

# Barley Lane Primary School

## Risk Assessment - Coronavirus COVID 19 – September Reopening

Risk Assessment Title:



### General Risk Assessment – Coronavirus COVID 19

Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.

Version 7 – 30/08/20

#### Who is at Risk?

People at Direct Risk: Staff, Pupils and Visitors

Other People Who Could be Affected: Parents and Carers

#### Summary of Risk

What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input checked="" type="checkbox"/> <b>High risk</b>	<input type="checkbox"/> <b>Medium risk</b>	<input type="checkbox"/> <b>Low risk</b>
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> <b>High risk</b>	<input checked="" type="checkbox"/> <b>Medium risk</b>	<input type="checkbox"/> <b>Low risk</b>

*Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.*

## Contents

Assessment and Action Plan .....	3
1. Contact with Individuals who are unwell .....	3
1.1 General.....	3
1.2 Contact with unwell individuals who develop unconfirmed symptoms on site .....	5
1.3 Contact with unwell individuals who develop unconfirmed symptoms on site but later confirmed by NHS Track and Trace or Testing.....	6
2. Direct Contact with Airborne Droplets from Carriers.....	6
2.1 Direct contact with airborne droplets from carriers .....	6
2.2 Direct contact with virus particles from hand contact surfaces: Personal Hygiene .....	7
2.3 Risk of contact with the virus through public transport .....	9
3. Indirect Contact with Virus Particles (Ventilation) .....	9
4. Contact with Virus Particles on Surfaces .....	9
4.1 Effective cleaning .....	9

4.2 Toilet facilities / handwashing .....	12
5. Social Contact .....	13
5.1 Staff.....	13
5.2 Children/Young people.....	14
5.3 Classrooms.....	14
5.4 Playgrounds .....	16
5.5 General.....	17
5.6 Drop Off.....	18
5.7 Social Contact: Collection .....	19
5.8 Social Contact: Drop Off and Collection .....	21
5.9 Social Contact: Lunchtime / dining hall.....	21
5.10 School hall / Assemblies .....	22
5.11 School hall / Sports .....	22
5.12 Teaching.....	23
6. Attendance, Missed Learning, Wellbeing, Health and Safety.....	24
6.1 Children continue to not attend school.....	24
6.2 Children / Staff are fearful of returning to school .....	25
6.3 Fire and emergency evacuation.....	25
Sign Off Sheet.....	26
Review Log.....	27

## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN		
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom		Complete?
<b>1. Contact with Individuals who are unwell</b>								
1.1 General	Direct transmission of the virus to well individuals	School "Sickness Policies" reviewed to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing, in line with government guidance	✓			School to follow the LA and government guidance in terms of absence of staff who are displaying symptoms of Covid-19 guidance, each case reviewed by SLT BLPS Home School Agreement and information pack provided to parents which sets out procedure where child has displayed symptoms. Parent/carer letters to clarify expectations with parents.	Ongoing  17.7	
		Schools "Sickness Policies" reviewed to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 days.	✓			School to follow the LA and government guidance in terms of absence of staff who are displaying symptoms of Covid-19 guidance, each case reviewed by SLT BLPS Home School Agreement and information pack provided to parents which sets out procedure where child has displayed symptoms. Parent/carer letters to clarify expectations with parents.	Ongoing  17.7	
		Update the school's contractor procedures to ensure that school ascertains that contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	✓			Window replacement work to be completed throughout September. Longley Group are overseeing the project, and using the Infant Hall for their main base. Portaloos in the Infant hall car park. Where other contractors are needed to visit site, areas can be coned off to prevent anyone accessing whilst the contractor is working. Maintenance to go ahead	Yes	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Communicate the updated school Sickness Policies to Parents and Staff	✓			Staff to be reminded of sickness procedures and symptom guidance through Headteacher Weekly Coronavirus on Monday 1 <sup>st</sup> Sept INSET MH Parents informed via newsletter and school letters sent on Scholarpack	1.9 17.7
1.1 General <i>Continued</i>	Direct transmission of the virus to well individuals <i>Continued</i>	Communicate the updated guidance to contractors and for new contractors as required.	✓			Agree access arrangements at time of booking visit	Ongoing
		Develop new Visitor arrangements for the school. Visitors are only allowed to attend the site if absolutely necessary and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	✓			No visitors to attend site without prior agreement by member of SLT team. Huxley Main entrance gates to remain locked during school hours and access via office approval.	Ongoing
		All visitors and contractors who will access the school beyond reception will be asked to confirm with signature that they are not suffering from COVID 19 like symptoms or in the recovery phase.	✓			No visitors to attend site without prior agreement by member of SLT/office team. Access via office gate only where there is approval/legitimate reason	Ongoing
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	✓			Form to be implemented by, admin team to manage supervised by SBM.	Yes
		Supply teachers, peripatetic teachers, specialist support staff etc. can provide interventions/teaching as usual. They will be reminded and enabled to socially distance from staff and pupils on the school site as far as is possible.	✓			Remind all staff in September, include the need for social distancing on the visitor form.	1.7

What are the hazards	What might happen?	Controls	Control in Place?			If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?	ACTION PLAN		
			Yes	No	N/A					
1.2 Contact with unwell individuals who develop unconfirmed symptoms on site	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable: in the quiet room in the infant hall.	✓			<p><b>Meeting Room outside 4N</b> has been the <i>designated isolation room and will be used just for this purpose. Cleaning will occur after use. These staff/children will use the Y4 corridor</i> toilet if needed. These staff or children should go home and follow the <a href="#">stay at home guidance</a>. PPE should be worn by staff caring for the child/staff member while they await collection, if a distance of 2 metres can't be maintained (e.g. a very young child or a child with complex needs) PPE must be worn.</p>	Ongoing			
		For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	✓			Office staff / Medical staff (e.g. AM/PC) to monitor this room safely adhere to 2m rule	Ongoing			
	Direct transmission of the virus to well individuals.	For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	✓			School has limited supply of PPE equipment with further orders to be placed <i>on a regular basis</i> .	Ongoing			
		Parents should be contacted, and the child / young person collected as soon as is practicable.	✓			Ensure that parent contact details are correct, by cross-referencing the email address and phone number provided on the parent survey with Scholarpack.	Ongoing			
		If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	✓			Year 4 corridor toilet to be used and then closed off immediately after use. To be reviewed as more pupils return	Ongoing			
		School should encourage the parents to have the child/young person tested.		✓		School can only advise this to parents.	Ongoing			

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
<b>1.3 Contact with unwell individuals who develop unconfirmed symptoms on site but later confirmed by NHS Track and Trace or Testing</b>	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the school will liaise with LA (Ian Diley from LBR Public Health team is to be expected in such cases) in terms of whether the child's bubble should be sent home and advised to self-isolate for 14 days. Appropriate procedures in place to contact parents promptly – through the school office.	✓			Scholarpack details will be used to contact relevant parents / staff within the bubble when decision is made  <i>As well as contacting the LA PH lead for education (Ian Diley) but the school has been advised by the LA to contact the PHE London Coronavirus Response Cell (LCRC) – call 0300 303 0450</i> <i>Updated DfE guidance (28<sup>th</sup> August 2020) to be followed: 'Response to any infection (8: Engage with NHS Track and Trace, 9. Manage Confirmed cases of coronavirus)</i>	Ongoing
	Direct transmission of the virus to well individuals.	In the event of a positive test the school should ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with <a href="#">COVID 19: cleaning in a non-healthcare setting</a> .	✓			School will ensure that the cleaning team are informed and asked to come on site for an additional clean	Ongoing
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	✓			Site manager Andy Boddy is on site all day who is supported by cleaners before and after school. Extra cleaning shift to continue at lunchtime	Ongoing

## 2. Direct Contact with Airborne Droplets from Carriers

<b>2.1 Direct contact with airborne droplets from carriers</b>	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently.	✓			Posters / banners to be placed around school, Sanitising station remains in the main entrance area, Huxley entrance and staff room	✓
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	✓			Teaching staff / Support staff to continue with this, reinforced during training on the 1 <sup>st</sup> September.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	
2.1 Direct contact with airborne droplets from carriers. <i>Continued</i>	Direct infection of a well individual with virus particles	Appropriate signage to be placed on display in all rooms, offices, corridors etc.	✓			Posters / banners to be placed around school and sanitising stations in place.	✓
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	✓			Tissues are available in all classrooms along with a bin, bins are already emptied once a day this will be increased to twice a day. Surgical bins have been ordered for sanitising stations in main entrance, staff room and Huxley.	✓
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	✓			Each classroom has a sink with hand wash available. Posters will be placed around the school reminding pupils.	✓
2.2 Direct contact with virus particles from hand contact surfaces: Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment.  Whilst we do not recommend their use throughout the day, we will not prevent staff from using them if they feel necessary.	✓			The school has a supply of disposable face masks, and individual face masks, which have been produced by a member of staff for staff members to take home, wash and reuse. KS2 parents not allowed in playground. Use of FACE MASKS required by parents entering the school office, or talking to school staff.  <i>Dfe guidance on face coverings released on 26<sup>th</sup> Sept: does not recommend that face coverings are used. However, we advise staff to use discretion and if they feel the need to wear face coverings, we will support this.</i>	1/9
2.2 Direct contact with virus particles from hand contact surfaces: Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	✓			Signs in staff toilets	✓
		Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested at least as follows:  - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time  Any other time deemed necessary by the supervising staff.	✓			Hand sanitiser is available in all classrooms and children use when entering the dinner hall. All classrooms also have a sink which enables children to wash their hands at regular intervals.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	✓			Teachers to be provided with a copy of the Barley Lane Covid Home School agreement which outlines the need for hand washing.	✓
2.2 Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene.</b> <i>Continued</i>	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required.	✓			All classrooms have a sink, hand wash or soap, and a sanitising station inside the door.	✓
		Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing.	✓			This is underway, with individual hand sanitiser stations being installed inside the entrance to each classroom.	✓
		Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.		✓		Hand sanitizer is in all teaching areas and toilet facilities. School does not issue individual hand sanitizers to staff	✓
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	✓			Sanitising stations are in place, external signs and street decals are in place	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
2.3 Risk of contact with the virus through public transport	Indirect transmission of virus from carriers to well individuals	Depress the need for public transport and increase capacity in the system.	✓			<p>Staggered start and end times in place.</p> <p>Encourage walking, cycling and scooting to school. The travel ambassador within the school will oversee a renewed campaign to promote this within the school community.</p> <p>Promote the use of face coverings for adults and those over the age of 10. Face coverings provided for staff travelling on public transport. Early departure encourage for PPA.</p> <p>Sign post parents travelling by public transport to COVID -19 Safer Travel Guidance for Passengers</p>	
<b>3. Indirect Contact with Virus Particles (Ventilation)</b>							
3. Ventilation	Higher risk from poor ventilation	In classrooms it will be important that schools improve ventilation	✓			<p>All staff will be encouraged to work outside where possible.</p> <p>All staff encouraged to work with open windows wherever possible, even where air conditioning is in use.</p> <p>Guidance on air conditioning read and followed.</p>	
<b>4. Contact with Virus Particles on Surfaces</b>							
4.1 Effective cleaning	Indirect transmission of virus from carriers to well individuals	School has a copy of " <a href="#">COVID 19: cleaning of non-healthcare settings</a> " guidance for reference.	✓			Copy is held in main office and has been provided to the site manager who manages the cleaning team for dissemination to the team	✓
	indirect transmission of virus from	If the school employs their own cleaners, discussions will be required to determine changed working patterns throughout the day to meet the requirements of the above guidance.	✓			Cleaner will be on site before and after school day to minimise contact with pupils / staff. A cleaning team (school employees, not agency) will undertake cleaning requirements during the school day	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
	carriers to well individuals	All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	✓			Site manager and SBM to meet with staff and ensure that they are all aware of guidance. PPE equipment has been ordered and we monitor stock levels regularly	✓
4.1 <b>Effective cleaning cntd</b>	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> <li>• Each room that is in use shall receive a deep clean once per day.</li> <li>• Each room in use shall have its hand contact surfaces cleaned depending on the number of people present and use.</li> <li>• Each room in use shall have its high use hard surfaces cleaned frequently.</li> <li>• Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> <li>• Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break.</li> </ul>	✓			Each room will be cleaned <i>at the end of each day or the following morning</i> Any contaminated room will be locked off and where possible deep cleaned as part of the monthly cycle or if required the team will be on call All doors to be kept open to reduce risk of being touched by children / staff to open. Where a particular surface is prone to being touched more this will be cleaned at regular intervals throughout the day. Toilet facilities to be cleaned regularly and a cleaning schedule to be created and signed to indicate that the clean has taken place, site manager and SBM to supervise cleaners.	Ongoing
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	✓			Toilet facilities to be cleaned regularly and a cleaning schedule to be created and signed to indicate that the clean has taken place, site manager and SBM to supervise cleaners.	Ongoing
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	✓			Additional cleaner / cleaners to be take shifts to undertake cleaning during school hours	Ongoing

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
4.1 Effective cleaning cntd	Indirect transmission of virus from carriers to well individuals	Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> <li>• What is to be cleaned,</li> <li>• What chemicals are to be used,</li> <li>• The frequency of cleaning,</li> <li>• Who is to undertake the cleaning,</li> <li>• Method of cleaning,</li> <li>• Safety precautions to be taken.</li> </ul>	✓			A cleaning schedule will be put in place and agreed with the Site Manager and SBM	To be update by 2.Sept based on window replacement schedule
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	✓			This will be part of the cleaning schedule	✓
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	✓			All cleaning materials used are shown on the COSH assessment which is maintained by the caretaker.	✓
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	✓			No new chemicals have been used on site	✓
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.		✓		Aprons have been ordered and stock is being reviewed to ensure that we have sufficient PPE	Ongoing
	Indirect transmission of virus from	Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England health Protection team on this matter if required.	✓			Not applicable. Advice from LA on 13 <sup>th</sup> July is that the R Rate in Redbridge continues to decrease.	Ongoing

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Effective cleaning. ctd	carriers to well individuals	Hard surface deep cleaning should be conducted using disposable cloths, mop heads or paper towels using a suitable method: <ul style="list-style-type: none"><li>use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.).</li></ul> Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.	✓			Site manager will review cleaning materials regularly to ensure the school has sufficient stock	Ongoing
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	✓			Cleaning team and site manager to be advised of this	✓
		In Direct transmission of virus from carriers to well individuals	✓			School has sufficient waste storage inside the Eccleston Crescent gate.	✓
4.2 Toilet facilities / handwashing	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	✓			Toilet facilities to be cleaned throughout the day at levels shown on the cleaning schedule.	✓
		Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	✓			Teachers will allocate 'toilet time' amongst their year groups for their classes during the day	Ongoing, reviewed with new bubbles
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	✓			This will be managed by the class teacher / LTA / SLT	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	✓			Cleaned as set out in the cleaning schedule	✓

## 5. Social Contact

5.1 Staff  Direct transmission of virus from carriers to well individuals	School to identify staff that can work at home and allow them to do so if possible, to reduce the number of people on site.	✓			<i>School will be fully open in September to all staff, based on government guidance updates on shielding. There remains the possibility that staff might need to self-isolate despite being fit to work. In that context the school will consider arrangements for working from home .</i>	Ongoing
	School to identify any staff that are classified as being clinically extremely vulnerable and ensure that appropriate advise has been provided on social distancing, hygiene etc. within the school setting	✓			Identified staff will be informed of the new guidance and how to keep reduce risks while on the school site.	✓
	School to identify any staff that are classified as being clinically extremely vulnerable and required to be shielded and inform them they are not to work at the school. Other tasks may be identified for them to do at home. Seek advice if required.	✓			Guidance has now changed and CEV will no longer have to shield from Aug 1 <sup>st</sup> . Staff expected back, but we will continue to monitor and consider on a case by case basis.	✓
	Teaching staff including LSA – to be on site only when required to teach or to support with learning. School to adopt a more flexible approach to allowing PPA to be done at home.	✓			Current plan is that school will be fully open in September to all staff, based on government guidance updates on shielding	✓
	The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present.	✓			Number of people in staff room to be limited and one way system put in place, entrance at the corner, exit opposite junior library.	✓
	Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc.	✓			All cutlery etc. to be cleaned in dishwasher at end of day	Ongoing

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5. 1 Social Contact on site - Staff <i>Continued</i>		Staff briefings and meetings to be suspended or conducted via zoom to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	✓			Leadership meetings are currently conducted Via Zoom (SLT, YGL, Subject leaders). Sept staff INSET and meetings will be a combination of zoom and group meetings in the hall, with no more than one half of staff at any one time.	✓
5.2 Children/Young people	Direct transmission of virus from carriers to well individuals	School to ensure that home learning can continue to take place when a child has to shield or go into self-isolation	✓			The school will continue with Hamilton Trust home learning resources if available, Purple Mash logins are in process and work with teaching staff to secure the strength of our teaching offer in the longer term	2.9
		School to identify any children who may need their health care reviewed prior to returning to school.	✓			SENCO/First Aider to ensure that this work is completed for identified children	2.9
		The school has identified the best bubble arrangement to ensure the curriculum and logistical needs of the school day	✓			Each bubble will be a year group bubble to ensure the logistical needs of lunchtimes and streamed/targeted teaching for specific areas etc. can be met.	2.9
5.3 Classrooms	Direct transmission of virus from carriers to well individuals	The school has ensured that classrooms are arranged with forward facing desks.	✓			All classrooms will be arranged with forward facing desks during the INSET days in September, based on the latest government guidance. Desks are spaced as far apart as possible in each room.	2.9
		Relocate spare furniture to another location	✓			Any spare furniture will be removed to unused rooms or book corners to enable better social distancing within classrooms	2.9

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>In the identified classrooms the following is to occur:</p> <ul style="list-style-type: none"> <li>- Remove from use excess seating.</li> <li>- Re-organise desks in the space to allow 2m social distancing between pupils.</li> <li>- Remove soft toys and furnishings that cannot be easily hygienically sanitised.</li> </ul> <p>Remove any hard toys that are complex and difficult to clean.</p>	✓			<p>Classrooms will have additional seating and desks reorganised to fit in book corners with desks spaced to ensure maximum space achieved.</p> <p>All soft toys and furnishings to be removed along with any toys or other items that are not required. Anything which needs disposing of can be done as we will hire skips. Toys to be retained to be stored in classroom cupboards. Any surplus soft furnishings equipment / toys will be moved by the YG with site manager support if needed, into a classroom cupboard in the first instance, Thrive room or spare room in main building, Y5 group room in the Huxley.</p> <p>All surfaces to be left clear to enable them to be wiped down and cleaned each day. Children to take bottles home, all stationery wallets to be placed in one tray. Children will be restricted from bringing in personal items such as books and games. Outlined in parent information pack and Planning document.</p>	
Direct transmission of virus from		Children must stay within their identified bubble and not mix with other bubbles	✓			<p>Year group bubbles will stay together and not mix with other bubbles at break or lunchtimes or at any other time.</p> <p>Assemblies will be held via Zoom within school.</p>	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.4 Playgrounds	Direct transmission of virus from carriers to well individuals	Teacher and other staff will ideally keep their distance from other pupils and other staff, ideally 2 metres from other adults  Staff should avoid close face to face contact and minimise time spent within 1 meter of anyone.	✓			Tables will be arranged to allow space for the teacher to circulate when necessary and to maintain a 2m distance from the point of teaching at the front. <i>DfE guidance to be followed, which recognises that maintaining distance, especially from younger children, will not always be possible.</i>  Staff room use will be limited and other areas of the school encouraged to be used for breaks (meeting room, SALT hub).  Support staff will use a range of strategies to avoid close contact with pupils wherever possible. Those with a high level of need will be supported through pictorial symbols etc. to encourage independence.	
		Children who are old enough will be supported to maintain distance and not touch staff and their peers where possible.	✓			The use of markers and social distancing signs and verbal reminders will be used at all points in the school day to remind children to avoid touching staff and their peers when this is possible.	
		For schools, where there is a larger amount of outdoor space that can be easily and clearly segregated, different groups can be allocated to specific areas. 2m exclusion zones shall be in place between areas to allow social distancing. If there is no fencing or physical barrier then this will need to be supervised by staff.				Play times are staggered and different locations used around the school site. A timetable will be provided to all staff so that everyone is clear about the expectations. We can also allocate the cage/field/infant playground/junior playground. Spinney to different groups.  10:30 Y2-4-6 10:45 Y1-3-5 EYFS: Stagger own area	
		Outdoor play equipment will be used with good hand hygiene.	✓			Not applicable in September, based on government guidance on playground use.	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing, as far as reasonably practicable, using shared equipment in a safe way and practising good personal hygiene e.g. not touching their face or eyes.	✓			Rota system in place for all staff, including lunch time support, ensures that adequate staff are on site and actively supporting children.	
5.5 General	Direct transmission of virus from carriers to well individuals	Where possible implement one-way systems in and out of buildings to reduce mixing of people and children. Have a plan to show routes.	✓			One-way system with signage introduced around school site. <b>Main building one-way system will operate as normal, with the exception of the 'office corridor' between main office and adult toilets. Discretion to be used for children accessing the medical room.</b>	✓
		Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	✓			Classrooms can be accessed from outside where possible. Reception Year 1-2 children will enter via Eccleston Crescent the Nursery Gate on Barley Lane to exit Year 5-6 children will enter via Huxley Drive Year 3-4	✓
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a "walk on the left" protocol.	✓			One way system to be put in place with internal and external signage, playground barriers or surface markings and potentially street decals on Huxley and Eccleston to support this.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.6 Drop Off	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for various year groups or class groups are staggered to reduce the number of people trying to access the school at one time.	✓			All arrival and departure times staggered and entry to the school site managed at the gates, with social distancing reminders at potential queuing points. 8:45 – 3:00 Y2, Y4, Y6 start 9:00 – 3:15 Y1, Y3, Y5 Children to line up in playground in their classes. No parent/carers allowed on the KS2 playground at the start of the school day.	✓
		Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	✓			Parents will be advised of this in the letter advising on procedures for children returning to school. KS2 children to enter the site without an adult.	✓
	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for various year groups or class groups are staggered to reduce the number of people trying to access the school at one time.	✓			All arrival and departure times staggered and entry to the school site managed at the gates, with social distancing reminders at potential queuing points. Children to line up in playground in their classes. No parent/carers allowed on the KS2 playground	✓
		Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	✓			Parents will be advised of this in the letter advising on procedures for children returning to school. KS2 children to enter the site without an adult.	✓
	Direct transmission of virus from carriers to well individuals	Develop an appropriate "drop off" protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered to.	✓			Arrival is staggered and managed at the gate to reduce congestion on the school site. KS1 Children will be dropped at a 2m distance from the classroom doors or line. Staff remain at the door to welcome children. Parents to leave school site as soon as they have dropped off their child. Parents given guidance on what to do if children are distressed to avoid close contact where possible.	3.9

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.6 <b>Drop Off.</b> <i>Continued</i>		Have a process for removing face coverings when staff and pupils who use them arrive at school	✓			Children who remove face coverings at the gate to be told to put them in bags by the SLT on duty. Year 6 children who may travel unaccompanied will be provided with guidance on the safe removal of masks and a bin provided for disposable masks at the Huxley entrance. Parents will be asked to provide a plastic bag for any reusable face coverings. All children and staff clean their hands upon arrival at school/the classroom.	3.9
		Assess the school site and identify where appropriate signage and marking designating 2m social distancing can be placed to allow parents / guardians to drop off their children in a controlled manner.	✓			Signage and street decals are already in place	✓
		Identify a one-way flow for any drop off system.	✓			The school will be using 4 gates which are on 3 separate roads around the school to minimise contact between parents as well as staggered start and end times.	✓
5.7 Collection	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household only.	✓			This is school policy already: contacts on Scholarpack	✓
		Stagger collection times to manage the collection process as much as reasonably practicable.	✓			All parents can enter the school site for collection. 3:00 Y2, Y4, Y6 3:15 Y1, Y3, Y5 Parents to wait in designated class areas. Parents will be encouraged to collect children and leave the site swiftly to avoid cross contamination of Year group bubbles.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	✓			Parents will be advised prior to their child returning to school of the collection arrangements. Y6 Parents will be asked to confirm in writing whether their child will be walking to school or walking home alone, and arrangements will be made for the school to be informed of safe return. Parents to be made aware of the risks involved, particularly during this period where there are less pedestrians on the streets and young children are susceptible to local gangs and other dangers.	✓
Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.		✓			Parents will be advised prior to their child returning to school of the collection arrangements. They will be advised not to congregate near the school gates.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.8 Drop Off and Collection	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a weekly basis. Take appropriate action to make changes and communicate with all interested parties.	✓			These will be reviewed by a member of SLT and where necessary changes made as a standing item on SLT agenda with the aim of reducing the time taken for entry and exit without affecting social distancing measures.	Ongoing
5.9 Lunchtime / dining hall	Direct transmission of virus from carriers to well individuals	Increase the lunch time period to allow effective staggering of the lunch timings for different class groups.	✓			Children with Packed lunch will eat in the classroom 10 mins before lunchtime = then go outside for their lunch break.  Each year group will have their own allocated time slot in the dinner hall with their own allocated seating area. One each side – when they finish, clear and next year group to enter.  Mid-day supervisor and SLT will be monitoring the lunch hall, including collection of children and cleaning tables, along with the LTAs on duty to support and monitor collection of food.  Children will be allowed to leave the hall when they have finished independently, once they are instructed and confident in the usual one way system	2.9
		To maintain social distancing between groups capacity of the dining hall will need to be reduced. Create a layout plan which details the seating arrangements to be put in place.	✓			Bubble and rota to be drawn up by SBM  Year group labels to be created so the children know where to sit.	2.9
		Class groups should be brought in one group at a time and will join a supervised queue whilst waiting to be seated in their area.	✓			Each bubble will have their own seated area and will exercise social distancing whilst waiting in the serving area. All children to sit and called to the hatch when it is their turn.	2.9
		Work with the School Caterers to determine how food can be served in a socially distanced manner.	✓			All meals pre booked with Pabulum via Scholarpack so can be prepared for collection on an individual basis. There will be no self-service salad bar.	2.9

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.9 Lunchtime / Dining Hall	Direct transmission of virus from carriers to well individuals	Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between year groups.  <i>COVID 19: cleaning of non-healthcare settings.</i>	✓			Classroom tables will need to be wiped down by the teacher after lunch has been eaten if packed lunch is being eaten. Lunchtime cleaning staff will clean tables between year groups.	Ongoing
		Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	✓			Each bubble will have LTA and midday supervision to ensure that children do not share food or utensils.	n/a
		Food provision and service should be changed to prevent the need of open salad bars, self-service foods, shared condiments and sauces. Individual servings should be provided.	✓			Salad bar and other self- service items will be removed. Work with Pabulum to deliver a suitable menu and secure systems for cutlery for individual bubbles each day etc.	n/a
		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	✓			Cutlery to be handed to individual children	n/a
		Children should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	✓			All children should wash their hands before lunch and hand sanitizer will also be available / children encouraged to use in all classrooms.	Ongoing
		Children on packed lunches should be provided with hand sanitiser gel.	✓			All children should wash their hands before lunch and hand sanitizer will also be available / children encouraged to use in all classrooms.	Ongoing
5.10 School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies should no longer occur, investigate the use of online technology e.g. Teams or Zoom to hold an assembly whilst the children are in their classrooms.	✓			School assemblies will take place via Zoom	✓
5.11 School hall / Sports	Direct transmission of virus from carriers to well individuals	PE for mixed classes are not to occur. In large facilities two groups can use the same facility. Risk assess the space available	✓			PE will only occur within their own class (year group bubbles)	✓
		Sports hall should be used at half capacity for sports that do not promote contact between individuals. Preferably for single class groups.	✓			Dance lessons and indoor PE will be delivered in the infant and junior halls if a suitable cleaning regime can be identified.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
5.12 Teaching	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans.	✓			Class teacher will develop appropriate sports lessons dependent on age group; Ricky to continue to provide some non-contact PE options to staff	✓
		Outdoor PE lessons are preferred to reduce the risk of transmission.	✓			All PE to be taken outside unless a suitable cleaning regime for the hall can be identified.	
		Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	✓			Each bubble to have its own set of PE / play equipment which will be sanitised at the end of every day.	Ongoing
5.12 Teaching	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs of social distancing and reduce the risk of disease transmission.	✓			Teachers to agree plans with YGLs/subject leaders (if necessary) prior to school reopening - monitoring in place with SLT, mini-school assistant head teachers and deputies	Ongoing
		Shared resources are prohibited. Children to be provided with individual resources where appropriate.	✓			Each child will have their own stationery wallet with all their resources in. This will be put away into their tray each evening by that child. Each child will be issued books which will be kept in their own tray. These books will not be allowed home.	✓
		Staff to have their own items that are not shared	✓			All staff to be reminded to keep their own equipment for their own personal use at staff briefing September '20	1.9
		Classroom based resources should be used and shared but cleaned regularly	✓			Classroom based resources such as artefacts, learning pads, art tools etc. will be shared and cleaned after use or at the end of each day.	Ongoing
		Resources that are shared between classes or bubbles should be cleaned frequently and meticulously or left unused for 3 days between bubbles.	✓			All shared resources will be cleaned meticulously after use or labelled with a 'Do not use before....' for the next users information.	Ongoing

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	
<b>6. Attendance, Missed Learning, Wellbeing, Health and Safety</b>							
6.1 Children continue to not attend school	Risk of emotional harm and extensive missed learning	School attendance will be mandatory	✓			The requirement to attend school from September communicated to parents with a reminder about the possibility of fines for non-attendance.  Normal school attendance records will be resumed.	
	Risk of extensive missed learning	Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools should immediately offer access to remote education  Absence where parents are following clinical/public health advice will not be penalised	✓			The school will have a remote learning offer available to those with and without internet access.  Penalty fines will not be incurred where it is confirmed a parent is following clinical/public health advice	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
6.2 Children / Staff are fearful of returning to school	Risk of extensive missed learning	<p>Communicate clear and consistent expectations around school attendance</p> <p>Identify pupils who are reluctant or anxious or at risk of disengagement and develop plans to re-engage them</p> <p>Put measures in place for those families who will need additional support to secure school attendance</p> <p>Work closely with professionals to support school return.</p>	✓ ✓ ✓ ✓			<p>The requirement to attend school from September communicated to parents with a reminder about the possibility of fines for non-attendance.</p> <p>Teacher phone calls used to try to anticipate any concerns for September.</p> <p>ELSAs in place with up to date training and reporting system in place for communicating any concerns</p> <p>SENCO and DSL working closely with all relevant professionals to support school return</p> <p>School recognises the risks in relation to staff wellbeing and concerns / anxieties regarding return. Support provided in the summer term, including 1:1 conversations with SLT, access to counselling, individual staff visits/tours of the covid-secure site, to continue. Support has been provided to some during the summer holidays and staff to be monitored and reminded/informed of the support options available.</p>	Ongoing
6.3 Fire and emergency evacuation	Clear instructions for staff regarding evacuation procedures in the event of a fire	Review of fire evacuation procedures in view of revised use of building and ensure all staff are familiar with any changes including assembly points.	✓			Fire evacuation procedures to be reviewed in w/c 7 <sup>th</sup> September, once new bubbles have been formed for all year groups and reviewed each Wednesday in advance of the following week. Staff training to take place and evacuation procedures to be emailed to staff along with weekly rota. Attendance officer and office staff to update systems in order for speedy accounting for all on site during evacuation.	Ongoing

**The above risk assessment has been devised using the following guidance:**

- [\*\*Guidance for full opening – schools\*\*](#) (last updated 28<sup>th</sup> August)
- **Guidance on face coverings – ‘Face Coverings in Education’ (26<sup>th</sup> August)**
- **Coronavirus (COVID -19): implementing protective measures in education and childcare settings.**
- **Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.**
- **COVID-19: cleaning of non-healthcare settings**
- **HSE guidance on working safely**
- **COVID-19: guidance for households with possible coronavirus infection**
- **COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable**
- **COVID 19: Staying Alert and safe (social distancing)**

This risk assessment has been produced as a generic template for schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at schools which may mean they will have difficulty meeting the recommendations. Barley Lane SLT have identified any “hazards” and will conduct a specific risk assessment to identify the management controls required at our school. Barley Lane has adapted this risk assessment and made the appropriate alterations necessary to our school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice.

**Sign Off Sheet**

Assessor Details:		
Assessor(s) name:  Michael Henry (Headteacher)	Assessor(s) signature:  	Date:  30 <sup>th</sup> August 2020

School H&S Lead signature		
School Health and Safety lead name:  Nancy Warry (School Business Manager)	School Health and Safety lead's signature:  NW	Date:  17 <sup>th</sup> July 2020

## Review Log

A review of this risk assessment is to be undertaken weekly or more frequently if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:
5/6/20	Lesley Martin	Action Plan outstanding actions collated in advance of SLT meeting on 8.6.20
6/6/20	Michael Henry	<p>Reviewed in line with written feedback from Redbridge Local Authority/HMI inspector Liz Coffey 5/6/20. Feedback below and changes made:</p> <p><i>Risk assessment indicates appropriate measures have been taken to deal with COVID-19 associated risks in line with government guidance. May wish to consider:</i></p> <p><i>Restricting pupils from bringing own personal items to school eg toys, books games. <a href="#">Page 11 updated</a></i></p> <p><i>Review of fire evacuation procedures in view of revised use of building and ensure all staff are familiar with any changes including assembly points. <a href="#">Page 22 updated</a></i></p> <p><i>Clarification in risk assessment re school workbooks (Pg 11 states children to 'bring books and bottles home'. Pg 18 states children's books in which they complete their work 'not allowed home'). Unclear if these are same or different books. <a href="#">Page 11 updated</a></i></p>
7/6/20	Michael Henry	Reviewed and updated Action Plan points in advance of SLT on 8.6.20
01/07/20	Michael Henry	Reviewed and updated Action Plan points in light of all pupils being back in, school closed to any more new pupils before July 17 <sup>th</sup> .
12/07/20	Michael Henry	Major review including substantial amendments prior to September reopening
13/07/20	SLT Meeting	Review of lunchtime and playground staggered time arrangements.
17/07/20	Michael Henry	Finalising start and finish times before circulating to staff
27/08/20	MH CK VB SP	DfE Guidance on Face Coverings (26 Aug) updated on page 8, as well as one way system addition. <i>Changes made throughout the document are highlighted in Red.</i>
30/08/20	Michael Henry	<p>Updates to RA, reviewed in line with written feedback from LA William Clapp (27<sup>th</sup> Aug), and updates to the DfE guidance, published 28<sup>th</sup> Aug pm</p> <ul style="list-style-type: none"> <li>- Section 6 'Wellbeing' of staff and pupils considered, change to heading</li> <li>- managing confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>- use of face coverings in school</li> <li>- Other minor updates in red</li> </ul>