

**BEN RHYDDING PRIMARY SCHOOL
Covid-19 RISK ASSESSMENT 2020-21**

Location / Site	Insert location and site where activity taking place																																
Ben Rhydding Primary School																																	
Activity / Procedure	Full School Re-opening – September (and as the year unfolds)																																
Full School Reopening – September 2020																																	
Phased Opening/Closing. Lunch times will also be staggered with each class getting a maximum of 45 minutes for lunch.																																	
	<table border="1"> <thead> <tr> <th>Year Group</th> <th>Opening am</th> <th>Closing pm (Monday, Wednesday, Friday)</th> <th>Closing pm (Tuesday, Thursday for Catch Up Pupils)</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>8:45</td> <td>15.00</td> <td>15.45</td> </tr> <tr> <td>5</td> <td>8:55</td> <td>15.10</td> <td>15.55</td> </tr> <tr> <td>4</td> <td>9.05</td> <td>15.15</td> <td>16.00</td> </tr> <tr> <td>3</td> <td>9:00</td> <td>15:10</td> <td>16.05</td> </tr> <tr> <td>2</td> <td>8:55</td> <td>15.05</td> <td>16.10</td> </tr> <tr> <td>1</td> <td>8:45</td> <td>15.00</td> <td>15.45</td> </tr> <tr> <td>R</td> <td>9.00</td> <td>14.55</td> <td>14.55</td> </tr> </tbody> </table>	Year Group	Opening am	Closing pm (Monday, Wednesday, Friday)	Closing pm (Tuesday, Thursday for Catch Up Pupils)	6	8:45	15.00	15.45	5	8:55	15.10	15.55	4	9.05	15.15	16.00	3	9:00	15:10	16.05	2	8:55	15.05	16.10	1	8:45	15.00	15.45	R	9.00	14.55	14.55
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Each year group will be its own bubble.																																	
All pupils will enter the school via the designated top gates on Bolling Road and leave via the side gate on Manley Road. This will create a one way system and reduce the possibility of social mixing.																																	
All lunches will be eaten in the classroom or outside classroom areas (weather dependent). The dining hall will remain out of use until further notice.																																	
Parents with multiple children will be able to arrange through the office and with class teachers group drop off and collection times for their children (if staggered pickups and drop offs are proving difficult for the family).																																	
Assessment Timeline	Insert date when assessment is being carried out																																
<p>Updated by HT 03/09/2020 Presented, discussed with teaching staff 04/09/2020 Shared with Governors 03/09/2020 Shared with Parents/Carers 04/09.2020 Revisited 21/09/20, 03/10/20, 17/10/20, 03/11/20, 16/12/20, 06.01.21, 05.03.21</p> <p>This risk assessment is only conditional and will be subject to constant review and amendments, hence could be changed at any point depending on Covid-19 developments and revised Government and Local Authority Guidance.</p>																																	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors/parents	YES
Contractors	YES

Government Guidance for Schools States:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government Guidance for Parents Concerning the Re-opening of Schools States:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and wellbeing.

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Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020.

Blue texts are control measures from government guidance **for full opening: schools** Updated 28 August 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Pupils returning to school resulting in direct/indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Pupils must only return to school if they meet all of the following criteria:</p> <ul style="list-style-type: none"> Are not displaying symptoms of coronavirus (COVID-19), these include: <ul style="list-style-type: none"> a new continuous cough and/or a high temperature (37.8+) a loss of, or change in, normal sense of taste or smell (anosmia) A family member is not self-isolating due to a positive Covid-19 test result Have not been asked to self-isolate by contact tracers or medical professionals Are not classed as clinically vulnerable or extremely vulnerable Can follow appropriate social distancing measures (or whether additional measures can be put in place to support them in following these) If the pupil is deemed unable to return to school, they are asked to remain at home until instructed that it is safe to return <p>Upon re-opening, pupils who have not returned to school will be contacted by school following our school attendance procedures.</p> <p>All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>Staff receive any necessary training/guidance that helps minimise the spread of infection, e.g. infection control training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> DfE NHS Department for Health and Social Care PHE The school's local health protection team (HPT) <p>All staff and volunteers are made aware of the school's infection control procedures and social distancing arrangements in relation to coronavirus.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Minimise contact between individuals and maintain social distancing wherever possible. 2. Remove excess furniture to increase space if space to do so 3. Children keep to their desks, forward facing in Y2 & KS2 when in the classroom 4. No whole school assemblies to be held in the main school hall. Reward assembly done on Fridays (15 minutes) via Google Classrooms. 5. Social distancing charter created for and with the children, including instructions of how to line up, use of toilets and moving around the classroom and school etc. 6. Charter re-visited and modelled many times a day and linked to school behaviour system – use of praise for adherence and sanctions for non-compliance. 7. Children isolated if cannot adhere to charter and spoken to re the need for social distancing. Parents also contacted to help reinforce the need for the charter with their child, whilst also being informed of a potential problem early. 8. Lessons planned for individual work (not pairings or group work) 9. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 10. Where recommended, use of face coverings in schools 11. Children to use same desk if returning next day 12. Children will be sat on front facing desks and will not be sat facing any other child 13. Teacher and TAs are assigned to these children and stay with these children throughout the day (and on subsequent days) 14. Children stay in the classroom for majority of the day and not mix with other groups 15. Children in Year 1 will partake in provision-based activities similar to EYFS. Carpet time will continue to take place within their bubble 16. Bags, coats and lunchboxes kept under children’s tables and must be labelled with the child’s name. Children are not to use cloakrooms. 17. Labelled individual pencil cases containing pupils’ own equipment must also be used. 18. No parents on site unless invited by SLT or in an emergency. Communication with parents will be undertaken either by phone, email, Twitter or Google Classrooms 19. Suspected COVID19 room – Child isolated and supervised by staff member wearing PPE in the PPA room until collected by parent/guardian. <p>School Visits</p> <p>In the autumn term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only two boys or two girls to be allowed to go to toilet at a time. 2. Allocated toilets for different groups of children. Y6 & Y5 top corridor, Y4 & Y3 middle corridor, Y2 & Y1 bottom corridor and reception the reception toilets. While the upper KS area and toilets are out of action due to repair work (3 weeks from 8th March – 26th March, upper KS2 pupils will use the lower KS toilets on the middle floor. All social distancing protocols for pupil toilet use will be maintained. 3. Socially distanced marker will be positioned outside the KS2 toilets to ensure pupils keep their distanced if having to queue for the toilet 4. Arrow floor markings on corridors to be followed. 5. Hand gel used after toilet use as well as washing hands. 6. Extra Signs in toilet re washing hands. 7. Extra soap ordered to ensure we do not run out. 8. Cleaners will have additional working hours (if required) to ensure toilets are kept clean. 9. Toilet accidents – parents informed and called to collect 10. Children not in clean clothes each day to be sent home to changed. 11. Staff to sanitise handles and taps before leaving staff toilet areas (Sprays and wipes provided) 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Markers on the school yard for the children and parents to wait. All markers to be 2 metres apart 2. Allocated gates for parents to arrive and leave from. One-way system to be used by parents when dropping off and picking up. 3. Face coverings to be worn by visitors and parents if entering the school building. 4. Signage for parents and children displayed around the school 5. SLT members to be on duty on the school yard to supervise 6. Unless there is an emergency there will be no parental access to the school site during the school day 7. Staggered drop off and pick up times for different year groups 8. All communication with parents will be remote, either electronic or by phone 9. No pupils to bring in any unnecessary items into school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area in the first instance 2. Reduced playtime equipment – hard surfaces and can be easily cleaned. Any sports/ playing equipment needs to be labelled for the child/bubble using it and cleaned regularly. 3. Staff supervision throughout – actively encouraging and insisting on social distancing 4. Children practice talking 2 meters apart – modelled by staff 5. Staff room allocated for breaks and lunch time. No more than 4 staff to be in the staffroom at any one time to ensure social distancing. Shared equipment such as kettles and utensils must be wiped and cleaned before and after use. 6. No home dinners – No parents allowed on site unless it's an emergency 7. Any lunch waste produced homemade packed lunches will go back into their bags and taken home 8. Antibacterial hand gel machines in every classroom 9. Desks to be wiped with antibacterial wipes before and after eating to ensure surfaces are kept clean. 10. No use of climbing frames – tape used to prevent access. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children eat in their classrooms 2. Children asked to bring packed lunch in first instance – packed lunches kept under children’s tables with bags. Pupils’ lunch waste / rubbish to be put back into their lunch bags and taken home. 3. Meals brought to their classroom – when we have meals cooked on site (school packed lunches/grab bags) 4. Antibacterial wipes to be used to wipe desks before and after food is consumed. 5. Staff have their lunch in two different area. Lower school in the canteen (not currently in use for the pupils) and upper school in the staffroom. No more than 4 staff members will be allowed in these areas at any one time. Staff will socially distance while in these areas maintaining a 2m gap. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors and around the school resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. No more than two children to go to the toilet at the same time 2. Consider one-way system around the school using walkway and outside – safety concerns 3. Agree instructions with children concerning going and returning to toilet 4. When moving along corridors children will be reminded to maintain 2 metres between them. Staff will continue insisting that this distance is maintained 5. All staff to adhere to two metres social distancing rule at all times and to only move on the corridors when essential to do so (for example; applying first aid, reporting safeguarding concerns, having lunch and visiting the staff toilets). 6. All staff to wear face coverings when outside their classrooms and moving around the school 7. Movement of staff around school to be kept to a minimum and only to occur if deemed as highly important e.g. safeguarding concerns 8. Separate staff areas to be allocated for KS1, lower KS2 and Upper KS2 (prevent mixing) 9. Staff meetings to be kept to a minimum and delivered via Zoom or as small socially distant groups in the school hall if deemed as necessary e.g. safeguarding, EHCP, pupil/staff concerns/welfare. 10. Parents/ carers to be informed and asked to collect child if any toileting accidents. 11. Visitors to the school <ul style="list-style-type: none"> • Sports coaches – to complete all procedures when entering the school i.e. temperature checks, mask wearing and hand washing. Not to enter classrooms. To deliver all lessons outside. • Learn to Rock - to complete all procedures when entering the school i.e. temperature checks, mask wearing and hand washing. Not to enter classrooms. To complete sessions in school hall (not Little London room). The school hall will be fully ventilated (windows and doors open). Social distancing of 2m+ will also be maintained. • Tradespersons – to complete all procedures when entering the school i.e. temperature checks, mask wearing and hand washing. Unless vital, all tradespersons to complete work before or after school hours. All areas to be fully cleaned/sterilised once work is completed. • Parents - to complete all procedures when entering the school i.e. temperature checks, mask wearing and hand washing. Visits only to occur if judged as being vital e.g. safeguarding, mental health and family support etc. All meetings to be held in the school hall. The school hall will be fully ventilated (windows and doors open). Social distancing of 2m+ will also be maintained. Staff attending the meeting will be kept to a safe minimum (two). 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

**BEN RHYDDING PRIMARY SCHOOL
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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to be given their own stationary (or have packs of stationary labelled with their name on) 2. Tubs of resources for individuals if needed – maths cubes etc.... 3. Resources washed in Milton each night and left to dry if the same person is not using them the next day 4. Tables, door handles and other surfaces cleaned with Milton every night 5. Lessons planned so resources are individual and not shared – or on white board 6. Resources on tables ready for lesson and not distributed within the lesson 7. Plastic packets (zippy) bags used for individual resources 8. Children encouraged to wash hands / use hand gel before lessons and after each lesson 9. Photocopier to be wiped down with antibacterial wipes before and after use 10. Air conditioning units to be kept off and windows left open to ensure maximum ventilation 11. Home reading books will be exchanged in the classroom. Books will be returned to school on Friday and new books will go home on Monday. All returning books will be placed in quarantine for a period of 72 hours 12. Homework will be done electronically via Google Classrooms. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to be supported by class teacher and TAs class teacher and TAs in the first instance 2. The school will use PASS Assessments to help identify children who may require additional support with their emotional needs and attitudes to learning. 3. Manage time in school to ensure transition is successful from home to school and school to home (staggered school day) 4. Encourage 2 metre social distancing. 5. The school's two mental health champions to be available to provide additional support and guidance to pupils and their families if required. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Coaching available and OH support if necessary (via HR). Dependent on personal circumstances. 3. Staff meetings and briefings to adhere to social distancing rules. Health and safety and welfare to be added as the first agenda item to every meeting. 4. At least one SLT member of staff on site every day for staff to share concerns with 5. Risk assessments reviewed regularly and alongside changes to Government advice. 6. No more than four members of staff in the staffroom at any one time 7. PPA to be taken as normal by teachers 8. Where recommended, use of face coverings in schools 9. Where necessary, wear appropriate personal protective equipment (PPE) 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Ill health of staff			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff and volunteers are informed of the symptoms of possible coronavirus infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 2. Any volunteer or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and advised to call for medical advice and book a Covid-19 test. 3. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. 4. Areas used by unwell volunteers and members of staff who need to go home are appropriately cleaned/sanitised once vacated. 5. All staff members' and volunteers' emergency contact details are up-to-date, including alternative emergency contact details, where required. 6. Staff members' and volunteers' alternative contacts will be contacted where their primary emergency contact cannot be reached. 7. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies. All staff on the school site have up-to-date First Aid training and the required qualifications. Medical emergencies are managed in line with the required school policy. 8. All staff to use lateral flow testing kits twice a week, Sunday and Wednesday and to report results as requested 9. All staff to complete individual risk assessments before pupils return on Monday 8th March. Any concerns raised identified as a result of the individual RAs will be managed confidentially and a way forward agreed. <p style="margin-left: 40px;">Response to any infection</p> <ol style="list-style-type: none"> 10. Engage with the NHS Test and Trace process. 11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 12. Contain any outbreak by following local health protection team advice. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children.			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All year groups will become a bubble. Staff will only move between bubbles if absolutely necessary (HLTA PPA cover etc). Staff bubble movement will be restricted and kept to a minimum. 2. Parents aware that any children attending PlayStation, both before and after school will be part of a PlayStation bubble as well as their school group bubble 3. Face coverings to be worn by all staff when leaving their bubble and moving through school. 4. Face covering, gloves and disposable aprons to be worn when carrying out First Aid. 5. Digital thermometers ordered for each class and used to check the temperatures of the children on entry to the classrooms and at regular points throughout the day. 6. Timetables to be reduced for pupils who continually fail to follow guidance and put themselves, other pupils and staff at greater risk. Exclusions will be considered if deemed necessary and children are acting in a way that puts others at risk. 7. Only staff teaching and supporting pupils to be allowed to enter that bubble 8. All classrooms will have open doors and windows to allow a free flow of air. Pupils have been asked to wear additional layers of clothes under their uniforms. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand gel dispenser outside of all classrooms 2. Each child to bring in their own water bottle to school. Children to fill water bottles if required from designated water dispenser located outside their classroom school. Water dispenses to be wiped down after refills. Water bottles to be taken home every day. 3. All staff to have access to and use hand gel when entering and accessing the classroom. 4. Extra soap dispensers and re-fills in each classroom 5. Extra hand washing bowls in each classroom 6. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 7. Washing hands posters replaced in all washing areas 8. Reminders how to wash hands properly 9. Procedure agreed for children to wash hands to ensure thorough hand washing 10. Excess disinfectant wipes available for staff to clean surface areas before sitting, preparing refreshments or working 11. Electronic thermometers located in every classroom 12. Automatic hand sanitiser machines installed pupil toilets 13. Inventory screen to be wiped by staff and visitors before after logging in/out 14. Swing bins will be positioned in toilets and classrooms to help keep tissues and hand towels isolated after use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and Milton 2. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton 3. PPE to be worn by all cleaning staff if requested 4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of transmission 5. Soft furnishings and soft / cloth toys will be removed from use in classrooms 6. Deep cleaning of all classrooms as used by the Summer Camp children before re-opening 7. Cleaners to return to work before the school re-opens 8. Pupil toilets to be cleaned and wiped down at 10.00am and 1.30pm and as part of the whole school cleaning routine when the pupils have been dismissed at home time. 9. Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in line with the COSHH Policy. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

**BEN RHYDDING PRIMARY SCHOOL
Covid-19 RISK ASSESSMENT 2020-21**

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Clinically vulnerable staff can return to school in the autumn term 2. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 3. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW) 4. OHU to inform of adjustments in particular cases 5. All staff to complete an individual RA to identify levels of vulnerability. RA to be kept confidential and appropriate actions taken if/when identified. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

**BEN RHYDDING PRIMARY SCHOOL
Covid-19 RISK ASSESSMENT 2020-21**

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Infection control procedure in the event of children displaying or developing COVID symptoms			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Infection control procedures are adhered to as much as possible in accordance with guidance from the DfE and Public Health England (PHE).</p> <ol style="list-style-type: none"> The pupil is briefed on the infection control measures they need to be aware of and the need for them to behave differently when they return to school, in line with changes to the Behavioural Policy. The school ensures the pupil adopts good respiratory practice, i.e. coughing and sneezing into their elbow or a tissue. Pupils displaying coronavirus symptoms will be escorted to the school PPA room following social distancing procedures. They will be placed in a room behind a closed door, with a window, with the staff member supervising out of the room. Response to any infection Engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following local health protection team advice. <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take</p> <ol style="list-style-type: none"> Parents will be informed and will pick up the child from the school house. The pupil uses a separate bathroom while waiting to be collected – this is thoroughly cleaned and disinfected once they have left. PPE is worn by staff caring for the pupil while they await collection if a distance of two metres cannot be maintained, e.g. the pupil is very young or has SEND. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. In an emergency, a member of staff calls 999 if the pupil is seriously ill or their life is at risk. The pupil has access to testing if they display symptoms of coronavirus and is encouraged to get tested if this is the case. If the pupil’s parents refuse to get the pupil tested, the Headteacher contacts the parents to discuss their concerns. If the parents still refuse to allow the pupil to be tested, the school seeks advice from PHE’s local health protection team. In the event of a confirmed positive COVID test of a member of staff or child, school will inform and seek guidance from the local authority and Public Health England. CONTRACTORS: Thermometer available in the main entrance to highlight any abnormally high temperatures of visitors and contractors. Posters are displayed around the school to remind contractors and visitors to practice good hand and respiratory hygiene. 			

**BEN RHYDDING PRIMARY SCHOOL
Covid-19 RISK ASSESSMENT 2020-21**

15. Contractors and visitors do not enter the site if they are displaying symptoms of coronavirus – they inform the Headteacher of this as soon as possible via telephone.
16. Where required, contractors are designated their own toilets, washing areas and rest areas to minimise social mixing – these areas are disinfected before and after use.
17. All toilets, infection control areas and areas designated for contractors’ use have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins.
18. Where there are multiple parties of contractors on site, the Headteacher and site manager ensure that all parties can adhere to infection control measures and that adequate infection control provision is in place.
19. Contracted work is rearranged or staggered if it is deemed unsafe for multiple parties to be on-site at the same time, e.g. adequate infection control provision cannot be put in place.
20. The Headteacher reserves the right to ask contractors and visitors to leave the premises if they are not practicing infection control measures adequately.
21. Contractors or visitors who become unwell with coronavirus symptoms while on-site are sent home immediately.
22. Where contractors or visitors who are displaying symptoms cannot go home immediately, they are asked to self-isolate in a designated area of the school and go home as soon as possible.
23. Areas that have been occupied by symptomatic contractors or visitors are cleaned and disinfected as soon as possible.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

**BEN RHYDDING PRIMARY SCHOOL
Covid-19 RISK ASSESSMENT 2020-21**

Identify hazard		Key Worker Provision and Remote Learning during Lockdowns (pupils and staff)							
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus during National school closures.									
Existing level of risk		Consider current level of risk							
HIGH	MEDIUM	LOW	NEGLIGIBLE						
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls							
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year Group</th> <th>Opening am</th> <th>Closing pm</th> </tr> </thead> <tbody> <tr> <td align="center">KS1&KS2</td> <td align="center">8:45</td> <td align="center">15.15</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 1. Clinically vulnerable staff to work remotely and not access the workplace. 2. Only vulnerable children / Key Worker children and children with (EHC) plans to attend school. Other children to access teaching and learning remotely. 3. Staff to follow rota which limits all staff contact with children and on site. 4. Full cleaning staff to continue full hours to ensure that the whole site is cleaned daily. 5. Staff permitted to teach remotely from their classroom if they wish. Staff encouraged to work at home and limit time in the workplace. 6. Remote Learning procedures and policy to be followed by all staff. 7. Procedures will be in place to contact any families where remote learning is not being accessed and the family have not contacted the school (to check on family welfare). 8. Regular contact to be maintained with all pupils and families via Google Classrooms and fortnightly live meetings with families and class teacher. 9. On site bubbles to be established based on pupil numbers and kept separate at all times. School meals to be taken to class bubbles by the kitchen staff. 10. Separate yards/areas to be used at separate times for playtimes. 11. Pregnant members of staff are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women less than 28 weeks in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant members of staff will be redeployed to work from home from 28 weeks pregnant plus. 12. Occupational Health and HR to advise, if required, of any adjustments in particular cases 13. Registers for each bubbles to be taken daily following LA guidance and recording procedures. 14. Staff stress survey to be completed and analysed – actions to be taken if identified. 15. Staff to receive support via Governor with a background in HR and stress management via a zoom workshop and, if required any individual/group follow up. 				Year Group	Opening am	Closing pm	KS1&KS2	8:45	15.15
Year Group	Opening am	Closing pm							
KS1&KS2	8:45	15.15							
Remaining level of risk		Consider level of risk following use of control measures							
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