

Berkswich CE COVID-19 Risk Assessment Record Form (adapted from the Staffordshire County Council model)

Section/Service/Team: Berkswich CE Primary School

Assessor(s): S. Jackson, K Harper, S Cope

Description of Task/Activity/Area/Premises etc. Revised Whole School Risk Assessment—November 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Everyone on site. General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	Control measures in place for clinically vulnerable staff and pupils – see individual risk assessments. Anyone with COVID-19 symptoms or who has someone in their household who has COVID-19 symptoms is not to attend school. Children who are symptomatic whilst in school will be isolated in TN office and member of staff to wear PPE, room to be well-ventilated with child / staff 2 metres socially distanced. In the event of needing the bathroom, the disabled toilet to be used. Waste such as tissues will be double bagged and stored in a secure area for 72 hours prior to disposal. Children will be sent home. TN Room and bathroom to be disinfected after use – no one else to use rooms until this has been completed. PPE to be safely removed and disposed of. Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. Active engagement with NHS Test and Trace service. School is aware of LA Local Outbreak Control Plans https://www.staffordshire.gov.uk/Coronavirus/Information-for-providers/Health-and-safety-advice-for-schools/Local-Outbreak-Control-Plans.aspx	M	Individual risk assessments carried out for staff and pupils at higher risk and those who exited shielding on the 1st August. Review team stress risk-assessment. Record kept for 21 days of visitors to site using sign-in screen. Visitors use hand sanitiser before and after use. Record of staff and pupils in groups including before and after school provision. Encourage staff and parents to engage with Test and Trace process and inform school immediately of the results of a test. Isolate - anyone who experiences coronavirus symptoms must self-isolate for at least 10 days. Anyone else in the household must self-isolate for 14 days from when the person started having symptoms. Test - get a free NHS test immediately to check if you have coronavirus or call 119 if no internet access. Results: if the test is positive the person must complete the remainder of the 10-day self-isolation. Anyone in the household must also complete self-isolation for 14 days from when the person started having symptoms. Share contacts – in the event of positive results follow the NHS Test and Trace instructions. Maintain stock of home testing kits. Follow local health protection team advice. Staffordshire Local Outbreak Control Plans	09/11/20 SLT and all teachers SJ/KH by 1/12/20 OK/KH ongoing All teachers and PJ ongoing Ongoing SJ/KH SJ/RJ/KH/SC Teachers and TAs ongoing SJ/KH	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Everyone on site. General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces	Frequent handwashing promoted and signage visible. Hand sanitiser available in classrooms, shared spaces, entrance and exit points. Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach. Disposable tissues available in classrooms. Bins for tissues emptied during the day. Enhanced cleaning of frequently touched surfaces. Spray stations located in every room - communal areas and entrance / exit Control measures in place for staff and pupils who are clinically vulnerable or at higher risk. Wellbeing support in place for staff and pupils. Grouping pupils together and avoiding contact between groups. Social distancing maintained wherever possible between all adults on site. Staff, pupils, parents and visitors informed of the measures in place to reduce transmission. No parent volunteers permitted in school until December 2020.	M	Daily checklist promotes hand sanitising and frequent cleaning of equipment and resources. COSHH risk assessment completed for hand sanitiser and cleaning materials. (see risk assessment). Consider if skin friendly skin cleaning wipes are needed for younger children and pupils with complex needs. Signage used to promote hygiene and social distancing. Cleaning schedule includes more frequent cleaning – cleaner employed in the middle of the day to disinfect toilets, shared areas / touch points. Cleaner to support with end of morning session cleaning of rooms/shared areas used by different groups. Cleaning schedules hourly and at the end of each session by teacher / TA. Good stock of soap, hand sanitiser, tissues regularly reviewed. Swing lid bins – children to wash hands immediately after disposing of waste. Waste will be disposed of daily, where there is a confirmed positive case, waste will be double bagged and kept in a secure area for 72 hours before disposed.	All staff KH ongoing Ongoing OK All staff TB ongoing	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Pupils Transmission may occur: When travelling to and from school	Start and finish times reviewed to keep groups apart as they arrive and leave school. Parents encouraged to quickly drop off and collect children using one way system in and out of school. Children have different drop off and collection points. Staff and parents to wear face masks when on the playground and in high traffic area. (This is a personal choice). Active travel promoted. Parents, staff and pupils encouraged to walk, scoot or cycle to school. Staff, pupils and visitors informed to wash/ sanitise hands on arrival at school. (No parent volunteers in school until December)	M	Minimise the number of contacts between staff and pupils – see timetabling. Government wellbeing support and ELSA sessions Risk assessments published on school website and guidance emailed to parents with relevant updates. Times: Nursery 8:45-11:45 and 12:20-3:20pm Reception and KS1 8:40-3:10pm KS2 8:50-3:20pm All children enter the school playground at their designated drop off time. All parents exit the playground using the one-way path to leave the premises. Y2, 3 and Y4 to access the field gate entrance through the playground and across the car park. The car park is locked from 8:35am—8:55am. Staff are on designated points—gate, children’s entrances, car-park and field gate Parents to use journey plans from staffs as appropriate. Discourage car sharing between different households Review arrangements for parents to “drop off” pupils as necessary.	SJ/KH 2/11/20 TN/LR Ongoing SJ/RJ SJ/SC/RJ AW / School council	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Everyone on site. Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	One-way routes into the school building communicated appropriately to staff and pupils. All to enter via the playground and exit via the one-way route (path) out of school. Staggered start and finish times. Entrance and collection for Nursery and Reception children is pencil playground. Y1, Y5 and Y6 is main children's entrance. Y2, Y3 and Y4 is field gate. Parents encouraged to park safely and leave child at school in a timely manner to allow the next staggered group to enter school. Wear face masks wherever possible. Timetable and use of classrooms reviewed to reduce movement around the building. Classrooms organised for learning to support distancing i.e. seating pupils side by side and facing forwards. Unnecessary items and those items hard to clean removed from classrooms and learning environments. Staff and pupils only bring essential equipment into school. Thorough cleaning of rooms and equipment at end of sessions and school day. Lunchtime cleaner disinfects communal areas including high touch points, classrooms and toilets. Ventilation in the building maximised by opening windows, doors or using ventilation units in all rooms and offices. External doors can be closed during cold spells, windows remain open at all times. External and internal doors are opened during playtimes / lunchbreak. Visitors on site limited and access to building controlled.	M	Staff member on gates to signpost pupils. 2m social distancing to be adhered at all times. Reduced adult to adult contact essential. Fire safety procedures reviewed to ensure that any measures put in place do not compromise evacuation routes. Fire Drill and procedures shared with pupils on 02/09/20 Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. Ensure increased ventilation measures do not compromise pupil or staff safety. Children permitted to wear extra layers in addition to school uniform. Parents and visitors not permitted to enter school or office unless by appointment. Ring office with urgent messages or email queries to teachers/ office / headteacher. No letters from parents to be sent in to class teachers. Meetings with parents will be held virtually (via Zoom or MS Teams) Minimise visitors to site by using virtual meetings where possible. Suppliers, contractors, external partners by appointment only to minimise numbers on site at any one time	Ongoing SJ/RJ KH/JA JA Fire Drill 12/11/20 KH/OK/SJ/RJ	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and pupils Transmission may occur during learning activities and behaviour management.	Consistent groups of pupils and staff. Mixing of groups avoided where possible, including before and after school provision. Social bubbles / groups use the same classroom and designated outdoor area throughout the day. Limited interaction, sharing of rooms and social spaces between groups as much as possible. Timetabling to keep groups apart and minimise movement around school. Outside space used for lessons as much as possible. Classes change designated area every half term so children can access different parts of the outdoor environment. Different groups kept apart where possible, assemblies or collective worship limited to one group. Singing, wind and brass playing not to take place in large groups and in only in well ventilated areas with high ceiling or outdoors. Older pupils encouraged to keep their distance within groups. Staff keep their distance from pupils and other staff (ideally 2 metres from other staff) as much as possible. Sharing of stationery prevented. Shared resources – equipment cleaned regularly and between groups or rotated to allow them to be left unused and out of reach. All classes have their own set of outdoor play equipment to avoid cross contamination. Where possible, actions taken for behaviour management will not involve touching a pupil. All staff to be trained on physical intervention January 2020. Physical activity - Outdoor sports prioritised and contact sports avoided. Music lessons – group size limited to 15 and physical distancing in place. Appropriately ventilated space is used for lessons. Staff to have mobile phones in classroom cupboards in the event of an emergency. PC Notification Alert system to be	M	Behaviour policy updated to include COVID-19 expectations Seating plans retained by teachers School plan created with all staff knowing their designated outdoor area Staff to avoid face-to-face contact and minimise time spent within 1 metre of anyone. Staggered playtimes and lunch break ensures only two groups are having break at same time (in different areas / spaces indoors and outdoors). Class teachers / TAs to frequently clean all equipment and surfaces in their classroom; children to sanitise/wash hands before and after use of indoor and outdoor equipment. Lunchtime cleaner to support with cleaning of classrooms, resources and communal areas, particularly toilets and sinks Staff and pupils provided with their own pens and pencils. Storage of rotated shared resources e.g. (sports, art and science equipment) for 48 hours (72 hours for plastics). Risk assessments completed for any pupils with behavioural issues All staff to leave computers on at all times in the event of notification system being used. Updated Safeguarding policy reflects use of mobiles in an emergency Avoid holding events where groups of parents and friends would be present such as school shows.	02/09/20 RJ/SJ AW/JA 01/09/20 Ongoing Ongoing All staff ongoing LA SENDCO RJ/SJ 02/09/20	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and pupils Transmission may occur through sharing spaces and equipment.	Breaks staggered to limit numbers in corridors and circulation routes. No break sales in the morning to avoid pupils congregating Lunch times staggered, pupils wash hands prior to lunch and eat in their group. Groups kept apart. Nursery, Reception and Year One have allocated slots in the hall, tables are cleaned between groups. Year Two to Year Six to eat in classrooms. Meals are delivered to the rooms. Lunchtime supervisors wear face masks, gloves and aprons. Supervisors are allocated to a bubble to limit contact. Designated staff clean rooms and hall. Classrooms all have hand held vacuums. Preventing toilets from becoming crowded by managing numbers accessing them at any one time. External toilet doors clearly display the numbers of pupils allowed in the toilets. Staff control pupils using the toilets ensuring children use allocated toilets and sinks. Use of hand driers is permitted. Staggered use of staff rooms and offices to reduce contact with colleagues. Spray and sanitiser in all rooms. Storerooms and cupboards accessed by one person at a time. Outdoor play equipment cleaned regularly. All classes to have their own play equipment to avoid cross contamination. Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. Only school equipment to be used by individuals and cleaned frequently. Hand cleaning after using shared resources and equipment. Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.	M	Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. KH/SJ Ongoing School kitchens to comply with the government's guidance for food businesses on coronavirus (COVID-19). Timetabled lunch slots in the hall and classrooms. Staffroom only 4 staff permitted within the 3 zones Staff to access outdoors as much as possible when requiring a break. Use grassed area on car park whilst maintaining social distancing – maximum of 3 staff. Staff rota – cleaning outdoor equipment at end and start of play Midday cleaner to ensure toilets, communal areas, high touch points and classrooms are cleaned Teachers / TAs to clean resources / rooms at the end of the day. Teachers/TAs to clean areas within staffroom that have been used, such as chair arms, hot water boiler handle, etc.	SJ/KH Ongoing Mellors Catering ongoing SJ/KH 2/11/20 SJ/RJ/JA/AW/TN/ Lunch supervisors Ongoing all staff Designated Lunch supervisors TB waste disposal – ongoing	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and pupils. Transmission may occur when providing personal or intimate care	· EYFS staff will continue to provide personal / intimate care as appropriate with PPE worn. · PPE provided (such as disposable gloves, disposable apron) in every social bubble / group. · Hand washing after providing care. · For First Aid in all classes PPE will be worn and First Aid kits available in each social bubble.(see below)	M	Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Review personal care plans to assess PPE requirements based on individual circumstances. PEEP in place for identified pupils.	EYFS Staff ongoing All staff and first aiders – ongoing. LA SENDCO 01/09/20	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and casualty. Transmission may occur when providing First Aid	Wash/sanitise hands before and after treating a casualty. Assist at a safe distance where possible, if they are capable instruct them to do things for you. Minimise time sharing a breathing zone. Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of body fluids entering the eyes.	M	Review Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/	PJ by 02/09/20 PJ/KH ongoing	M
		When performing CPR: Call an ambulance Use chest compressions or defibrillator Use a cloth or towel to cover the casualty's mouth and nose while still permitting breathing Use PPE – gloves, apron, fluid repellent surgical mask, eye protection. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available Medicine such as asthma inhalers to be kept in the teachers cupboard in the classroom / social bubble space not in medical room	M	Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19		M
	Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.					

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return	Use designated room for symptomatic pupils (note above) Increase ventilation in the room if possible. PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.	H	Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. Supervising adult instructed on the safe “donning and doffing” of PPE. Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.	KH/PJ ongoing Ongoing	M
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-	Supervising staff to maintain 2m social distance.	M	Review medication plans to assess PPE requirements (if any) for staff administering medication.	PJ/SJ/KH	M

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓		✓	✓

If any are ticked, a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could	No action or low priority action

6. Assessment

Signature of Assessor(s): *S. Jackson*

Print Name: **Samantha Jackson**

Date Assessed: **6/11/20**

Signature of Line Manager: *S. Cope*

Print Name: **Steve Cope**

Review Date: **03/12/20**

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.