

# **Risk Assessment A**

## **Covid 19 Outbreak Management Plan**

**Assessment carried out by Business Manager at Bromstone**

**Signed:**

**Date: July 2021**

**Date assessment was carried out: July 2021**

**Reviewed: tbc/upon receipt of further government guidance**

## Bromstone Primary School

This risk assessment has been drawn up from Government (Department for Education), and Local Authority (Kent County Council Return to School Guidance – All children) guidance using the HSE risk assessment format. The government guidelines Covid-19 Response- Spring 2021, Schools coronavirus (Covid-19) operational guidance February 2021 and Schools coronavirus (COVID-19) operational guidance May 2021 have also been adhered. In addition to the DfE document Schools COVID-19 operational guidance document (July 2021) issued on 7<sup>th</sup> July 2021, has also been reviewed. This document states that the school should have in place an Outbreak Management Plan. Should the school be instructed to implement this plan then this risk assessment should be put in place as well.

This risk assessment will not prevent children or staff with Covid 19 from entering the school. It is aimed at containing any confirmed cases and limiting any onward transmission.

There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Minimise contact between individuals and maintain social distancing wherever possible

Points to consider and implement:

How to group children

Measures within the classroom

Measures elsewhere

Measures for arriving at and leaving school

Other considerations – including SEN, use of specialist teachers

Equipment and resources including outdoor equipment

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This risk assessment is designed to help address the key aspects that will need to be considered throughout the school

This is a dynamic risk assessment and as such will be reviewed and updated as and when required.

In addition to this general risk assessment, individual risk assessments are being carried out for all vulnerable children and staff who are eligible to attend school.

The physical and mental health of our children and staff is of the highest importance.

Members of staff who are pregnant should consult this risk assessment as well as the Pregnancy and Covid 19 generic risk assessment and their own personal specific pregnancy risk assessment.

Please remember that all of this is subject to change in light of new government and local authority advice.

If you have questions or concerns, please speak directly to the Executive Headteacher.

The following Safe Systems of Work (Method Statements) should be read in conjunction with this Risk Assessment:

- Sites Team Room Service
- Catering Team Room Service
- Cleaning Team Room Service
- Free School Meals (FSM) Home Delivery
- Charity Cash Collection
- Room Fogging Service

What are the hazards?	Who may be harmed and how?	What are we doing already to control the risks?	Current risk level	What further action do we need to take to control the risks?	Revised risk level
<b>Lack of social distancing in the classroom resulting in direct transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	No social distancing measures in place.  All children have access to hand washing facilities, some in classrooms.  All classrooms have snuffle stations.	High to medium	<ol style="list-style-type: none"> <li>1. The children will be in class bubbles of up to 30. Children will not sit face to face or opposite each other. Remove excess furniture to increase space if space to do so or stack/store in corner of classroom.</li> <li>2. Children keep to their table when in the Bubble where possible.</li> <li>3. Ideally adults should maintain 2 metre social distance from each other and the children where this is not possible 1 metre should be a minimum.</li> <li>4. Adults should avoid face to face contact and minimise time spent within 1 metre.</li> <li>5. Children given instructions how to line up, use of toilet, moving around the classroom etc</li> <li>6. It is acknowledged that 100% social distancing will be impossible</li> <li>7. Lessons planned for group work need to take account of points <b>4</b> and <b>5</b> above.</li> <li>8. Children should be seated side by side and 1 metre apart where possible. Tables should be cleaned after each use.</li> <li>9. Generally the teacher and TA are assigned to these children and stay with these children throughout the day</li> </ol>	Medium

				<p>(and on sub-sequent days) creating their own Bubble. However, as staff become vaccinated, TA's may be requested to work in another class bubble. This will only be undertaken with staff agreement and when there is no other option available.</p> <p>10. Children stay in the classroom for majority of the day and do not mix with other groups at any point</p> <p>11. Bags, coats and lunchboxes kept in classroom lockers</p> <p>12. Staff should avoid holding hands of children where possible</p> <p>13. Where holding a child's hand is unavoidable, the length of time contact is made should be minimised.</p> <p>14. Immediately after hand contact staff and child should wash their hands or use hand sanitiser.</p> <p>15. Staff and child should not touch anything, including their face, with their hands until they have washed them.</p> <p>16. In any situation where a child needs to be picked up/carried then this should be completed wearing a disposable apron and the above hand washing carried out immediately afterwards unless this action is required in an emergency situation.</p> <p>17. Classroom based staff to wear face visors if that is their preference (This is not compulsory)</p>	
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<p><b>Lack of social distancing in the other indoor (non-classroom) and outdoor environments resulting in direct transmission of the virus</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>No social distancing measures in place.</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. Assemblies will not take place</li> <li>2. Staggered start and finish times for each year group</li> <li>3. When each Bubble has to move around the school there should be minimal contact with other Bubbles.</li> <li>4. Passing in 2-way corridors should be undertaken as quickly as possible if necessary with no contact and respecting the "Keep Left on the Line" rule.</li> <li>5. Bubbles to be encouraged to use the outdoor learning environment as much as possible but respecting the non-contact with another Bubbles rule</li> <li>6. All outdoor areas to be divided into zoned areas so only 1 Bubble will use an area where possible. However, as the weather worsens and outdoor area becomes limited, bubbles will combine to form year groups and will play in their allocated outdoor areas.</li> <li>7. Yr R will be able to free flow at all times within their outdoor area, but not within the classrooms.</li> <li>8. Hand sanitiser to be taken with group when using the outdoors.</li> <li>9. Staff to wear face visors if that is their preference (This is not compulsory). Face masks may be worn when not communicating directly with children.</li> </ol>	<p>Medium to low</p>
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<b>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	No social distancing measures in place.  No control on numbers using toilets.  Toilets cleaned once per day  Regular checks to ensure soap and drying towels available	High to medium	<ol style="list-style-type: none"> <li>1. Toilets monitored by staff so that only one child is allowed to go to toilet at a time in their designated cubicle.</li> <li>2. Each classroom has its own allocated toilet cubicle.</li> <li>3. Hand gel used after toilet use as well as washing hands</li> <li>4. Extra Signs in toilet re washing hands</li> <li>5. Where possible, wedges for the toilet external toilet doors if not fire doors.</li> <li>6. Extra soap ordered to ensure we do not run out</li> <li>7. Staff to wear face visors if that is their preference (This is not compulsory). Face masks may be worn when not communicating directly with children.</li> </ol>	Medium to low
<b>Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	No social distancing measures in place.  Staff present when children come into classroom	High to medium	<ol style="list-style-type: none"> <li>1. Staggered drop off times for each year group so that children can go straight to class with staff monitoring distances between children as they walk from entrance to classroom.</li> <li>2. Children in Reception to use fire exit doors/external classroom doors as main means on ingress and egress to avoid corridors.</li> <li>3. Instructions shared re social distancing between families in the morning with parents and children</li> <li>4. Signage for parents and children displayed outside the school entrances and perimeter fencing</li> <li>5. SLT to be on duty to supervise</li> </ol>	Medium to low

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				6. Staff to wear face visors if that is their preference (This is not compulsory) Face masks may be worn when not communicating directly with children.	
<b>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	All areas of the school are currently zoned with different activities taking place in each.  There is no control over where children may wish to play  There is no form of social distancing.	High to medium	<ol style="list-style-type: none"> <li>1. Staggered playtimes and allocated play area for each Bubble during the summer and each Year Group Bubble in the winter months, rotated during the week. (see also page 6 of this RA)</li> <li>2. Each class Bubble has its own set of playground equipment, to be cleaned after use by classroom staff.</li> <li>3. Games discussed which encourage social distancing.</li> <li>4. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>5. Children practice talking 1 metre apart – modelled by staff</li> <li>6. Staff to wear face visors if that is their preference (This is not compulsory) Face masks may be worn when not communicating directly with children.</li> </ol>	Medium to low
<b>Lack of social distancing during Breakfast Club.</b>	Pupils Staff	No social distancing procedures or controls in place  Normal food safety and hygiene regulations followed	Medium	<ol style="list-style-type: none"> <li>1. Children will be in Year group Bubbles for Breakfast Club.</li> <li>2. Breakfast Clubs will operate from year group classrooms.</li> <li>3. Children will sit at tables and will be given their breakfast.</li> <li>4. Staff to wear face visors if that is their preference (This is not compulsory)</li> </ol>	Low



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<b>Lack of social distancing when delivering /collecting packed lunch baskets to classroom bubbles or lack of hygiene resulting in direct transmission of the virus</b>	Pupils Staff  by contraction of virus	No social distancing procedures or controls in place  Normal food safety and hygiene regulations followed	Medium	<ol style="list-style-type: none"> <li>1. Packed lunches will be delivered to classroom Bubbles and left outside Bubble door.</li> <li>2. Catering staff to sterilise trolley before collecting after lunch.</li> <li>3. Safe System of Work for Catering to be followed.</li> <li>4. Staff to wear face visors if that is their preference (This is not compulsory) Face masks may be worn when not communicating directly with children.</li> </ol>	Low
<b>Lack of social distancing in the corridors resulting in direct transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	No social distancing procedures or controls in place	Medium	<ol style="list-style-type: none"> <li>1. All access to and from all classrooms is by the fire exits which lead directly outside.</li> <li>2. Corridors are emptied as much as possible to allow for a 2 way walkway indicated by markings down the middle and arrows to indicate direction – keeping to left and no stopping en route</li> <li>3. One child going to toilet at one time</li> <li>4. Messages to office and office to classroom via classroom telephones</li> <li>5. Photocopier can be used – ONLY one person at a time. Classroom staff should use photocopiers in the new build and the library to avoid congestion.</li> <li>6. 2 m markings on corridor floor in entrance</li> </ol>	Low

				<ol style="list-style-type: none"> <li>7. Agree instructions with children concerning going and returning to toilet</li> <li>8. When moving class around the school – 1 metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days</li> <li>9. Staff to wear face visors if that is their preference (This is not compulsory) Face masks may be worn when not communicating directly with children.</li> </ol>	
<b>Contact of shared resources resulting in indirect transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	No social distancing procedures or controls in place  No personal issue resources	High to medium	<ol style="list-style-type: none"> <li>1. Children to have packs of stationery and resources labelled with their name on.</li> <li>2. Tubs of resources for groups to be cleaned after each use.</li> <li>3. Resources washed in antibacterial solution each night by classroom staff, (normally teaching assistant) and left to dry if not same person using them the next day.</li> <li>4. Where cleaning is more difficult resources can be quarantined in a lidded box for up to 72 hours. The best option is NOT to use wood. Please see Surface Chart at end of document.</li> <li>5. Tables, door handles and other surfaces cleaned regularly throughout the day.</li> <li>6. Where possible lessons planned so resources are individual and not shared – or on interactive screen</li> </ol>	Medium to low

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				<ul style="list-style-type: none"> <li>7. Resources on tables ready for lesson and not distributed within the lesson</li> <li>8. Plastic packets (zipper) bags used for individual resources</li> <li>9. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> </ul>	
<b>Emotional distress of the children</b>	Pupils Staff Contractors Visitors  by contraction of virus	School currently has excellent support systems in place for any child in distress, although not yet practised through social distancing	Medium	<ul style="list-style-type: none"> <li>1. Children supported by class teacher and TA in the first instance</li> <li>2. Individual risk assessments may be required.</li> </ul>	Low
<b>Emotional distress of the staff – including anxiety</b>	Pupils Staff Contractors Visitors  by contraction of virus	Supervision system in place  Access to KCC welfare and counselling services  Access to member of SLT to discuss concerns	High to medium	<ul style="list-style-type: none"> <li>1. Staff meeting – virtually or in the hall – to discuss concerns and shared control measures</li> <li>2. Sharing of support helplines – KCC and Krissy.</li> <li>3. Staff to share concerns with SLT Risk assessments reviewed regularly with input from all staff and union rep</li> <li>4. Planned time for planning and preparation within the week esp. for those with children in school</li> <li>5. Extremely vulnerable staff will have individual risk assessments.</li> <li>6. Vulnerable staff in school with strict 2 metre distancing measures in place and no class contact.</li> <li>7. Staff to wear face visors if that is their preference (This is not compulsory)</li> </ul>	Medium

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				<p>Face masks may be worn when not communicating directly with children.</p> <p>8. Non classroom staff to be allowed to wear face masks if that is their preference.</p>	
<p><b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>Currently there are no social distancing procedures in place and staff work closely with the children concerned.</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</li> <li>2. Masks purchased – N95 grade and instructions from PHE re cleaning – issued to individuals</li> <li>3. Staff to wear face visors if that is their preference (This is not compulsory)</li> <li>4. Extra disposable aprons in stock</li> <li>5. Extra gloves in stock</li> <li>6. Extra visors in stock</li> <li>7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> </ol>	<p>Medium to low</p>
<p><b>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</b></p>	<p>Pupils Staff Contractors Visitors</p>	<p>Hand gel dispensers in all at entrance gate</p> <p>Dettol spray available</p> <p>Children encouraged to wash hands regularly.</p>	<p>Medium</p>	<ol style="list-style-type: none"> <li>1. Hand gel dispenser inside all classrooms as part of snuffle station</li> <li>2. Supplies of hand sanitiser maintained at an adequate level.</li> <li>3. Soap dispensers and re-fills in each classroom</li> <li>4. Hand washing sinks in each classroom, although 2 classrooms will</li> </ol>	<p>Medium to low</p>

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	by contraction of virus			<p>have shared access to a sink in a shared area.</p> <ol style="list-style-type: none"> <li>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</li> <li>Reminders how to wash hands properly – videos and posters</li> </ol>	
<b>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</b>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	Regular daily cleaning of school to basic standard level	High to medium	<ol style="list-style-type: none"> <li>Cleaners to wear disposable gloves and respect social distancing.</li> <li>Cleaners to wear face visors if that is their preference (This is not compulsory) Face masks may be worn when not communicating directly with children.</li> <li>Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>Deep cleaning of all classrooms has been undertaken.</li> <li>Regular cleaning of all parts of the school used on a daily basis unless specified more frequently within this section.</li> <li>Additional cleaner used every day for 4 hours to include spot cleaning of any area as required</li> <li>Toilets to be cleaned twice per day</li> <li>Tables and contact points throughout the school to be cleaned twice per day</li> <li>Toys inside and outside to be cleaned twice per day</li> </ol>	Medium to low

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				<p>10. NO toys or resources to be brought in from home.</p> <p>11. All access keypads and general access door handles will be anti bac sprayed twice per day</p> <p>12. iPads to be cleaned with antiseptic wipes before and after use. Cleaning log to be signed</p> <p>13. Cleaning materials to be available in all classrooms for classroom staff to use if required</p> <p>14. All classrooms will be fogged once per week.</p> <p>15. Hot spot fogging will be undertaken where required</p>	
<p><b>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</b></p>	<p>Staff Staff family members</p> <p>by contraction of virus</p>	<p>Pupils and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised that they can return to work from the 1<sup>st</sup> August as long as they maintain social distancing.</p> <p>A pupil or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their school or work setting</p>	<p>Low</p>	<p>1. School can make reasonable further adjustments so that staff with medical conditions can have less contact with other staff or pupils.</p> <p>2. Staff/pupils living with those who are extremely clinically vulnerable, including those that are pregnant, can attend school with a risk assessment.</p> <p>3. Staff over the age of 60 to follow additional guidelines issued by HM Government</p> <p>4. Clinically vulnerable staff to follow Government Guidelines</p> <p>5. Clinically extremely vulnerable staff and pupils who have received a letter from HM Government to follow Government guidelines.</p>	<p>Low</p>

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				6. Use of twice weekly lateral flow device (LFD) by staff, although this is not compulsory.	
<b>Lack of social distancing by parents when dropping off or picking up children resulting in direct transmission of the virus</b>	Pupils Staff Parents  by contraction of virus	No social distancing measures in place  Parents allowed to congregate in groups within school grounds at 2 entrances and on pavement outside 3 <sup>rd</sup> entrance	High to medium	<ol style="list-style-type: none"> <li>1. Staggered start and finish times for all Year groups.</li> <li>2. Allocated gates for different Year groups / Bubbles</li> <li>3. Social distancing markers to be marked either side of gates and up to door.</li> <li>4. For parents waiting on pavement, 2m social distancing markers will be fixed to the school perimeter fence</li> <li>5. One way system to drop off and leave by at both exits to school</li> <li>6. Parents encouraged to wear face masks when queueing to pick up and drop off children</li> <li>7. Parents encouraged not to socialise with other parents on school grounds, even if socially distancing when dropping off/picking up children.</li> <li>8. Parents/carers encouraged to come alone to pick up children and not to bring other friends/family members with them to ease congestion at dropping off and picking up times.</li> <li>9. Staff to wear face masks if on gate duty.</li> </ol>	Low
<b>Lack of social distancing by parents when</b>	Pupils Staff Parents	During the Key Worker Provision, no parent has been allowed in school. Parents	Low	<ol style="list-style-type: none"> <li>1. Parents dropping off or picking up outside of main gate opening times</li> </ol>	Low

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<b>dropping off or picking up late children.</b>	by contraction of virus	dropping off or picking up outside of main gate opening times use the side entrance and wait for a member of staff to come to the gate. Signs ask parents to step back behind the 2m marking.		<ul style="list-style-type: none"> <li>use the main entrance and wait for a member of staff to come to the gate.</li> <li>2. Signs ask parents to step back behind the 2m marking.</li> <li>3. 2m spacing markers will be on the foot paths leading to the gates should a queue develop</li> <li>4. Staff to wear face masks if on gate duty.</li> </ul>	
<b>Lack of social distancing by parents when visiting the school or requesting a meeting</b>	Pupils Staff Parents  by contraction of virus	During the Key Worker Provision, no parent has been allowed in school. Parents dropping off or picking up outside of main gate opening times use the side entrance and wait for a member of staff to come to the gate. Signs ask parents to step back behind the 2m marking.	Low	<ul style="list-style-type: none"> <li>1. Parents wishing to talk to a member of staff will be asked to use telephone or email the office.</li> <li>2. If a face to face meeting is needed then where possible this will be conducted at the gate, subject to privacy being respected.</li> <li>3. Parents should only be allowed in the school as a last resort, or where it is felt a resolution can be better achieved through a face to face meeting. Parents will be asked to respect social distancing measures and where possible the meeting will take place in an outdoor environment.</li> <li>4. Staff and parents to wear face masks if the meeting has to take place indoors..</li> </ul>	Low
<b>Lack of social distancing by deliveries to the school including postal collections</b>	Pupils Staff Contractors Visitors  by contraction of virus	During the Key Worker Provision, no delivery agent has been allowed in school. Delivery drivers should use the side entrance intercom and wait for a member of staff to attend. Deliveries will be left outside the gate and a member of staff will	Low	<ul style="list-style-type: none"> <li>1. Delivery drivers should use the main entrance intercom and wait for a member of staff to attend.</li> <li>2. Deliveries will be left outside the gate and a member of staff will collect them.</li> <li>3. No signatures will be given on paper or handheld devices</li> </ul>	Low



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		collect them No signatures will be given on paper of handheld devices		<ol style="list-style-type: none"> <li>4. This will apply to kitchen deliveries as well.</li> <li>5. Staff to wear face masks when meeting with delivery drivers.</li> </ol>	
<b>Lack of social distancing by service/site contractors and visiting professionals</b>	Pupils Staff Contractors Visitors  by contraction of virus	Only statutory or emergency contractors have been allowed access to the site during the lockdown period.	Low	<ol style="list-style-type: none"> <li>1. Contractors/visitors should use the main entrance intercom and wait for a member of site staff to attend.</li> <li>2. Social distancing will be adhered to where possible.</li> <li>3. No signatures will be given on paper of handheld devices</li> <li>4. Visitors will be signed in by admin staff</li> <li>5. Visitors must sign "Track &amp; Trace" form in reception</li> <li>6. Visitors who have indoor meetings to ensure they and staff sign the room signing in sheets to identify how long and with whom they have been meeting.</li> <li>7. Staff to wear face masks.</li> </ol>	Low
<b>Lack of social distancing by staff</b>	Pupils Staff  by contraction of virus	Before lock down there were no social distancing measures in place within the school	High to medium	<ol style="list-style-type: none"> <li>1. Staff should where possible demonstrate social distancing measures.</li> <li>2. Staff to be given information and training on layout of school including two way corridors, numbers allowed in communal areas, use of photocopiers and how social distancing can be met in these areas</li> <li>3. School will be marked out accordingly with areas to avoid/wait in, corridor markings etc</li> </ol>	Medium to low

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				<ol style="list-style-type: none"> <li>4. Posters and signage around school to reminds staff of social distancing measures</li> <li>5. Staff to be reminded of not gathering in corridors, office, front entrance of school.</li> <li>6. Staff will not spend more than 15 minutes with other members of staff within indoor environments such as hall, staff room, library and PPA room. Unless these staff are within the same bubble.</li> <li>7. When in shared areas staff to record their arrival and departure times form these rooms on a time sheet.</li> <li>8. Staff meetings, PPA and other gatherings will now be conducted on-line via Zoom, Microsoft Teams or other such platforms.</li> <li>9. Staff to wear face visors or masks if that is their preference (This is not compulsory).</li> </ol>	
<b>First aid/ill child</b>	<p>Pupils Staff</p> <p>by contraction of virus</p>	Child needing mild first aid treatment normally brought round to first aid room by staff member or another child form that class	High to medium	<ol style="list-style-type: none"> <li>1. All classrooms to have first aid kit</li> <li>2. Initial first aid given by classroom staff if qualified</li> <li>3. Office to be contacted by phone if the need for first aid for a child if classroom staff are unable to provide first aid.</li> <li>4. Office staff to collect child from classroom entrance door, not to enter classroom, social distancing to be observed.</li> </ol>	

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				<ol style="list-style-type: none"> <li>First aid given by First Aider, PPE to be used.</li> <li>Normal procedure for parent contact or escalation followed</li> </ol>	
<b>Suspected Covid 19 case in pupil</b>	<p>Pupils Staff Contractors</p> <p>by contraction of virus by contraction of virus</p>	<p>Anyone who develops Covid-19 symptoms was removed to the medical room in isolation and parents contacted for collection and self-isolating</p> <p>Staff showing signs of Covid-19 were sent home for self-isolation</p>	High to medium	<ol style="list-style-type: none"> <li>Children showing signs of Covid-19 to be isolated in medical room.</li> <li>Staff attending child in medical room to use PPE (apron/gloves/mask) if they are unable to remain 2 metres away</li> <li>Social distancing to be observed</li> <li>If child needs to use the toilet, the staff toilet should be available and then taken out of service until it can be cleaned and fogged with normal cleaning products.</li> <li>Child to be collected by parents/carers and taken home for self-isolation. Siblings in the school to be sent home as well.</li> <li>If test is negative, child can return.</li> <li>If test is positive, advice will be sought from DfE to confirm who has been in close contact with the infected person and they will be asked to self-isolate for 10 days.</li> <li>Classroom to be deep cleaned and fogged.</li> <li>PHE, DfE and LA advice to be followed</li> </ol>	Medium to low
<b>iPads and ICT</b>	Pupils Staff	iPads, desktop computers and laptops cleaned termly	High to medium	<ol style="list-style-type: none"> <li>iPad trollies to have antibacterial wipes available</li> <li>iPads to be cleaned before and after use by each bubble.</li> </ol>	Medium to low

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	by contraction of virus			<ol style="list-style-type: none"> <li>3. Trolley will be cleaned twice per day</li> <li>4. Classroom screens to be cleaned each day</li> <li>5. Teachers to have access to antibacterial cleaning solution throughout the day</li> <li>6. Each classroom and office to have access to keyboard cleaner</li> <li>7. Telephones to be cleaned once per day. Staff to have access to cleaning solution for phones</li> <li>8. Pupil laptops to be avoided due to time taken to clean effectively.</li> <li>9. A limited number of children may need to use laptops to access the curriculum. Where this is the case, personal issue will be made to the child. No other child may use this allocated laptop. Staff coming into contact with these laptops will ensure they clean the outside of the laptop before and after use and will wash their hands before and after use.</li> </ol>	
<b>Signing in system and class register</b>	Pupils Staff Contractors Visitors  by contraction of virus	Signing in screen was cleaned once per day with antibacterial wipe.  Most classes use paper register which was then delivered to office by pupil	High to medium	<ol style="list-style-type: none"> <li>1. Touch screen will be taken out of use</li> <li>2. All staff to use their ID cards to sign in</li> <li>3. Staff who forget ID card can be signed in by office staff</li> <li>4. Essential visitors and contractors will be signed in by office</li> <li>5. Class registers will be completed on SIMs.</li> </ol>	Medium to low

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<b>Refreshment facilities for staff</b>	Staff by contraction of virus	No social distance control measures in place	High to medium	<ol style="list-style-type: none"> <li>1. Tea and coffee stations to be set up for staff in the hall.</li> <li>2. Hot water will be by a tea urn.</li> <li>3. Hot drinks cannot be removed from the hall.</li> <li>4. Social distancing to be respected.</li> </ol>	Medium to low
<b>Contract Cleaners</b>	Pupils Staff Contractors  by contraction of virus	<p>No social distance control measures in place</p> <p>Cleaning staff only allowed into areas of the school where there are no children</p>	Medium	<ol style="list-style-type: none"> <li>1. Cleaners asked to respect social distancing</li> <li>2. Cleaning standards to be monitored by Site Manager and Head of School.</li> <li>3. Cleaners to use appropriate PPE (disposable gloves and disposable aprons)</li> <li>4. Cleaning staff to follow Safe System of Work document</li> <li>5. Cleaners to wear face visors or masks if that is their preference (This is not compulsory)</li> </ol>	Low
<b>Staff Car Park</b>	Pupils Staff Contractors Visitors  by contraction of virus	<p>No social distancing measures in place.</p> <p>No vehicle movements during Yr R drop off and pick up</p>	High to medium	<p>Staff to ensure they respect social distancing when using car park.</p> <p>No vehicle movements between 8:30am to 8:50am and 2:40pm to 3:00pm when Year R children are being dropped off or picked up from school</p>	Low
<b>Emergency Evacuation Procedures</b>	Pupils Staff Contractors Visitors	Current plan has no provision for social distancing	High to medium	<ol style="list-style-type: none"> <li>1. Evacuation plan to be revised to ensure assembly point enables social distancing to be observed</li> <li>2. Possible use of 2 assembly points</li> </ol>	Low

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	by contraction of virus	Effective and safe current plan in place		<ol style="list-style-type: none"> <li>3. Acceptance that if life threatening situation arises, social distancing will not be a priority.</li> <li>4. Staff to wear face visors or masks if that is their preference (This is not compulsory)</li> </ol>	
<b>Use of communal equipment in school including 2 way radios, keys, photocopiers, printers (Not ICT equipment, this is covered elsewhere)</b>	Pupils Staff Contractors Visitors  by contraction of virus	Normal cleaning pattern in place within school.	High to medium	<ol style="list-style-type: none"> <li>1. 2 Way radios to be cleaned before and after use unless personal issue</li> <li>2. Gate phone to be cleaned before and after use by each member of staff</li> <li>3. Antiseptic spray no longer to be used on photocopier control pads/screens due to the damage this is causing to the electronics. Hand sanitiser will be provided for use by staff before and after using the photocopiers. Signs displayed by photocopiers to this effect.</li> <li>4. Staff to ensure all laminators, guillotine and other shared equipment is cleaned before and after use.</li> <li>5. Staff not to use other personal issue equipment such as hole punch and staplers etc.,</li> </ol>	Low
<b>Inappropriate classroom set up and equipment leading to transmission of virus</b>	Pupils Staff  by contraction of virus	Normal cleaning of classrooms	High to medium	<ol style="list-style-type: none"> <li>1. Desks to be laid out in a social distancing manner as per KCC Return to School Guidance</li> <li>2. Classrooms to have all soft toys/clothing and fabric furniture to be removed as well as wooden toys.</li> </ol>	Medium to low

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				3. Cleaning of rooms and cleaning resources available is covered elsewhere.	
<b>Transmission of virus to members of classroom bubble by service requests by bubble or to service provider by bubble members</b>	Pupils Site Staff Admin Staff Catering Staff Cleaning Staff All other staff Contractors  by contraction of virus	Current plan has no provision for social distancing	High to medium	<ol style="list-style-type: none"> <li>1. Bubble rooms must be empty of staff and children before service request performed</li> <li>2. PPE to be available (gloves, mask and apron)</li> <li>3. Surfaces cleaned before and after service.</li> <li>4. Safe Method of Work for Sites Team to be followed</li> <li>5. Safe Method of Work for Cleaning Team to be followed</li> <li>6. Safe Method of Work for Catering Team to be followed</li> <li>7. Staff to wear face visors or masks if that is their preference (This is not compulsory)</li> </ol>	Medium to low
<b>Transmission of virus to members of staff caused by close proximity with other staff during lunch breaks, staff meetings, SLT meetings and during PPA.</b>	Staff	<p>2m social distancing respected during lunch time in the hall, library and staff room and during meetings, no time limits set.</p> <p>Regular cleaning of all surfaces and equipment used by staff in the lunch hall.</p>	Medium	<ol style="list-style-type: none"> <li>1. Maximum of 15 minutes spent in hall during lunch time</li> <li>2. Staff to sign in and out when using the hall to aid track and trace</li> <li>3. 2 metre social distancing to be maintained</li> <li>4. Surfaces cleaned before and after service.</li> <li>5. Staff meetings to be held via Zoom (or other online meeting software) with staff in their classrooms or at home.</li> <li>6. PPA to be undertaken using Zoom (or other online meeting software).</li> </ol>	

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				<p>7. Signing in log kept to enable audit of shared time spent will be kept.</p> <p>8. Staff to wear face visors or masks if that is their preference (This is not compulsory)</p>	
<p><b>Increased risk of transmission of virus and other cold /flu related illnesses when school heating is in use.</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>Heating has not been used within classroom and offices.</p> <p>Doors and windows have been kept open when the weather has permitted.</p> <p>As the outside temperature falls during the day it is important that a suitable temperature is maintained within the classrooms so that staff and children are comfortable and can focus on learning.</p> <p>It is recognised that enclosed classrooms may increase the chances of virus transmission, but a happy balance between fresh air and room temperature needs to be achieved.</p>	<p>Medium</p>	<p>1. Heating in main block is thermostatically controlled centrally to maintain minimum and maximum temperature.</p> <p>2. Staff in each classroom to determine level of ventilation required to maintain comfortable temperature for children by closing windows and doors where appropriate.</p> <p>3. Where windows and doors are closed, these should be opened during break and lunch times to ventilate room before next classroom based session.</p> <p>4. Classrooms that use air conditioning heating must have windows and doors closed when in use to preserve the filters and system hygiene and efficiency.</p> <p>5. Each classroom with air conditioning heating can control their own temperatures and usage, but temperature levels should be kept to the minimum temperature that is comfortable to minimise risk of virus and other ailment transmission.</p> <p>6. Air conditioning heated rooms should be ventilated by opening doors and</p>	<p>Medium</p>



				<p>windows at break and lunch times, but heating should be switched off first.</p> <p>7. Year 5 mobile classrooms have their own wall mounted heaters. Staff to control these heaters to provide a comfortable temperature.</p> <p>8. Year 5 staff in each classroom to determine level of ventilation required to maintain comfortable temperature for children by closing windows and doors where appropriate.</p> <p>9. Where windows and doors are closed, these should be opened during break and lunch times to ventilate room before next classroom based session</p> <p>10. Staff to wear face visors if that is their preference (This is not compulsory)</p>	
<p><b>Transmission of virus to members of staff delivering free school meal (FSM) packages to entitled FSM children at home address</b></p>	<p>Staff by contraction of virus</p>	<p>No control measures in place, this is a new activity.</p> <p>No social distancing</p> <p>Reference should be made to the school's minibus risk assessment and minibus policy.</p>	<p>High to Medium</p>	<p>1. Safe Systems of Work document to be adopted (see separate document)</p> <p>2. Minibus controls to be cleaned with disinfectant wipes and sprays before use.</p> <p>3. 2 meter social distancing to be respected between 2 members of staff on minibus.</p> <p>4. Air conditioning on minibus not to be used</p> <p>5. Where possible windows on minibus to be open.</p> <p>6. Air recirculation option on minibus system NOT to be engaged.</p>	<p>Low</p>

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				<ol style="list-style-type: none"> <li>Food parcels to be sprayed with disinfectant spray on pupils home door step.</li> <li>Member of staff delivering food parcel to wear PPE (gloves and mask) when at pupils front door.</li> <li>Member of staff to ring/knock on door and step back 2 metres from front door whilst waiting for an answer.</li> </ol>	
<b>Transmission of virus to members of staff due to handling of cash donations on charity fund raising events such as Children in Need, Sport Relief, Comic Relief etc.</b>	Pupils & Staff  by contraction of virus	No control measures in place.	High to Medium	<ol style="list-style-type: none"> <li>Every class to have it's own small, labelled, collection bucket.</li> <li>Collection buckets available on each gate at start of day.</li> <li>All coin and note donations to be placed by parent or pupil in collection bucket.</li> <li>Pupils to use hand sanitiser if they have handled coins or notes immediately.</li> <li>Hand sanitiser to be available on each gate at start of the day for staff and pupils.</li> <li>All notes and envelopes with cash to be removed from collection buckets by staff wearing disposable gloves and placed in sealed plastic bags.</li> <li>Coins in buckets to be soaked in a Milton cleaning solution for 24 hours before being counted.</li> <li>Notes and envelopes to be left untouched for 72 hours.</li> <li>Counting machine to be used for coin counting and sterilised after use.</li> </ol>	Low

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				<p>10. Staff counting coins to use disposable gloves.</p> <p>11. All cash to be banked using contract cash collection service.</p>	
<p><b>Transmission of virus to members of staff when working 1 to 1 with a child during, but not exclusive to phonics, BRP, or any other work where member of staff is required to sit opposite/face to face with a child.</b></p>	<p>Pupils &amp; Staff</p> <p>by contraction of virus</p>	<p>No control measures in place.</p>	<p>High to Medium</p>	<ol style="list-style-type: none"> <li>1. Perspex screen to be issued to classes that require one.</li> <li>2. Perspex screens should not be shared between class bubbles.</li> <li>3. Perspex screen to be placed between child and member of staff in a position (height wise) that ensures face to face contact is protected.</li> <li>4. Perspex screen to be cleaned before and after use with disinfectant solution by member of classroom staff.</li> </ol>	
<p><b>Transmission of virus by Christmas card exchange between children during build up to Christmas</b></p>	<p>Pupils &amp; Staff</p> <p>by contraction of virus</p>	<p>No control measures in place.</p>	<p>High to Medium</p>	<ol style="list-style-type: none"> <li>1. All classes will create their own Christmas Card Letter box</li> <li>2. Children will post their Christmas cards directly in the letter box and then wash their hands</li> <li>3. All cards to be posted in letterboxes by 7<sup>th</sup> December.</li> <li>4. Cards in letter box will be left in isolation until 14<sup>th</sup> December before being distributed to recipients.</li> </ol>	<p>Low</p>

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<b>Transmission of virus due to pupils singing</b>	Pupils & Staff  by contraction of virus	Singing within school buildings not allowed following government advice due to risk of aerosol transmission	Low	<ol style="list-style-type: none"> <li>1. Where possible singing should take place outdoors.</li> <li>2. Where singing is indoors, this should only take place in class bubbles.</li> <li>3. When singing children should not face each other.</li> <li>4. Voice levels should be kept to the lowest level possible.</li> <li>5. Indoor singing should only take place in that bubbles classroom.</li> <li>6. Windows and doors should be opened to ensure that adequate ventilation and air exchange can take place.</li> <li>7. Multi-bubble singing to only take place outdoors with strict social distancing in place.</li> </ol>	Low
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Estimated Covid-19 life span on different surfaces	
Surface	Estimated maximum life span
Metal	5 days
Wood	4 days
Plastics	3 days
Stainless Steel	3 days
Cardboard	1 day
Copper	4 hours
Aluminium	8 hours
Glass	5 days
Ceramics	5 days
Paper	5 days
Food	n/a
Fabrics	1 day