*Site Name: Broughton Primary School*Date: Completed week commencing 8/5/2020

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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*** *Email sent 21/5/20 to all (parents of) students requiring them to advise school of specific details if children are 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.*		*Lucy Macey/ Clare Yates* *Parents* *Lucy Macey*	*21/5/2020* *Advise school before 29/ 5/20* *Before 29/5/2020*	*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
		This to be documented in a plan, shared with all staff. • *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**		*Lucy Macey* *Lucy Macey* *Staff* *Member of staff / Lucy Macey* *Lucy Macey*	*As needed* *E-mail sent to all staff* *Advise school before 27/5/2020* *Advise school before 27/5/2020* *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
		• *No external visitors invited- all maintenance calls to be arranged in out of school hours.* • *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/ Ally Boulton.* *Clare Yates*	 *By 1/06/2020*	
Transmission of virus	Students, staff and wider families	• *Groups to be no more than 15 to ensure that social distancing measures can be put in place inside building* • *No groups to mix or to share spaces and resources with other groups*	*Desks spaced to ensure 2m distancing* *Doors and windows open in classrooms* *One way system in place- avoiding bottlenecks* *Same staff with group at all time.*	*All staff*	*1/06/2020*	

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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*	*Staggered start times, playtimes and lunches- in different locations. Social distancing in lunch queue.* *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*	*Timetables created by Lucy Macey* *Lucy Macey* *Teaching staff* *All* *Teaching staff* *Lucy Macey*	*18/05/2020* *By 1/06/2020* *On-going* *By 1/06/2020*	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*	*Cleaning procedures in place with checklists for toilets and 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* *Schools open half day to aid effective cleaning* *No parents admitted to school building. Only 1 parent to drop off/ pick up*	*All staff* *All staff* *All staff* *Communication to parents- dated 11/05/20*	*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
			Uniform adapted to aid effective cleaning- light fabrics, short sleeves, no ties *Children/ parents advised that children should change clothes when home.* *No bags, books, pencil cases, lotions, to come in and out of school.(excluding medicines) No lockers in use.* *Children have own resources- in plastic wallet on/ under desk.*	*Communication to parents- dated 11/05/20* *All staff*	*By 1/06/2020* *By* *1/06/2020*	Partial

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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
Poor hygiene	Students, staff and wider families	• *Children are " taught" correct handwashing procedures and these are regularly reinforced, signs, pictures and songs utilised* • *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.*	*Children identified who may not be able to maintain hygiene standards independently and 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*	*All staff/ children* *Lucy Macey* *All staff* *All staff* *Staff and Children*	*From 1/06/2020* *By 1/06/2020* *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*	*Videos provided to all year groups explaining how routines and arrangements will work* *Resources and books planned and used correctly*	*Lucy Macey/ Clare Yates* *Teaching staff* *Lucy Macey*	28/05/2020 On-going By 22/05/2020	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
		• *Children behaving outside these parameters will be sanctioned in line with the adapted behaviour policy*				
Staffing for emergency evacuations	Students, 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/ call to emergency services. Conker lodge responsible for evacuating Year R children.* *Children to remain outside in their group.*	*Lucy Macey – New Evac plan/ evacuation protocol*	*By 22/05/2020*	Yes
Staffing levels for first aid	Students, staff and wider families	• *All teachers qualified to do basic First Aid – within their group* • *Two paediatric First- aiders on site*	*First Aid kit within each bubble/ group* *Paediatric First Aiders can operate within Year R and Keyworker.*	*Staff members*	*By 01/06/2020*	

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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
		• *Doctors surgery across road*	*Serious first- aid dealt with by Lucy Macey*			
Maintaining correct staffing levels for opening	Students, staff and wider families	• *School can only open 1st June if we have sufficient staff to keep correct ratios and operate safe groups.* • *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*	*If this cannot be achieved or at any time changes- school will close.* *If Lucy Macey becomes incapacitated for more than a few days Emma Jefferies from Stockbridge to take responsibility for decision making processes.*	*Lucy Macey* *Louise Payne to liaise with Emma Jefferies*		

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

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Risk Assessor Clare Yates	Signature C.L.Yates	Date 16/05/2020
Responsible Manager Lucy Macey	Signature L.Macey	Date 16/05/2020

Date Reviewed	**Signature**	**Role**
Shared with School Governors on 19/05/2020	Louise Payne	Chair of Governors