

RISK ASSESSMENT FOR			Date of Assessment
Opening of Beechwood to All Pupils March 2021			28.02.21 - Version 9
Name of School			Review Date
Beechwood Primary School & Nursery			28.03.21
Name of Assessor	Sara Harper	Position of Assessor	Headteacher
Chair of Governor's Name	John Cargill	Chair of Governor's Signature	



RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss.
MEDIUM: Possibility of accident - causing minor injury or loss.
LOW: Accident unlikely - with control measures in place.

5 Steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measures already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

No.	Hazard Identified	People at Risk	Existing Control Measures in place	Risk Priority	Additional Controls Required to Minimise Risk
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1	<p>Contamination - spread of COVID 19</p> <p>Classrooms & Social Distancing</p>	<p>Staff and pupils</p>	<p>Staff aware of social distancing guidelines and social distancing of 2m wherever possible. Classroom capacity considered.</p> <p>'Pods - Classes wherever possible' to be kept together with no mixing of pupils and no mixing of teaching areas.</p> <p>As much separation as possible between classes within the class pods including at breaktime and lunchtime.</p> <p>Minimal movement of staff between teaching pods.</p> <p>Interventions to be delivered to consistent groups of children from the same class.</p> <p>Tables spaced around classroom with as much space as is practical and organised in KS1 and KS2 so that all desks face the front of the classroom with as much space between seats as is possible.</p> <p>Hand sanitiser in each classroom and regularly used on entry and exit.</p> <p>Hourly cleaning of door handles by on-site cleaner.</p> <p>Prop doors (not fire doors) and windows in the classroom open for ventilation.</p> <p>Ensure windows and doors are opened for at least 10 minutes every hour for appropriate natural ventilation especially when children are not in the room e.g. breaktime. Open highlevel windows/sky lighst where available.</p> <p>Classrooms should be 18 degrees and be recorded twice a day.</p> <p>Prepare individual work stations, wherever possible, with stationery equipment, water bottle and necessary books so children are not sharing items or moving around the classroom.</p> <p>Empty lidded classroom bins regularly.</p> <p>Encourage outside teaching especially with EYFS where possible - timetable MB for forest school sessions across the week.</p> <p>All assemblies to be held via virtual platforms once per week.</p> <p>No children to be given tasks that mean them leaving the classroom.</p> <p>Where there are no handwashing facilities in the classroom, handwashing in the toilets to be staggered. Plenty of soap and hot water available in classroom sinks.</p> <p>Only essential items (a coat, lunch bag, hat, reading ook & record or mobile phone) are to be brought in from home.</p> <p>No unnecessary items to be sent home.</p> <p>Staff bringing equipment to and from school should be as minimal as is practical.</p> <p>Avoid carpet teaching sessions wherever possible.</p> <p>Clean pupil waterbottles daily with Milton.</p> <p>Tissues and specific bins available in each classroom and replenished as required.</p> <p>'Catch it, Bin it, Kill it' message regularly reinforced by staff.</p> <p>Robust collection and monitoring of attendance data and daily completion of registers.</p>	<p>Low</p>	<p>Staff to minimise distance with all pupils and staff to at least 2 metres wherever possible.</p>
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2	Contamination - spread of COVID 19 Entrance/Exit & Social Distancing	Staff and pupils	<p>Breakfast Club to be run by the same two members of staff (LH & JW).</p> <p>Social distancing of 2m wherever possible.</p> <p>Barriers to remind parents of social distancing rules.</p> <p>One staff member on entry gate each morning and afternoon.</p> <p>On collection, parents to wait 2m apart on playground.</p> <p>Only 1 parent per pupil to enter school via the junior gate and follow the arrows around the school building to exit at the infant gate (one way).</p> <p>Perspex screen erected at the school reception.</p> <p>No visitors to be admitted to the main school without appointment and only 1 person in the entrance lobby at any time. All visitors must wear a 3 layer blue face covering.</p> <p>Operate a queue system with 2m distances taped out on the entry to the main office.</p> <p>Chairs removed from the from entrance area.</p> <p>One-way system into reception.</p> <p>Hand sanitiser station at reception, and outside the staffroom replenished as required.</p> <p>Protocol for removing face coverings communicated to staff and pupils.</p> <p>Parents encouraged to wear a face covering when dropping pupils at school and to wear these correctly throughout their time on the school grounds.</p> <p>Staff greeting pupils at classroom doors and those on entry and exit gates to wear face masks.</p>	Medium	<p>Staff to minimise distance with all pupils, parents and staff to at least 2 metres wherever possible.</p> <p>Share pupil collection protocol and expectations with parents.</p> <p>SLT to reinforce expectations with parents.</p>
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3	<p>Contamination - spread of COVID 19</p> <p>Break/ Lunchtime & Social Distancing</p>	Staff and pupils	<p>Lunches served and eaten in classrooms supervised by midday assistants. Midday assistants linked to specific 'pods' with specific equipment boxes for each individual class. Lunch and break times staggered for KS1 and KS2. Children spread around whole school outdoor environment with designated areas and year groups to be split into classes wherever possible. During wet break or lunch, pupils will remain in their assigned classroom with a midday assistants. Hot snack to be delivered to classroom and all payments to be made via the online payment system. All dinner money to be paid electronically and no cash to be taken. Outside areas to be used for exercise at break/lunchtime. Year group boxes of resources to be prepared and used at lunchtime - items handled must be cleaned. Pupils must wash hands or sanitise on entry to the classroom after break and lunchtime. Hot dinners and packed lunches delivered to classrooms and served by kitchen staff and midday assistants. Children to remain seated and to be served by staff. Kitchen risk assessment has been completed. Lunchtime arrangements communicated to parents. SEND support assistants have enhanced measures in place e.g. vaccinations offered, wearing masks, taking the child to different areas to complete work.</p>	Low	
4	<p>Contamination - spread of COVID 19 Staffroom & Communal Areas</p>	Staff	<p>Staffroom use staggered and additional items purchased to make 3 additional mini staffrooms with kettles, toasters and microwaves. Social distancing in place with EYFS in Oak, Y1 in staffroom, Y2 in Y2 sideroom, Y3 in Yew, Y4 in Cherry Tree, Y5 in staffroom, Y6 in Safeguarding Office. Staffroom windows and door to be opened and ventilated, core staffroom temperature to be 16 degrees and recorded twice a day. Staffroom cleaned by on-site cleaner and classroom areas cleaned by the staff using them. Staff to wash all items used in hot, soapy water after use, then dried and put back away. All school staff to wear a 3 layer blue face covering when in communal area e.g. corridors, staffroom (except when sat down eating). Face shields/visors only to be worn if with a 3 layer blue mask.</p>	Low	

5	Contamination - spread of COVID 19 Toilets	Staff and pupils	<p>One child at a time to go to the toilet from each class to minimise number of children using the toilets at any one time, including at lunchtime.</p> <p>Where there are no handwashing facilities in the classroom (Willow/Hawthorn/Birch/Hazel/Chestnut/Ash/Rowan), handwashing in the toilets to be staggered. Plenty of soap and hot water available in toilet sinks.</p> <p>Toilets to be cleaned by staff at least 5 times per day at regular intervals and recorded daily.</p>	Low	
6	Contamination - spread of COVID 19 First Aid, Intimate Care & PPE	Staff and pupils	<p>Protocol for isolating pupils/staff displaying symptoms in sick room at the front of school.</p> <p>Sick area well ventilated with windows opened at the start of the day.</p> <p>Staff supervising any sick children to wear appropriate PPE - gloves, an apron, a facemask and a visor.</p> <p>Gloves and apron to be worn when dealing with first aid and nappy changing and areas thoroughly cleaned before and after every use.</p> <p>Designated first aiders for each phase including pediatric first aiders.</p> <p>Where appropriate, first aid certificates have been extended.</p> <p>Midday assistants assigned to complete any first aid incidents during lunchtime.</p> <p>Supplies of PPE to be monitored and ordered as necessary by Yvonne Lewis and SBM.</p> <p>Staff are aware of PPE guidance and first aiders have been issued with training on how to use PPE in line with DFE guidance. PPE donning and doffing guidance on sick room wall.</p> <p>PPE stored safely when not in use and grab bags made up for easy access.</p> <p>Additional PPE sourced and ordered.</p> <p>First aid policy updated in relation to COVID-19 and PPE.</p>	Medium	Staff to minimise distance with all pupils, parents and staff to at least 2 metres wherever possible.

7	<p>Contamination - spread of COVID 19</p> <p>Illness & Responding to Someone with Symptoms</p>	<p>Staff and pupils</p>	<p>Staff and children told not to come to school if they have coronavirus symptoms or if they live with someone who has symptoms, someone who is awaiting a test because of symptoms or who has tested positive.</p> <p>Staff and children to be sent home immediately if they develop symptoms or have been in close contact with an infected pupil or staff member who has tested positive. Staff fully aware of signs and symptoms, updated information session to be given 03.03.21.</p> <p>Members of staff and pupils will be advised to take a test if they develop symptoms (guidance shared with staff and parents as required).</p> <p>A well ventilated sickroom available at the front of school.</p> <p>Person responsible for monitoring sick children or staff with suspected COVID-19 to wear full PPE.</p> <p>Staff and children should wash their hand thoroughly for 20 seconds or use hand sanitiser if they come into contact with someone who is unwell.</p> <p>Sick room to be deep cleaned after use.</p> <p>All PPE equipment used to be double bagged and stored in an outside store room for 72 hours before being disposed of.</p> <p>If a member of the 'pod' shows symptoms, the whole 'pod' <u>do not</u> need to go home immediately. Only the child or adult with symptoms goes home initially. If, after a test, the member of the 'pod' tests positive, the whole 'pod' will be advised to isolate for 10 days.</p> <p>Testing kits for emergency situations held by the school.</p> <p>Lateral flow tests to be used twice weekly on a Sunday night/Monday morning and Wednesday night/Thursday morning. Where tests are positive, the staff member must inform Sara Harper immediately, book a PCR test and isolate until test results are negative or 10 full days have elapsed.</p> <p>Spreadsheet for lateral flow tests to be updated weekly by the school office.</p>	<p>Medium</p>	
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8	<p>Contamination - spread of COVID 19</p> <p>Cleaning of the School Site</p>	<p>Staff and Pupils</p>	<p>Individual pencil cases supplied with essential items and pupils encouraged to clean pencil cases at the end of the day.</p> <p>Additional cleaning hours for enhanced cleaning with one cleaner on site all day to regularly clean toilets (at least 5 times per day), door handles, light switches, tables and contact points.</p> <p>Lidded bins (double bagged) for tissues in each classroom emptied throughout the day.</p> <p>All surfaces including tables and contact points thoroughly cleaned daily and cleaning sprays available in all classrooms for regular use by staff. Cleaning sprays available for midday staff to clean equipment for 10 minutes at the end of their midday shift - see latest midday timetable.</p> <p>Resources cleaned by school staff at the end of each day especially in EYFS and for resources shared between classes and pods.</p> <p>Children on a rota to play on outdoor equipment.</p> <p>Waterbottles emptied, washed and bottle tops disinfected daily.</p> <p>Classrooms and toilets deep cleaned each night.</p> <p>Cleaners to wear gloves and use bleach where necessary</p> <p>Cleaners start deep clean once children have left and any communication from teacher to cleaner via the classroom whiteboard.</p> <p>Additional cleaning products, hand soap, Milton, paper towels, lidded bins, tape and sanitiser purchased.</p> <p>Relevant risk assessment pages shared with cleaning staff and contracts amended where necessary to allow for additional cleaning hours.</p>	Low	
9	<p>Contamination - spread of COVID 19</p> <p>Hygiene & Handwashing</p>	<p>Staff and pupils</p>	<p>Posters displayed throughout school to encourage good hygiene and handwashing.</p> <p>Teach and supervise handwashing protocol with frequent hand washing encouraged (20 seconds with soap and running water) including at the start of the day, before and after break, before and after lunch, before and after P.E, after coughing or sneezing or after contact with anyone who is unwell. Children regularly reminded of good hand and respiratory hygiene.</p> <p>Encourage children not to touch their face.</p> <p>Reinforce 'Catch it, Bin it, Kill it' message and the use of tissues and lidded bins.</p> <p>Tissues and lidded bins available in every classroom.</p> <p>Staff to wash and sanitise hands regularly.</p> <p>Sanitiser in every classroom but stored securely away from small children and with the correct COSHH paperwork. All staff have read and signed to say they understand the guidance.</p> <p>Staff to supervise children using hand sanitiser.</p> <p>Access to handwash basins in 7 classrooms and the remainder of classrooms are assigned to toilet pods.</p>	Low	

10	Curriculum & Remote Learning	Staff and Pupils	<p>Identify and agree appropriate learning opportunities.</p> <p>First full day (08.03.21) and each after noon for the remainder of the week to be used for wellbeing activities.</p> <p>EYFS Nursery to focus on the prime areas of learning.</p> <p>EYFS Reception to focus on gaps in language, early reading (particularly phonics knowledge and vocabulary acquisition) and maths.</p> <p>KS1 and KS2 to focus on identifying gaps in learning in reading, vocabulary, writing and maths whilst reading widely and still teaching a broad and balanced curriculum.</p> <p>Teach outside as much as possible avoiding staggered break and lunch times.</p> <p>Review behaviour policy and share with all staff - see addendum.</p> <p>Avoid going to pupils' desks to check work if not necessary.</p> <p>In case of isolation - A plan for remote blended learning through the use of Oak Academy and school resources. Live teaching may take place to enable groups or individuals isolating have access to high-quality online and offline teaching if the whole pod including staff are isolating.</p> <p>Each child in KS1 and KS2 issued with a personal school email address to access Microsoft Teams and any accompanying documentation.</p> <p>Additional teaching related to staying safe on the internet to be completed with both groups of children.</p> <p>Remote learning policy agreed by Learning and Outcomes committee and updated regularly as a working document.</p> <p>Remain in classrooms for all learning except that which can be conducted outside.</p> <p>Timetable MB for forest school sessions across the week with different classes.</p> <p>Extra-curricular activities will resume after the Easter break.</p> <p>After school care (Tree House) will resume 08.03.21.</p> <p>Educational visits will resume when guidance has been received and shared.</p> <p>During Spring term, all learning to take place within the confines of the school grounds.</p> <p>For any additional intervention sessions run as part of the recovery curriculum, children will be expected to bring their own pencil case and whiteboard.</p> <p>During interventions, children will be sat next to each other facing forward with the staff member 2 metres away. Between groups, the table and chairs must be cleaned.</p>	Low	
11	Communication	Staff, Parents and Pupils	<p>Letters sent to all parents about plans, updates, precautions in place and protocols to follow (drop-off, illness and health conditions). Letter sent via Class Dojo 27.02.21.</p> <p>Regular text and dojo reminders and updates for parents about protocols.</p> <p>Video made and posted on Class Dojo to highlight safety measures in place.</p> <p>All communication between parents and staff to be via Class Dojo or phone call not face-to-face wherever possible.</p>	Low	

12	Fire	Staff and pupils	<p>Fire notices displayed.</p> <p>Weekly fire testing in place each Thursday.</p> <p>Fire precautions e.g. extinguishers in place.</p> <p>Procedures reviewed and a fire drill carried out during the first week back at school.</p> <p>Same muster point on school field but 2m intervals for children.</p> <p>Staff briefed on new evacuation procedures.</p> <p>Insurance arrangements checked.</p>	Low	Admin staff to familiarise themselves with setting/unsetting the fire alarm.
13	Staffing	Staff, pupils and parents	<p>Staff consultation on arrangements and sharing of risk assessment as it is updated.</p> <p>Staff clear about return to school procedures.</p> <p>Online refresher safeguarding training completed prior to reopening in September and new behaviour expectations shared and discussed (see addendum for Expectations and Discipline policy).</p> <p>Feedback sessions regularly planned.</p> <p>DSL/DDSL and SENCo available on site each day.</p> <p>Site staff, cleaning staff and admin staff on site at all times throughout the day.</p> <p>Staff workload expectations discussed 14.07.20 and regularly reviewed through phase meetings.</p> <p>Emergency help protocols explained.</p> <p>Staff absence via line managers as usual protocol.</p> <p>Staff ratios regularly reviewed by SLT.</p> <p>Flexible working arrangement in place as required.</p> <p>Clothing expectations shared – easily washable, no ties.</p> <p>Protected characteristics (including race and disability) considered.</p> <p>Plans in place to resolve HR absence cases once COVID -19 has been reduced.</p> <p>Volunteers may be able to visit as long as they remain 2 metres from pupils and staff where possible.</p> <p>Individual risk assessments in place for clinically vulnerable staff and pupils including expectant mothers</p> <p>Extremely clinically vulnerable staff and pupils advised not to attend school. Staff to work from home.</p>	Low	

14	Safeguarding	Staff, pupils and parents	<p>Welfare calls made where where expected vulnerable children do not turn up at school.</p> <p>DDSL continue to work with vulnerable families and make regular attendance phone calls where they are not present.</p> <p>All staff trained in Basic Safeguarding and refresher training completed prior to return.</p> <p>Parents advised to stay outside of school, 2m apart where possible and follow the collection protocol.</p> <p>SLT daily contact with frontline staff.</p> <p>Daily register completed.</p> <p>First aiders in each 'pod'.</p> <p>Staff working in class pairs.</p> <p>Any individual safeguarding issues or existing individual risk assessments for pupils shared with all staff.</p> <p>Plans in place for possible increases in safeguarding concerns - at least one DSL/DDSL out of class at all times.</p> <p>Safeguarding Policy addendum written and shared with staff and governors.</p>	Low	Act on advice as given.
15	Mental Wellbeing	Staff, pupils and parents	<p>All shielding staff able to work from home.</p> <p>Wellbeing activities to be conducted with children during the first week of return.</p> <p>Staff given number for the Education Support Partnership (0800 056 2561) and BUPA wellbeing sessions signposted by SENCO.</p> <p>Pupils signposted via Rachel Geary to K Coles (school counsellor) so that they can access support if felt it would be helpful.</p> <p>Regular check-ins regarding workload and wellbeing conducted by SLT.</p> <p>Weekly staff meetings with a wellbeing focus each Wednesday 3.30-4.00pm.</p> <p>Staff trained in mental health first aid to signpost any difficulties.</p> <p>Referrals made to Occupational Health where necessary.</p>	Low	Signpost staff to wellbeing CPD and resources as needed.
16	Travel	Pupils and parents	<p>Parents encouraged to walk, cycle or scoot to school.</p> <p>Parents follow the one way system around the school building and, at collection time, remain 2m apart until their child is dismissed from the classroom.</p> <p>Appropriate signage is in place around the school building.</p>	Low	

17	External Visitors	Staff and pupils	<p>Limit external visitors and no visitors without prior appointment.</p> <p>Only one visitor in the reception at any one time.</p> <p>All visitors to wear a 3 layer blue face covering, wash hands and have temperature taken on entry.</p> <p>Signing in system to be used.</p> <p>Parents advised they should not come into school unless absolutely necessary and by prior appointment.</p> <p>Meetings to be conducted virtually where possible and where this cannot happen to take place in the school hall, spread out with windows open and all visitors wearing a face covering.</p> <p>Contractors and visitor to attend out of school hours wherever possible.</p> <p>Accurate record kept of all visitors.</p>	Low	
18	Building and Facilities Security, trips, slips	Staff, pupils and parents	<p>Following checks have taken place: gas safety, ventilation, kitchen equipment, hot and cold water systems, and checks in line with DFE guidance.</p> <p>Floor markings 2m apart and arrow system in place around the external areas of the building to aid queuing and social distancing.</p> <p>Appropriate signage in place around the building including arrows of direction, 2m markers, parent collection points and classroom entry doors.</p> <p>Security risk assessment already in place, security checks carried out including access control and intruder alarm systems.</p> <p>Roger Stokoe/Jack Jones have responsibility for managing the premises and Helen Sarson as cover arrangements.</p> <p>Doors locked with release buttons and fobs.</p> <p>Playground gate to remain locked once all classes are in school.</p> <p>All entry and exit for staff and visitors via the main school entrance.</p> <p>Site maintenance to continue and noted issues to be actioned as soon as possible.</p> <p>Perspex screen erected at the school reception.</p> <p>All usual H&S advice applies.</p>	Low	Fill in maintenance book with any new maintenance issues. Risk assess any potential hazards that come to light.
19	Governance	FGB, staff, pupils and parents	<p>Governing meetings to take place virtually until further guidance is received.</p> <p>The Governing Body is kept up to date via online meetings and Governor Hub. They are fully involved with decision making at all stages.</p> <p>The risk assessment has been seen and signed off with each amendment.</p> <p>Relevant policies and procedures have been reviewed and updated to reflect new rules, procedures and routines e.g. safeguarding, behaviour.</p> <p>Mental health and wellbeing of staff has been discussed and is an ongoing agenda item for committee meetings.</p> <p>Financial arrangements are in place with a log of all additional costs related to Covid-19 made and submitted to the DFE in line with published deadlines.</p>	Low	

20	Breakfast Club and Tree House	Staff, pupils, parents	<p>Consistent staff members running sessions with two staff running breakfast club and two different staff running after school club (Tree House).</p> <p>Sessions to take place in the school hall with windows and/or doors open.</p> <p>Children to be split into year group tables and to remain at their table throughout the session. Breakfast/dinner to be taken to each child.</p> <p>Staff running breakfast club/after school club to wear a face covering for the duration of the session.</p> <p>Risk assessments completed, updated and shared where necessary.</p>		
21	Managing Symptoms, Testing and Responding to a Local Outbreak	Staff, pupils, parents and wider community	<p>Test and Trace processes understood by staff and parents and the need to book a test if they display symptoms has been explained.</p> <p>Registers in place for each pod.</p> <p>Home testing kits held by the school and supplied to parents if a child in school develops symptoms and they are unable to access a test.</p> <p>Lateral flow tests twice weekly for staff. All results to be logged.</p> <p>School to contact Local Health Protection team if someone tests positive.</p> <p>Swift action to be taken if a child or staff member tests positive including isolating whole or partial pods of children if necessary and sending home people who have been in close contact, advising them to self-isolate for 10 days since their last contact with the infected person.</p> <p>Template CE letter to be sent to parents and staff if needed with advice from the Local Health Protection team.</p> <p>Post-testing support available.</p>		