

Whole school Risk Assessment Bessemer September 2021

Risk	Action	Breakdown	Update
To ensure staff are informed and consulted	<p align="center">Staff</p> <p>Risk assessment shared with all staff and feedback welcomed. Staff to receive information on health and safety</p>	<ul style="list-style-type: none"> • Every staff member will be provided with a copy of this risk assessment • Each staff member is responsible for reading the risk assessment and any accompanying documents. • If any staff member requires further support in understanding this document, they will speak to a senior leader immediately. • All elements of the risk assessment will be regularly reviewed by the SLT in consultation with staff. 	
To ensure social distancing amongst the adults	<p>Adults to be especially mindful of hygiene standards in adult shared areas</p> <p>Large meetings to be conducted over Zoom</p> <p>Staff to email senior staff with suggestions or concerns</p>	<ul style="list-style-type: none"> • No staff other than Sarah or Elizabeth are permitted to enter the school office. • Staff should communicate with the office using internal phones or email if possible. • Reasonable social distancing should be observed in the staffroom and windows must be kept open. Face coverings are advised when not eating or drinking. • Staff to communicate any queries or concerns with senior leaders via email. • Any dishware or cutlery used by staff must be immediately put into the dishwasher to be washed. 	

		<ul style="list-style-type: none"> • Cleaning materials available at all times in the staffroom and staff should clean areas after use. 	
<p>To ensure staff and pupil safety</p>	<p>New starters in Little Stars, Nursery and Reception 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 advised in all communal areas by staff and visitors.</p> <p>Face coverings to be advised for staff and parents and carers at drop off and pick up times.</p> <p>PPE provided by school to carry out intimate care duties.</p> <p>Lateral Flow tests to be available and promoted to all staff.</p>	<ul style="list-style-type: none"> • Small numbers of Little stars, Nursery and Reception 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. • Parents and carers to be asked to continue to wear face coverings when dropping off or picking up children. • Staff advised to wear face coverings in all indoor communal areas and at the school gates if it is not possible to maintain reasonable social distancing. • 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. • 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. • Asthma pumps and other medication that does not need to be refrigerated will be kept in the child’s pod classroom for easy access. 	

		<ul style="list-style-type: none"> • 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. • All new procedures to be shared regularly with children. • All used PPE to be disposed of safely. • 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. 	
Parents/Carers			
To ensure parents and carers are well informed	Information shared with parents regarding pick up and drop off Information shared on school-based actions so they can prepare their children	<ul style="list-style-type: none"> • A letter will be sent to all parents detailing all of the precautions we are taking and updates will be sent home as needed. 	
To manage large numbers of pupils/parents arriving/leaving school at the same time.	<p>KS2 parents to drop children at the gates in the morning rather than coming onto the site.</p> <p>KS21 parents asked to drop off quickly at the classroom doors and to maintain reasonable social distancing.</p> <p>Encourage only 1 adult to drop children off and pick up.</p> <p>Parents and Carers asked to wear face coverings at drop off and pick up</p>	<ul style="list-style-type: none"> • Support staff will remind/supervise children to wash hands and/or use hand sanitiser on arrival. • Staff supporting individual SEND children in KS2 will collect designated child at an identified gate. Parents will not enter the school site. This will be coordinated by Kristin. 	

Risk	Action		
<p>To not allow non-staff onto the school premises unless essential. When it is considered essential, safety measures to be in place.</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>Code of Conduct created for contractors, to be given out and explained on entry to the school</p> <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>	<ul style="list-style-type: none"> • Parents will be directed to the office email address and/or the main school phone number to communicate with staff. Parents who need to come to the office must arrange this in advance. Immediate safeguarding concerns must still be reported immediately using normal procedures. • Office will be responsible for ensuring that no parents or visitors enter the school site via the red Gate without an appointment. • 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. • 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. • The risk assessment will be shared with any essential visitors. 	
Children			
<p>To ensure individual risks are identified for children with EHCP</p>	<p>Risk assessments carried out for individual children.</p>	<ul style="list-style-type: none"> • Risk assessments for EHCP chn created by Lynette, to be shared with relevant staff and families. Action taken to reduce risks. 	

	Transition arrangements completed if necessary and shared with all relevant staff.	<ul style="list-style-type: none"> Students with medical needs – office staff to ensure that any child with expired medicine brings in new in-date medicine. 	
Risk	Action		
Limiting Virus transmission			
To ensure hygiene standards are adhered to	<p>Hand sanitiser and bleach spray available in each classroom.</p> <p>TAs/teachers to wear gloves to clean surfaces regularly</p> <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"> Office to order cleaning and sanitising supplies for each class. Hand sanitiser to be used by all children on arrival at breakfast club and ASC to avoid large groups queuing for toilets and handwashing. Premises staff responsible for re-stocking as necessary. Premises staff to ensure toilets are cleaned regularly during the day. All classrooms to be provided with 3 boxes of tissues to be replaced as necessary. Hand washing timetable and supervision around hygiene. 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. Premises Manager to conduct a Health and Safety audit in line with guidelines. 	
To ensure there are safe practises around Intimate care /First aid	Normal procedures will be followed but staff will have option to wear further PPE	<ul style="list-style-type: none"> Normal procedures for intimate care to be followed – use of disposable gloves. Staff also wear masks and aprons for first aid and intimate care. 	

	<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"> • 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. • Disposable gloves, mask (and apron if needed) to be used for any first aid that requires physical contact. • Office to be informed of all injuries that need recording. • PPE to be disposed of safely. 	
<p>To ensure that safe practices are adhered to if a child/adult is suspected of having COVID</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>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</p>	<ul style="list-style-type: none"> • Symptoms to look out for shared with staff at Inset. • 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. • Thermometers will be provided in the sick bay. • Office to call parents/carers to arrange immediate collection and seek medical treatment. • Senior Leaders to communicate with staff re: diagnosis. 	

	remain at home until they receive a negative test result.	<ul style="list-style-type: none">• 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.• Any unvaccinated person (except if unvaccinated for medical reasons) must isolate for 10 days if considered a close contact of someone who tests positive.	
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<p>To reduce transmission rates</p>	<p>Classroom surfaces 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>If there are a number of Covid cases in a class or year group, bubble arrangements may be put back in place to reduce the risk of transmission throughout the school.</p>	<ul style="list-style-type: none"> • Some internal doors will be propped open to reduce the use of door handles. Fire evacuation procedures to be amended accordingly. • If children are using IWBs they should be regularly sprayed and wiped as with other surfaces. • 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. • Windows left open where possible. • Children to have individual equipment wallets at their tables containing white board and pen and pencil/pen. In Early Years children should have a labelled wallet containing a white board and pen and any other resources needed. 	
<p>Well-being</p>			
<p>To manage anxiety for both adults and children</p>	<p>Regular PSHE sessions with children to share their worries.</p>	<ul style="list-style-type: none"> • PSHE lead to provide guidance and resources for daily PSHE sessions. 	

	<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 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>	<ul style="list-style-type: none"> • Combination of whole class therapeutic activities and more targeted support planned to be delivered by school staff and additional specialists as needed. • School staff to use guidance provided (sent via email) to support children who express worries about Covid or the current school situation. • Normal safeguarding procedures in place, staff to follow regular procedures. • 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. • Staff invited to email senior leaders with any suggestions regarding adaptations to practices. • Staff to be made aware of counselling services available. 	
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