exit points for all classes 4. Instructions shared regarding routines and social distancing between families in the morning with parents and children with clear signage around the premises 5. Signage for children displayed outside the classroom 6. Leadership Group to be on duty to supervise 7. Road Crossing Patrol supported in encouraging social distancing 8. Staff to park away from Wissenden Lane 9. Parents on-site after school to collect allocated different waiting areas and asked to wear face coverings and socially distance while on-site 10. Parents asked to wear face coverings when collecting children in addition to previous control measures 11. Increased signage around the drop off and collection areas 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area/equipment boxes in the first instance - cleaning products in each play box 2. Field to be used to allow more space for children whenever possible 3. Reduced playtime equipment - hard surfaces and can be easily cleaned 4. Games discussed which encourage social distancing - football passing 5. Staff supervision throughout - actively encouraging and modelling social distancing 6. Handwashing routines to be reiterated on return to classroom 7. Wet play in classrooms so no risk of mixing in doors 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none">1. Children wash hands before and after eating2. Children served on flight trays to avoid unnecessary movement3. Small numbers of children sent to the servery at a time4. Children with packed lunches to bring own cutlery5. Tables sanitised between sittings6. Revised menu and serving arrangements in place to reduce the number of contact points7. Staff wear visors in serving areas			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door or designated route 2. One child going to toilet at one time 3. Messages to office via telephones so adults remain in bubble zone 4. Staff use empty classrooms and alcoves to maximise the distance between each other 5. One way system established with clear signage marking exit and entry doors - staff to monitor 6. Class Teams agree instructions with children concerning going and returning to toilet 7. When moving class around the school encourage distancing and single file - one adult at back insisting the distance is maintained - regularly practice this in the first few days 8. Children will not need to move around school without supervision other than to toilets 9. Staff to wear face coverings when not in the classroom. Can be removed for eating and drinking in the staffroom 10. Tray in the staffroom for lunch orders to be placed in to avoid congestion in the school office 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children have individual pencil cases in line with school policy - no stationery will be allowed into school 2. Tubs of resources for individuals if needed and practical to do so - maths cubes etc 3. All equipment cleaned before being used by another child and each night wherever practicably possible 4. Tables, door handles and other surfaces cleaned with sanitising spray regularly during the day by staff and every night 5. Lessons planned so resources are individual and not whenever possible - or on white board 6. Resources on tables ready for lesson and not distributed within the lesson 7. Children encouraged to wash hands and use hand gel before lessons and after each lesson NB Hand gel is not a substitute for handwashing 8. Children will be allocated individual resources 9. Any essential shared resources to be cleaned down 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
Children's well-being and mental health			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Providing familiarity of learning environments by ensuring furniture, displays and resources are age group specific 2. Recognise that some families may struggle with getting back into the swing of things and support these families where it is needed 3. Provide more open type activities in the afternoon 4. Continued emphasis on reconnecting and rebuilding relationships 5. Children will have established different eating patterns – they may feel hungry more frequently – snack times may need to be introduced for a short while with families encouraged to send snacks 6. Ensure that behaviour expectations are re-established as quickly as possible 7. Remind children about how they speak to each other; how they treat each other and the expectations with regards to attitudes 8. All staff to place absolute emphasis on the school being a <u>reduced risk environment</u> and that they are loved and cared for 9. Aim to re-establish the culture and ethos that existed before 10. Greater emphasis on PE, music, art/DT, themes/projects and assessing children's wellbeing/readiness to learn. 11. Regular welfare calls will be made to families identified as vulnerable 12. 'Circle' time discussions to take place throughout the day in all classes. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Emotional distress of the staff - including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion of all staff in risk assessment process - input into hazard identification and control measures and aware they have the responsibility and right (in a non-threatening way) to report concerns 2. Online or phone supervision for any staff who requests it - Nick Lord Staff meeting - virtually - to discuss concerns and shared control measures 3. Sharing of support helplines - Education Support 08000 562561 or SupportLine 4. At least one Leadership Group member of staff on site every day for staff to share concerns with 5. Risk assessments reviewed after day one, week one and fortnightly after that or as needed 6. Separate risk assessment for the office area - staff to use bubble phones instead of visiting the office - including signing in and registers 7. Designated "staff areas" areas for different groups of staff - including extra staffroom and changing facilities 8. Staff to have time to talk to Leadership Group about their personal situation 9. Internal support plan/system and put in place if required 10. School has subscribed to Support Line 11. All staff reminded to contact SPG/SGr at the earliest opportunity to discuss any worries 12. Regular/Weekly 'staff meeting' to ensure everyone has the chance to interact 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – working 1:1 with vulnerable children resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Seek expert guidance from special schools/virtual LIFT/Specialist Teachers regarding support for children with behaviour difficulties. 2. Individual risk assessments in place where necessary 3. Face shields available for duties requiring PPE 4. Extra disposable gloves ordered 5. Extra gloves, soap, hand sanitiser ordered with stocks already available in school 6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 7. Avoid face to face level contact with children where possible 8. Staff to wear face coverings in communal areas 9. Staff reminded to work alongside, rather than face to face, with children 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Anyone who is unwell with CV-19 symptoms must contact SPG at earliest opportunity to access advice and support 2. Keep windows and doors open in order to aid ventilation. 3. Hand gel dispenser inside all classrooms as well as dedicated sinks and handwashing routines 4. Soap and hand gel ordered in large quantities 5. Extra soap dispensers and re-fills in each classroom 6. Children wash hands and hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 7. Age appropriate hand washing posters replaced in all washing areas 8. Reminders how to wash hands properly - videos and posters - in first two days 9. Procedure agreed for children to wash hands so thorough hand washing 10. Staff and children follow the 'Catch it, Bin it and Kill it' routine of good respiratory hygiene. 11. Each classroom to have a rubbish bin with lid removed to reduce contact surface 12. Staff to ensure there are always boxes of tissues available for all 13. Children required to bring their own water bottle to school to avoid risk of a cup being shared 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned during the day using sanitising spray by staff and by the cleaning company 2. PPE will be worn by all cleaning staff 3. Some resources will be rotated and left to de-contaminate for at least 72 hours after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms where possible 5. Cleaning regime discussed with contract company 6. Some 'cleaning duties' to be undertaken by caretaker such as emptying bins to allow cleaners to concentrate on hard surfaces. Routines adapted such as reduced hoovering (lower risk of contamination) to allow focus on higher risk procedures 7. Cleaners have been briefed about the cleaning routine Extra resources ordered for Classroom Cleaning throughout the day 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Regular discussions with staff, families and children returning 2. Twice weekly Lateral Flow Testing in place since end of January so staff providing a positive result will know early even asymptomatic 3. As staff reach JCVI priority groups more will become vaccinated reducing the risk 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
Lack of social distancing between staff and other adults (office staff) resulting in transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Parents, visitors and contractors not to enter the school premises unless in an emergency – contact details clearly established and communicated 2. Encourage contact via email, telephone and text for communication 3. Use of Zoom for external meetings including Governors 4. Use on online webinars for staff CPD 5. Staff conversations to be held outdoors where possible, in large rooms or via telephone 6. Contractors encouraged to work on site out of school hours where possible 7. If adults do need to come into school allow one adult in reception at a time 8. There is no need for children or staff to visit the office as use of classroom phones is the method of communication including ‘signing in/out’ 9. Hand gel dispenser installed in the reception area 10. Essential visitors required to use the hand washing and hand sanitiser facilities upon arrival 11. Posters and signage installed to remind visitors of social distancing rules and handwashing 12. Office staff/Headteacher responsible for cleaning the office areas 13. New evacuation procedures shared with staff 14. Face coverings to be worn in communal areas 	

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE



OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		
<p>Overall the risk in school is medium as all measures put in place require strict adherence by all members of the school community. Many variables exist as all measures are reliant on 'behaviours' which cannot be fully controlled.</p> <p>The school cannot ensure 1m+ social distancing and believe that this would be detrimental to the children's wellbeing so staff will use dynamic risk assessments and seek immediate support with any anxieties.</p> <p>All staff are aware of the procedures they should follow if they, a member of their family or a member of their bubble start to feel unwell with Covid-19 type symptoms including the procedures for requesting a test.</p> <p>With the enhanced measures in place it is planned that the risk of transmission of Covid is reduced to a manageable level. Staff and families will work together to protect all members of the school community.</p>			

Name of assessor	Signature of assessor	Date
Stuart Gawthorpe		30 th August 2021

Governor's comments	Insert comments relevant to assessment as appropriate
<p>Could you please add some comments here so that parents and anyone else looking can see that you have read it and commented.</p> <p>Thanks</p>	

Governors contributing	Signature on behalf of the Governing Body	Date
Jenn Read, Kate Kirk		
Risk assessment reviews	Set future review dates & sign/comment upon completion	