

## Beech Green Covid-19 Risk Assessment for Key Worker return January 2021

Risk Inventory (add or delete from the following list)		Control Measures Adopted		Are any further control measures required to control the risk?
Activity/Area	Potential hazards			Yes/No
Building	Premises malfunction	All Health & Safety compliance checks, servicing etc. up to date		No
Deliveries	Visitor on site	Deliveries taken via end corridor door; visitors allowed on site by appointment only and hygiene and distancing requirements explained and required on entry.		
Hygiene	Contamination	Posters displayed on handwashing; soap and hand sanitiser readily available; children wash hands on entry/before leaving school, before and after eating, after coughing or sneezing; frequent hand washing throughout the day; number of pupils using the toilet at any one time limited; sanitising spray and towels in classrooms for use by members of staff; staff/adults to use the sanitising spray provided to wipe taps, door handles and toilet handles after use. One childrens' toilet allocated to each bubble - no mixing of toilets.		No
Drop off and Collection	Social contact	Entry points to school signposted to parents; one way system for dropping off and picking up now well established; staggered times for drop off and pick up with gates being opened at different times to enable flow; one adult to drop off and pick up; no gathering in the playgrounds or stopping in groups; gates monitored by staff to minimise contact; markings outside school for social distancing where queues likely. Parents asked to wear masks in the playground.		
Movement around building	Contact between bubbles	External doors to classrooms used; children not in corridors except when accessing hall – which must be timetabled so no cross over of bubbles; all doors, that can be, to be propped open so contact with handles etc. kept to a minimum.		No
Classrooms	Contact	<ul style="list-style-type: none"> <li>• Children taught in year group bubbles at desks all facing forward</li> <li>• Numbers of children limited to <b>18</b> per year group bubble</li> </ul>		

	(except EYFS Reception class)	<ul style="list-style-type: none"> <li>• Children stay at the same chair/desk for all sessions</li> <li>• Children have their own set of stationery needed for everyday school work, any additional resources needed stored in their own tray or put on tables as needed; no items brought in from home other than coat (back of chair) snack, water bottle and packed lunch if not having school lunch; shared resources regularly cleaned and if shared between bubbles sanitised or stored away for 72 hours before use by another bubble;</li> <li>• Year group bubbles not to mix for sports, playtimes, assemblies, playtimes etc.</li> <li>• Bubbles allocated specific areas of the playground/field; staff to stay within one bubble where possible and should maintain social distancing as far as they are able; all rooms well ventilated where possible.</li> <li>• Limited Staff movement between year groups i.e. SLT</li> <li>• Year groups stay in allocated classrooms for all activities including assembly, wet playtime, lunchtimes</li> <li>• PE is taught outside where possible, hall timetable clearly allocated, PE equipment not shared</li> <li>• Outside play equipment allocated to year groups</li> </ul>	No
Lunchtimes	Distancing	Meals to be eaten in classroom or hall; bubbles to be maintained on the playground/field; tables to be wiped down after children have eaten; member of play team allocated to bubble where possible; lunches eaten in classrooms wheeled by adult to classrooms and served;	No
Staff	Distancing	Staffroom not used for gatherings; staggered break times and lunchtimes; staff to take breaks in IT suite/café area/staffroom so social distancing possible; staff offered the option of twice weekly lateral flow testing from week commencing 25 <sup>th</sup> January 2021 – procedures in place for reporting and action to be taken if positive test received.	No
Communication	Distancing	Parents/carers encouraged to telephone or email office with queries. No adults in school without prior appointment.  If parents need to visit for appointment – masks can be worn	No

Staff moving between bubbles	Infection control	Staff allocated to specific bubble and not to move between bubbles (exception SLT).	No
First Aid	Suspected case for Covid-19	Child/staff member should be isolated from rest of bubble. PPA to be worn by anyone sitting with/administering first aid to suspected case.	No
Illness	Infection	Any child or member of staff who is unwell should not attend school. Anyone with symptoms of Covid-19 should arrange a test immediately and inform school that they have done so and the result of that test when known.	No
Visitors	Track & Trace	A record to be kept of all visitors to include name; phone number; date of visit; arrival and departure times; who/where visiting. Visitors to wear a mask when moving around school. Strict Social distancing between staff/pupils/visitors should be adhered to. All meetings will take place in a well ventilated room.	No