

TLT - COVID-19 Risk Assessment – Bletchingley Village Primary School V2 September 2020

To be read in conjunction with the TLT protective measures risk assessment July 2020. Please also use in conjunction to the working document Warlingham School and 6th Form College reopening plan 2020 and associated documents and additional risk assessments referred to within the document.

School name	Bletchingley Village Primary School		
Assessment carried out by	Debbie Gregori – Head Teacher		
Date of assessment	7 th September 2020	Date of next review	21 st September 2020
In line with the Gov.uk Guidance to full school reopening (28th July 2020), it is now expected that due to current levels of Covid 19 in the community, all students, in all year groups will make a full return to full time schooling in September 2020 with the assumption that if implemented correctly, the control measures listed in this assessment will mean that we can provide an inherently safer environment which is managed and monitored going forward.			

Hazard identified	The spread of Covid-19 coronavirus
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff, students, Parents • Volunteers / governors 	Minimising contact with individuals who have coronavirus symptoms (or have someone in	<ul style="list-style-type: none"> • Staff given instruction on what to do if they or someone in their household experiences symptoms. • Staff given instruction on what to do if a student show symptoms at school; 		Headteacher / HR	01.09.20	Complete

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Visitors & Contractors Risk of contracting Covid-19 and risk of transmission to others Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable) who are now expected to be in school from September 2020.	their household who does)	<ul style="list-style-type: none"> Any staff / students displaying symptoms of coronavirus in school should be isolated and sent home. 	Children will be kept apart in the medical bay until collected. This are will then be cleaned. Appropriate PPE will be provided, accident form completed where appropriated and testing recommended. These arrangements have been communicated to all staff	LRu / HT	01.09.20	Complete
		<ul style="list-style-type: none"> Parents/students and other potential visitors informed that they must not enter the school if they are displaying any symptoms. 		HT / All Staff	01.09.20	Complete
		<ul style="list-style-type: none"> Staff/students will be encouraged to get tested if they display symptoms of coronavirus and fully engage with the NHS track and trace services 		Headteacher / SLT / HR	01.09.20	Complete
		<ul style="list-style-type: none"> Parents will be asked to inform the school of the results as soon as possible 		Headteacher / SLT / SS	01.09.20	Complete
		<ul style="list-style-type: none"> If a member of staff or student tests positive, please refer to government guidance and the protective measures risk assessment for clear procedures 		HT / All staff	01.09.20	Complete
	<ul style="list-style-type: none"> Positive results must be reported by the Headteacher, to the local Health Protection Team and MAT CEO as soon as possible 	HT	01.09.20	Complete		
	<i>Shielded & Clinically vulnerable children and adults:</i>	<ul style="list-style-type: none"> Staff and parents given advice on who is not expected to attend school. Refer to HR for further information with regards to staff 	Staff to be signposted to a shared area containing all information, guidance, policies, and risk assessments relating to the management of Covid 19	Headteacher / SLT / SS /HR	01.09.20	Complete

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	<p>It is currently felt that due to the reduction of cases in the community, if guidance is followed and the control measures listed are implemented, we can provide an inherently safer environment for all. Therefore, the majority of all staff and students are expected back to school from September 2020</p>	<ul style="list-style-type: none"> • Individual risk assessments conducted on an 'as required' basis. • Reasonable adjustments for disabled workers to be assessed on an 'as required' basis. • Refer to HR for further information with regards to staff & staffing 		<p>HT</p> <p>HT</p> <p>HT</p>		
	<p><i>Children and adults living with a shielded person:</i></p> <p>The majority of children or adults living with someone who is</p>	<ul style="list-style-type: none"> • Staff and parents given advice on who is not expected to attend school. • Individual risk assessments conducted on an 'as required' basis. 		<p>Headteacher / SLT / SS/ HR</p> <p>HT</p>	<p>01.09.20</p>	<p>Complete</p>

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	shielding (i.e. extremely clinically vulnerable) will now be expected to attend school unless unwell themselves, and follow the measures in place					
	Staff who are pregnant	<ul style="list-style-type: none"> 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). 	The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.	H&S / HR	01.09.20	Complete
	Local outbreak / contingency	<ul style="list-style-type: none"> If a local outbreak is suspected the local public health team will advise the school as to what measures will be required School management will be continually monitoring the situation and adapting continuity strategies 	Outbreak in this sense is If there is 2 or more cases within 14 days or an overall rise in sickness absence where coronavirus is suspected	HT / H&S HT / SLT	01.09.20 01.09.20	In place In place

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	<p><i>Hygiene measures</i></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> Briefings for staff and information provided to parents on expectations with regard to hygiene measures at school (for staff and students on site), including washing hands on arrival, before/after eating and after sneezing/coughing. Provision of anti-bacterial liquid hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; Regular reminders about hand washing and social distancing; E-Bug (or similar) posters displayed in every classroom, at the main entrance/front office, in places visible from the school gate, in the staffroom and all toilets. Staff are explicitly teaching and supervising health and hygiene arrangements, such as handwashing, tissue disposal and toilet flushing; Hand sanitiser and tissues available in classrooms and other key locations; Staff required to wash their hands and surfaces before and after handling students' books. 	<p>"clean where you have been" bought into classrooms for teaching staff</p> <p>Anti bac soap provided in all toilets, sanitiser available throughout the school, sanitiser dispensers provided for all classrooms, along with Blue roll, disinfectant and tissues in all classrooms</p> <p>Students will be asked to wash their hands upon arrival to school and use the hand sanitiser provided</p>	<p>SDa / LRu / Site</p> <p>SM</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>01.09.20</p> <p>01.09.20</p> <p>01.09.20</p> <p>01.09.20</p> <p>01.09.20</p>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

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		<ul style="list-style-type: none"> Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time. Regular checks on cleaning are carried out by identified person on site each day. 	Ranstad cleaning contractor have own risk assessments for cleaning PM to monitor	HT PM Central Team PM	09.01.20 01.09.20	In place In place
	Maximising ventilation	<ul style="list-style-type: none"> Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations – FRA updated and guidance followed). 	Door wedges will be provided to all classrooms and main corridor areas Site staff will be asked to ensure doors all closed at night time in case of fire or security emergencies	FOM / Site	01.09.20	In place
	Minimising contact and mixing between groups of staff and students	<p>The following practices have been put in place and information communicated to staff, students and parents as relevant:</p> <ul style="list-style-type: none"> Children will be taught in class pods. Allocated staff will not mix, as far as is possible To allow for additional and effective cleaning although not essential each class pod has been allocated their own toilet Students will be split into class pods 	See working planning documents for more in depth details and arrangements	Headteacher / SLT / FOM HT HT / SLT / FOM / SM	01.09.20 1.9.20 01.09.20	Complete In place In place

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		<ul style="list-style-type: none"> • Reduction of unnecessary travel where possible; Students to remain in class, staff to move where possible • Provision of additional support to children as necessary to follow these measures. • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules; fire drill to be practised in first week of reopening to more students • Behaviour / safeguarding policies updated to reflect new rules and routines and policy regularly reinforced throughout each day. 	<p>minimum and held remotely where possible</p> <p>Masks will be needed on public transport but will not be brought into school</p> <p>Any changes to procedures communicated to all staff</p> <p>FRA updated</p> <p>This will be vital for emergencies but also for Track and Trace data</p>	<p>All staff</p> <p>All staff</p> <p>HT PM</p> <p>HT</p>	<p>7.9.20</p> <p>1.9.20</p> <p>11.9.20</p> <p>1.9.20</p>	<p>In place</p> <p>Ongoing</p> <p>In place</p> <p>Ongoing</p>

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	<p>PPE</p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> • A supply of PPE will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; where PPE is recommended, government guidance will be adhered to, as follows: • A fluid-resistant surgical facemask will be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus; • If contact is necessary, then gloves, an apron and a facemask will be worn. • If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn. • Additional training needs on the use and safe disposal of PPE have been identified with individual staff and training is scheduled to take place. 		HT Central team PM	01.09.20	Complete
	Reducing face-to-face contact between staff	<ul style="list-style-type: none"> • Protocol is that face-to-face meetings between staff and between staff and 		Headteacher / SLT / FOM	01.09.20	Complete

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	and between staff and visitors	<p>visitors are to be avoided where possible in favour of audio/video conferencing;</p> <ul style="list-style-type: none"> • Any face-to-face meetings on site observe the 2-metre distancing rule wherever possible and will be held outdoors where practical. • Only essential visitors are allowed on site with the prior permission of Senior Management. • Visitor protocol to be observed at all times, including signing in and out, hand washing or provision of sanitiser on arrival. • Contractor visits are scheduled outside school hours where possible. 	Contractors manage their own strict COVID management procedures and any major works will not take place in areas due for use	FOM / SM	01.07.20	Complete
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> • IT workstations in use simultaneously are distanced at least 2 metres apart; • Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed; 	<p>See separate risk assessment</p> <p>Barriers will be provided for reception and offices where social distancing is less easy to achieve and all staff required in</p> <p>Signage is being prepared and displayed throughout the school</p>	HT	1.9.20 01.09.20	In place Ongoing

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		<ul style="list-style-type: none"> Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; Reception / meeting areas reassessed to observe social distancing rules; signage installed; Reception staff instructed on how to deal with deliveries safely. 	Reception staff should receive briefing re reception management	HT HT HT	1.9.20 1.9.20 1.9.20	In place In place In place
	Routine school events / Open evenings / Immunisation programs etc	<ul style="list-style-type: none"> All events should be planned to take into account the risks and measures listed. Where possible they should be postponed, carried out virtually or where unavoidable (Immunisation program) risk assessed and managed in line with control measures 		HT HT	As necessary As necessary	On going On going
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> Parents / students encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely. If transport providers are used Transport providers working for the school are expected to follow government guidance on transport, including adherence to hygiene and social distancing rules; Staff asked to avoid public transport where possible, otherwise encouraged to wear a 	Taxis to be contacted re BVPS schools' arrangements	Headteacher / SLT / IL HT HT	1.9,20 01.09.20 1.9.20	Complete Ongoing In place

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		<p>non-surgical face mask and wash hands thoroughly on arrival.</p> <ul style="list-style-type: none"> Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. 		HT	1.9.20	NA
	Monitoring	<ul style="list-style-type: none"> Management checks to be undertaken each day on the control measures in place and reported back to Headteacher All policies affected are regularly reviewed and monitored. Risk assessments are being put in place where appropriate also monitored and reviewed on a regular basis Staff encouraged to report any breaches of health and safety protocol they have witnessed. 		HT / SLT / PM HT HT DHT PM All staff	01.09.20 As necessary Fortnightly As necessary	Ongoing In place In place In place

Hazard identified	Stress and anxiety relating to coronavirus workload
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<ul style="list-style-type: none"> • Staff • Volunteers / governors • Homeworking staff <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> • Revised timetabling to build in identified breaks during the day for those staff working on site; • Those working remotely encouraged to ensure that they take breaks from work during the day; • Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 	<p>This will / has been constantly monitored and revisited by SLT and Line Managers</p> <p>Health and safety and wellbeing links sent to all staff working from home along with regular updates and communications</p>	Headteacher / SLT / LM & HR	<p>01.09.20</p> <p>01.09.20</p>	<p>In place</p> <p>NA</p>
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> • Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check; • Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have. 	As above			NA
	Weekly communication with all staff	<ul style="list-style-type: none"> • Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. 	As above	HT	01.09.20	In place

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	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> School has signposted suggested sources of support to all staff; Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 	As above	CM	01.09.20	In place
	Rotation of staff required on site where possible	<ul style="list-style-type: none"> Staff to work from home remotely when not required to be on site. Staff required to work on site will, where practical, be rotated with homeworkers periodically as necessary 	As above	Headteacher	01.09.20	In place

Hazard identified	Premises Safety and Services (Catering)
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<ul style="list-style-type: none"> Staff Students 	After a lengthy period of full or partial closure, schools premises must	<ul style="list-style-type: none"> Full deep clean planned for the end of summer in time for opening 		HT /PM	01.09.20	In place

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<ul style="list-style-type: none"> Volunteers / governors Visitors Contractors Homeworking staff 	be inspected maintained and cleaned to ensure safe and compliant when open	to all staff and students in September <ul style="list-style-type: none"> Ensure all statutory site checks have been carried out following DfE guidance Ensure facilities are well maintained and fit for use (e.g. swimming pools) 		HT / SM HT / SM	01.09.20 01.09.20	In place In place
<ul style="list-style-type: none"> Students & Staff 	Plans reviewed to open kitchens	<ul style="list-style-type: none"> Reactivate catering service and suppliers Ensure provision of free school meals Children to eat in class pods at allocated tables 	Pre ordered lunch arranged See separate arrangements	Twelve 15	01.09.20	Ongoing