*Site Name: Broughton Primary School*Date: Completed week commencing 05/01/2021

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Risk	**Transmission of Covid 19: Broughton Primary School** is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Staff, students, or visitors who have underlying health conditions	**Students** • ***To ensure up to date information*** *Headteacher spoke to child's parents who were in this category* • *All students in this category to seek advice/ permission from their doctor before returning to school.* • *Follow the school protocol for reducing transmission alongside any measures advised by their doctors. This to be documented in a plan, shared with all staff.*		*Lucy Macey/ Clare Yates* *Parents* *Lucy Macey*	*05/01/2021* *Advise school before 05/01/2021* *Before 05/01/2021*	*Yes*

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		• *Ensure that any suspected cases of COVID 19 in school or associated students are identified to the parents of these students in a timely manner.* **Staff** • *All staff asked to communicate with school regarding underlying health conditions.* • *Staff to seek advice/ permission from their doctor before returning to school* • *Follow the school protocol for reducing transmission alongside any measures advised by their doctors. This to be documented in a plan, shared with all relevant staff.* • *Ensure that any suspected cases of COVID 19 in school or associated students are identified to these staff members in a timely manner.* **Visitors** • *Visitors to wear appropriate level of PPE – mask and visor, as a standard. To hand santise before entering a building.*		*Lucy Macey* *Lucy Macey* *Staff* *Member of staff / Lucy Macey* *Lucy Macey*	*As needed* *E-mail sent to all staff* *Advise school before 05/01/2021* *Advise school before 05/01/2021* *As needed*	*Yes*

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		• *Clear signage on main door to alert visitors to the fact that the school is open and to advise that social distancing and reduction of disease transmission procedures are in place. Specific wording to warn visitors with under-lying health conditions that they enter at own risk.*		*Lucy Macey/ Clare Yates/* *Clare Yates*	*By 05/01/2021*	
Transmission of virus	Students, visitors,staff and wider families	• *Groups to be no more than a class size.* • *No groups to mix or to share spaces and resources with other groups*	*Desks placed in rows as per Government guidance* *One-way system in place- avoiding bottlenecks* *Staff must not cross over than more 2 classes.*	*All staff*	*05/01/2021*	

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		• *Strict hygiene/ regular cleaning routines in place and followed rigorously* *Outside sinks installed around the school to allow handwashing before entering the building*	*Staggered playtimes and in different areas and lunches in class rooms.* *Children entering/ exiting in different parts of building.* *Resources allocated for groups for playtime, sanitised after use. No sharing between groups.* *2 minute Hand-washing on entry/ exit and at regular points throughout the day.* *Teachers may wear PPE if they wish to do so* *Cleaning procedures in place with checklists for toilets and*	*Timetables created by Lucy Macey* *Lucy Macey* *Teaching staff* *All* *Teaching staff* *Lucy Macey*	*05/01/2021* *By 05/01/2021* *On-going*	Yes

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		• *Adaptations made to resources and routines to reduce risk of transmission*	*classrooms- to be signed when done.* *Shared surfaces, door handles etc. cleaned regularly (as above). Cleaning packs in each group.* *Separate bins for tissues, clearly labelled, bagged and emptied regularly through the day* *No parents admitted to school building. Only 1 parent to drop off/ pick up* *No bags, books, pencil cases, lotions, to come in and out of school. (excluding medicines) No lockers in use.*	*All staff* *All staff* *All staff* *Communication to parents-*	*By 05/01/2021* *On-going* *On-going*	Yes

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		• *No more than 1 staff members at a time to use the staff room.* • *Staff must try to maintain 2 metres from other adults*	*Children have own resources- in plastic wallet on/ under desk.*	*dated 25/08/2020* *All staff*	*By 05/01/2021*	
Poor hygiene	Students, staff and wider families	• *Children are "taught" correct handwashing procedures and these are regularly reinforced, signs, pictures and songs utilised*	*Children identified who may not be able to maintain hygiene standards independently and*	*All staff/ children*	*From 05/01/2021*	

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		• *Checklists in place to ensure that all areas are cleaned effectively and records kept* • *All children and staff "educated" as to the high importance of maintaining excellent hygiene practises* • *Any incidents of poor hygiene are picked up immediately and addressed.* • *Pupils toilets to be cleaned every hour* • *Staff/ visitors toilet to be cleaned after use by staff/visitor member*	*support given to ensure this.* *Clear labelling and signage on all equipment* *Site staff particularly aware of importance of cleaning* *Staff/ Children wash hands on entry and exit to building*	*Lucy Macey* *All staff* *All staff* *Staff and Children*	*By 05/01/2021* *On- going* *On- going*	

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
CYP Behaviour	Students, staff and wider families	• *All students briefed before return about the importance of following the revised arrangements in school* • *Students made aware of the ways in which the classrooms will be organised to aid social distancing* • *Teachers to plan lessons that are suitable and will accommodate this approach to learning* • *Students made aware of the ways in which they can operate at playtime- outside* • *Children behaving outside these parameters will be sanctioned in line with the adapted behaviour policy*	*Letter to parents explaining how routines and arrangements will work* *Resources and books planned and used correctly*	*Lucy Macey/ Clare Yates* *Teaching staff* *Lucy Macey*	05/01/2021 On-going By 05/01/2021	
Staffing for emergency evacuations	Students, visitors, staff and wider families	• *Staff will evacuate the building, with the children using the existing protocol*	*Lucy Macey will act as fire marshal for the main school / Clare Yates as role monitor/*	*Lucy Macey – New Evac plan/*	*By 05/01/2021*	

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			call to emergency services. Conker lodge responsible for evacuating Year R children. *Children to remain outside in their group.*	*evacuation protocol*		
Staffing levels for first aid	Students, visitors, staff and wider families	• *All teachers qualified to do basic First Aid – within their group* • *Two paediatric First- aiders on site* • *Doctors surgery across road*	*First Aid kit within each bubble/ group* *Paediatric First Aiders can operate within Year R and Otters class in afternoons.* *Serious first- aid dealt with by Lucy Macey*	*Staff members*	*By 05/01/2021*	

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Maintaining correct staffing levels for opening	Students, staff and wider families	• *Staff with symptoms of COVID will not attend school. Children and parents from that and all bubbles will be advised, the whole bubble will isolate until a test can confirm as positive or negative* • *Staff with illness unrelated to COVID may not be able to attend. It may then be necessary to close for that group for a short period until the staff member can return*		*Lucy Macey*		
A student/ staff member displays symptoms whilst at school	Students, staff and wider families	• *PPE for adult attending to child.* • *Child to be sent home immediately, advise family to arrange testing* • *All waste/ PPE double bagged and disposed of* • *Medical room to be used solely for suspected cases of Coronavirus*		*Lucy Macey*		

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		• *Staff member to leave premises immediately and arrange testing, if possible.*	*Thorough cleaning of areas to take place.*			

Risk Assessor Lucy Macey	Signature	Date 05/01/2021
Responsible Manager Clare Yates	Signature	Date 05/01/2021

Date Reviewed	Signature	Role

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Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status High Medium Low	Action required	Person Responsible	Target Date	Date of Completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date