

**Whole school Risk Assessment Bessemer March 2021**

Risk	Action	Breakdown	Update
<b>Staff</b>			
<b>To ensure staff are informed and consulted</b>	Risk assessment shared with all staff and feedback welcomed. Staff to receive information on health and safety	<ul style="list-style-type: none"> <li>• Every staff member will be provided with a copy of this risk assessment</li> <li>• During the inset day on September 2nd all staff had the opportunity to discuss the risk assessment in small groups. Changes to the original risk assessment will be shared with staff during a staff meeting on March 2<sup>nd</sup>.</li> <li>• Each staff member is responsible for reading the risk assessment and any accompanying documents.</li> <li>• If any staff member requires further support in understanding this document, they will speak to a senior leader immediately.</li> <li>• Staff to be reminded of government guidance regarding keeping safe at this time and the expectation that they are following it. The following link will be shared with staff:   <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</a> </li> <li>• All elements of the risk assessment will be regularly reviewed by the SLT in consultation with staff.</li> </ul>	
<b>To ensure social distancing amongst the adults</b>	No more than 6 staff members in the staffroom ensuring 2 m apart	<ul style="list-style-type: none"> <li>• Staff will not be required to sign in or out in the office.</li> <li>• No staff other than Sarah or Elizabeth are permitted to enter the school office.</li> <li>• Staff should communicate with the office using internal phones or email.</li> </ul>	

	<p>Adults to be especially mindful of hygiene standards in adult shared areas</p> <p>Adults to remain 2 m apart at all times</p> <p>meetings to be conducted outside or over Zoom</p> <p>Staff to email senior staff with suggestions or concerns</p>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times for staff.</li> <li>• Where possible staff should take breaks in their own classroom. Where this is not possible social distancing must be observed in the staffroom and windows must be kept open. Face coverings must be worn when not eating or drinking.</li> <li>• Staff to communicate any queries or concerns with senior leaders via email.</li> <li>• Any dishware or cutlery used by staff must be immediately put into the dishwasher to be washed.</li> <li>• Cleaning materials available at all times in the staffroom and staff should clean areas after use.</li> </ul>	
<p><b>To ensure staff and pupil safety</b></p>	<p>New starters in Little Stars to have staggered settling in sessions with parents</p> <p>Face coverings (masks, not visors or shields unless worn in addition to masks) provided by staff to be worn in all communal areas by staff and visitors.</p> <p>Face coverings to be worn by staff and parents and carers at</p>	<ul style="list-style-type: none"> <li>• Small numbers of Little stars children will have settling in sessions each day to allow their parents to bring them in to the setting for the first time without compromising the safety of staff, children or parents. Parents will be asked to wear face coverings and staff will also do so.</li> <li>• Parents and carers to be asked to wear face coverings when dropping off or picking up children.</li> <li>• Staff to wear face coverings in all indoor communal areas and at the school gates. Face coverings can also be worn in other areas if desired. Staff to be informed of safe wearing, changing and storage of face coverings.</li> <li>• Normal procedures for intimate care to be followed – use of disposable gloves which will be provided by school. In addition staff should wear masks and aprons when changing nappies or administering first aid that requires contact.</li> <li>• All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children with staff supervising from a 2-metre distance.</li> </ul>	

	<p>drop off and pick up times.</p> <p>PPE provided by school to carry out intimate care duties.</p> <p>Vulnerable groups to be considered for adjusted roles or further protective measures.</p> <p>Lateral Flow tests to be available and promoted to all staff.</p>	<ul style="list-style-type: none"> <li>• Wherever possible application of eczema cream, sun cream and similar will be administered by the parent before the school day starts. Any necessary reapplication during the day will be done by the child under supervision if possible. If an adult needs to apply cream then gloves, mask and apron will be worn.</li> <li>• Asthma pumps and other medication that does not need to be refrigerated will be kept in the child's pod classroom for easy access.</li> <li>• Staff must inform the office as soon as possible of any accidents or injuries that would usually be recorded in a first aid book.</li> <li>• Children who display any symptoms of illness at home should not be sent to school. Any children displaying symptoms in school will be isolated and then sent home.</li> <li>• Pregnant members of staff to be offered individual consultation around their roles and considered for adjusted roles if possible.</li> <li>• BAME members of staff to be offered individual consultation around their role and considered for adjusted roles if possible.</li> <li>• BAME members of staff, pregnant women and other vulnerable individuals to wear PPE at all times if desired.</li> <li>• All new procedures to be shared regularly with children.</li> <li>• All used PPE to be disposed of safely.</li> <li>• All staff to be asked to take Lateral flow tests on Monday and Thursday mornings before attending school. Test results to be reported to the office.</li> </ul>	
<b>Parents/Carers</b>			
<b>To ensure parents and</b>	Information shared with parents	<ul style="list-style-type: none"> <li>• A letter will be sent to all parents detailing all of the precautions we are taking and updates will be sent home as needed.</li> </ul>	

<p><b>carers are well informed</b></p>	<p>regarding pick up and drop off Information shared on school-based actions so they can prepare their children Teachers to make a video for new class</p>	<ul style="list-style-type: none"> <li>• Parents to be asked to adhere to all government guidelines regarding social distancing etc.</li> <li>• Copies of the parent information sheets will be emailed to all staff and posted in the main school office so that every staff member is aware of what has been communicated to parents.</li> </ul>	
<p><b>To limit large numbers of pupils/parents arriving/leaving school at the same time.</b></p>	<p>Year groups to have designated arrival and leaving slots Nursery 8.55-3.40 Years 1,3 and 5 8.55-3.20/3.25 Years R,2,4 and 6 8.45-3.10/3.15 LS children any time between 8.00 and 5.45</p> <p>Breakfast club and ASC available to limited numbers only</p> <p>Parents/carers to be requested to queue 1m apart when dropping off and picking up their children Encourage only 1 adult to drop children off and pick up</p>	<ul style="list-style-type: none"> <li>• Senior Leaders will be present at all school gates to coordinate arrivals and exits and supervise social distancing amongst parents.</li> <li>• Teachers will be based in their allocated classroom/playground ready to greet children.</li> <li>• Support staff will be placed along the KS1 path to direct new Year 1 children to classes.</li> <li>• Support staff will remind/supervise children to wash hands and/or use hand sanitiser on arrival.</li> <li>• Staff supporting individual SEND children will collect designated child at an identified gate. Parents will not enter the school site. This will be coordinated by Lynette</li> <li>• Siblings to be dropped off and collected to and from their own gates at the correct times now that most drop off and pick up times are only staggered by 15 minutes.</li> </ul>	

	Parents and Carers asked to wear face coverings at drop off and pick up		
<b>Risk</b>	<b>Action</b>		
<b>To not allow non staff onto the school premises unless essential. When it is considered essential, safety measures to be in place.</b>	<p>Parents/carers to drop children at designated gates-see individual school plans</p> <p>No outside adults permitted onto school grounds unless necessary</p> <p>Outside adults who need to attend will be provided with the risk assessment</p> <p>No face to face access for parents with any school staff including the office-except safeguarding concerns Code of Conduct created for contractors, to be given out and explained on entry to the school</p>	<ul style="list-style-type: none"> <li>• Senior Leaders will be present at all school gates to coordinate arrivals and exits and supervise social distancing amongst parents.</li> <li>• At home time classes will be taken to their allocated playgrounds. They will leave classrooms at staggered times to reduce numbers in corridors. They will be lined up as far apart as possible and a member of SLT will call them to the gate as their parent arrives.</li> <li>• Staff supporting individual SEND children will collect designated child at an identified gate. Parents will not enter the school site. This will be coordinated by Lynette.</li> <li>• Parents will be directed to the office email address and/or the main school phone number to communicate with staff. Immediate safeguarding concerns must still be reported immediately using normal procedures.</li> <li>• Office will be responsible for ensuring that no parents or visitors enter the school site via the red Gate.</li> <li>• Peripatetic teachers, therapists etc who attend school to work with children must adhere to the risk assessment and staff guidelines and have their temperatures taken on arrival.</li> <li>• Premises staff will ensure that any contractors who have to enter the school are provided with a code of conduct which is explained to them. Where possible contractors will be asked to come after 3.30.</li> <li>• The risk assessment will be shared with any essential visitors.</li> </ul>	

	<p>Contractors to be given clear instructions upon arrival-where possible arrive after 3.30</p> <p>School tours for prospective parents to be virtual.</p>		
<b>Children</b>			
<p><b>To facilitate children in class bubbles as far as possible and always within year group bubbles</b></p>	<p>See individual school plans</p> <p>Furniture reconfigured in classrooms so all children in Years 2-6 are facing forward and sitting as distantly as possible. Furniture in Nursery, Reception and Year 1 will be arranged to reduce the numbers of children in each area.</p> <p>Children in EYs and KS1 to remain only with own class for learning, playing and eating. Children in</p>	<ul style="list-style-type: none"> <li>• Playtimes and lunchtimes staggered to ensure year groups do not mix during cross overs.</li> <li>• Playgrounds and lunch hall zoned to ensure classes do not mix.</li> <li>• Playground and PE equipment to be cleaned between sessions.</li> <li>• Classes to have own sets of small playground equipment.</li> <li>• Each Year group to be allocated separate toilet facilities.</li> <li>• Interventions carried out within classes only.</li> <li>• Resources such as laptops, reading books etc can be shared across the year group but must be cleaned after use.</li> <li>• Internal exclusions can only take place with SLT.</li> <li>• Detention will be staggered and based in the hall to keep classes separate.</li> <li>• Premises staff will ensure physical spaces meet health and safety requirements.</li> </ul>	

	<p>KS2 will still split into 4 classes for maths and English.</p> <p>Adults to move between bubbles only when essential.</p> <p>Behaviour system amended to ensure bubbles do not mix for detention, internal exclusion etc.</p>	<ul style="list-style-type: none"> <li>• KS2 children could be part of 2 or possibly 3 bubbles; their base class and maths/English class. If there is a positive case, that child's bubbles will all isolate.</li> <li>• In breakfast Club and ASC children will be in year group bubbles.</li> </ul>	
<p><b>Where possible to implement social distancing measures</b></p>	<p>Parents/carers sent guidelines on social distancing/hygiene (e-bug) to prepare their children</p> <p>Signs explaining social distributed around school building</p> <p>Designated times throughout day for each class to wash hands to avoid lots of children at facilities at same time-see individual school timetables</p>	<ul style="list-style-type: none"> <li>• Resources provided to parents and children will be emailed to all staff and available in school.</li> <li>• Signs prepared prior to re-opening and posted around school by site staff.</li> <li>• Hand washing timetable being created by SLT and given to all staff.</li> <li>• Staff to ensure that only one child at a time is sent to the toilets (apart from scheduled handwashing times). As children from different classes may be sent to the toilets at the same time it must be made clear to children that they should not enter the toilets if another child is already in there.</li> </ul>	

<p><b>To ensure levels of social distancing over lunchtime/playtimes</b></p>	<p>Only one year group at a time to eat lunch in the hall. Classes will be separated within the hall.</p> <p>List of children with medical needs and food allergies given to adults in individual classes.</p> <p>Children to play in designated play areas with own class –see individual school plans</p> <p>Staggered playtimes and lunchtimes-see individual school plans</p> <p>No assemblies (other than virtual) or gatherings in confined spaces</p>	<ul style="list-style-type: none"> <li>• Staff will be provided with individual instructions on their designated group and daily timetable by their phase leaders.</li> <li>• Children eat hot food in the hall and cold food in class on alternate days.</li> <li>• Meal supervisors in the hall, supported by SLT, will ensure social distancing and regular cleaning take place during lunchtimes.</li> <li>• Meal supervisors will inform premises staff immediately if cleaning material are running out.</li> <li>• Lunches will be served by meal supervisors designated to specific classes.</li> <li>• If children bring their own packed lunch this will be stored on their peg and handled only by the child it belongs to.</li> <li>• Snacks during class time will be served by class based staff wearing gloves.</li> <li>• Updated medical info, including allergy info, to be sent to all via email.</li> <li>• Games likely to involve physical contact, e.g. football, will be supervised to ensure they are non-contact.</li> <li>• All playground equipment will be cleaned at the end of each session.</li> </ul>	
<p><b>To ensure safe movement around the school</b></p>	<p>See individual school plans</p> <p>Lanes created Designated entry and exit points to school building</p>	<ul style="list-style-type: none"> <li>• See above sections on signage, staggered timings, individual timetables</li> <li>• Walking lanes created in corridors, all adults and children must walk in the correct lanes and stay 1m apart as shown by the spacing arrows on the floor.</li> <li>• Staggered timings during the day to reduce congestion.</li> </ul>	

<p><b>To ensure individual risks are identified for children with EHCP</b></p>	<p>Risk assessments carried out for individual children.</p> <p>Transition arrangements completed if necessary and shared with all relevant staff.</p>	<ul style="list-style-type: none"> <li>• Risk assessments for EHCP chn created by Lynette, to be shared with relevant staff and families. Action taken to reduce risks.</li> <li>• Students with medical needs – office staff to ensure that any child with expired medicine brings in new in-date medicine.</li> </ul>	
<p><b>To reduce numbers of children at ASC and breakfast club</b></p>	<p>Numbers in ASC to be monitored to ensure Year groups can be kept separate.</p>	<ul style="list-style-type: none"> <li>• ASC staff to adhere to health and safety guidelines as listed in this document.</li> <li>• SLT will support staff to ensure guidelines are followed.</li> <li>• All children to remain in year groups at all times in breakfast club and ASC. This will be done through zoning of the hall (s) and playground (ASC only), breakfast club children will remain at tables throughout the session with drawing materials or books at their table.</li> <li>• Registers to be carried out daily. Office to ensure that only registered children are attending.</li> <li>• ASC to use both halls, a classroom and both 1/2 and 3/4 playgrounds to ensure bubbles can remain separate.</li> <li>• ASC staff to ensure that bubbles do not mix during changeover times.</li> </ul>	
<p><b>Risk</b></p>	<p><b>Action</b></p>		
<p><b>Limiting Virus transmission</b></p>			
<p><b>To ensure hygiene standards are adhered to</b></p>	<p>Hand sanitiser and bleach spray available in each classroom.</p> <p>TAs/teachers to wear gloves to clean surfaces regularly</p>	<ul style="list-style-type: none"> <li>• Office to order cleaning and sanitising supplies for each class.</li> <li>• Hand sanitiser to be used by all children on arrival at breakfast club and ASC to avoid large groups queuing for toilets and handwashing.</li> <li>• Premises staff responsible for re-stocking as necessary.</li> </ul>	

	<p>Regular cleaning of surfaces/door handles/light switches throughout the day</p> <p>Children regularly reminded of expectations around washing hands/coughing /tissues</p>	<ul style="list-style-type: none"> <li>• Premises staff to ensure toilets are cleaned regularly during the day.</li> <li>• All classrooms to be provided with 3 boxes of tissues to be replaced as necessary.</li> <li>• Hand washing timetable and supervision around hygiene.</li> <li>• When returning from P.E. or playtime children to line up outside classes and go in one at a time and wash hands before sitting down.</li> <li>• Premises Manager to conduct a Health and Safety audit in line with guidelines.</li> </ul>	
<p><b>To ensure there are safe practises around Intimate care /First aid</b></p>	<p>Normal procedures will be followed but staff will have option to wear further PPE</p> <p>Where possible children encouraged to administer own first aid for minor injuries</p> <p>Adults to wear gloves when administering First aid and staff will have option to wear further PPE</p>	<ul style="list-style-type: none"> <li>• Normal procedures for intimate care to be followed – use of disposable gloves. Staff also wear masks and aprons for first aid and intimate care.</li> <li>• All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children with staff supervising from a 2-metre distance where possible. For very young children where this is not possible staff will wear gloves, masks and aprons.</li> <li>• Disposable gloves, mask (and apron if needed) to be used for any first aid that requires physical contact.</li> <li>• Office to be informed of all injuries that need recording.</li> <li>• PPE to be disposed of safely.</li> </ul>	

<p><b>To ensure that safe practices are adhered to if a child/adult is suspected of having COVID</b></p>	<p>Staff all informed of symptoms of Covid 19</p> <p>Child/adult immediately removed from others and adult dealing with situation to wear PPE</p> <p>If diagnosis confirmed all staff who have come into contact to be tested</p> <p>Wider community informed of confirmed case</p> <p>Parents/carers to be reminded not to send children to school who are displaying symptoms or if they have symptoms themselves.</p> <p>Staff members who have symptoms or have taken a test to remain at home until they receive a negative test result.</p>	<ul style="list-style-type: none"> <li>• Symptoms to look out for shared with staff at Inset.</li> <li>• Child exhibiting symptoms will be removed from others to await collection. They will be isolated in a designated 'sick bay'. Where possible the staff member from their pod will supervise from outside the room. If the child is too young for this the staff member will maintain a safe distance and wear PPE. Only one child at a time will use the room and it will be cleaned between uses. If it is in use when needed by another child then an empty classroom will be used.</li> <li>• Thermometers will be provided in the sick bay.</li> <li>• Office to call parents/carers to arrange immediate collection and seek medical treatment.</li> <li>• Senior Leaders to communicate with staff re: diagnosis.</li> <li>• If an individual tests positive school will follow government guidance on next steps, including testing those who had contact with the individual. If a member of staff is infected then normal sickness procedures should be followed.</li> <li>• If a child in a year group tests positive for Covid 19 then the bubble will be closed for a 10 day isolation period.</li> <li>• The following government advice to be shared with staff:</li> </ul> <p><u>Government guidelines</u></p> <ul style="list-style-type: none"> <li>• <i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).</i></li> <li>• <i>If someone develops coronavirus symptoms, they should go for a test and follow the guidelines listed below. Schools should ask parents/carers and staff to inform them immediately of the results of a coronavirus test.</i></li> </ul>	
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<b>To reduce transmission rates</b>	<p>Where possible to carry out learning outside</p> <p>Where appropriate limit number of toys/resources</p>	<ul style="list-style-type: none"> <li>• Where possible, carry out learning outside.</li> <li>• Some internal doors will be propped open to reduce the use of door handles. Fire evacuation procedures to be amended accordingly.</li> <li>• Where possible teachers should control IWBs from their laptops while teaching. If they need to touch the IWB they should spray and wipe it before the lesson.</li> </ul>	

	<p>available in each class and in the playground to allow regular cleaning.</p> <p>Playground equipment cleaned at the end of each playtime</p> <p>Classroom resources cleaned throughout the day</p> <p>Windows left open where possible</p> <p>Children to have individual equipment packs-tray/pencil/pen Teachers to wear gloves for marking</p> <p>All adults to wear gloves when cleaning</p> <p>Children not allowed to bring any non essential items from home.</p> <p>Toilet areas, door handles, banisters etc</p>	<ul style="list-style-type: none"> <li>• If children are using IWBs they should be regularly sprayed and wiped as with other resources.</li> <li>• Resources in EYs playground cleaned regularly.</li> <li>• Children should all bring in a labelled water bottle which will be kept on their table or in a designated place in EYs. If parents are unable to provide a water bottle a named cup or water bottle will be allocated to the child.</li> <li>• P.E. equipment such as balls, hockey sticks, bats etc will be submerged in a bucket of disinfectant after use.</li> <li>• Windows left open where possible.</li> <li>• Children to have individual equipment wallets at their tables containing white board and pen, reading book, pencil/pen. In Early Years children should have a labelled wallet containing a white board and pen and any other resources needed.</li> <li>• Children can take a reading book home. Books can be returned by placing them in a box outside the classroom which will not be emptied for three days after the last book has been added to it.</li> <li>• Children will not bring P.E. kits to school. All children will be encouraged to wear trainers and appropriate clothing for school on P'E. days.</li> <li>• No mixing of designated groups of children throughout the day.</li> <li>• Gloves are worn when removing entries from worry box, tidying up resources etc.</li> <li>• Steam cleaners will be used to enable quick cleaning of resources during and after sessions.</li> </ul>	
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	cleaned regularly throughout the day	<ul style="list-style-type: none"> <li>Any lost property will be picked up while wearing gloves and returned to its owner if possible. If this is not possible it will be washed/cleaned before being placed in the lost property storage area.</li> </ul>	
<b>Well-being</b>			
<b>To manage anxiety for both adults and children</b>	<p>Regular PSHE sessions with children to share their worries.</p> <p>Recovery curriculum planned to address children's academic, social and emotional needs</p> <p>Worry boxes in each class –teacher removes paper using gloves.</p> <p>Staff to have training on language used if children are not following guidelines.</p> <p>Adults reminded of safeguarding</p>	<ul style="list-style-type: none"> <li>PSHE lead to provide guidance and resources for daily PSHE sessions.</li> <li>Combination of whole class therapeutic activities and more targeted support planned to be delivered by school staff and additional specialists as needed.</li> <li>School staff to use guidance provided (sent via email) to support children who express worries about Covid or the current school situation.</li> <li>Normal safeguarding procedures in place, staff to follow regular procedures.</li> <li>Staff to communicate with Senior Leaders if they have worries or concerns to discuss, e.g. if they consider themselves to be vulnerable or at risk or if they do not feel procedures are being followed fully.</li> <li>Staff invited to email senior leaders with any suggestions regarding adaptations to practices.</li> <li>Staff to be made aware of counselling services available.</li> </ul>	

	<p>procedures for if children make safeguarding disclosures</p> <p>Adults to have regular forums share their concerns both formally and informally.</p> <p>Staff to have a forum to offer suggestions and adaptations to practices.</p>		
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