



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

<b>Activity/Situation</b>	<b>Full Opening of Schools from September 2020</b>							
<b>Location</b>	<b>Brougham Primary School , Brougham Terrace, TS24 8EY</b>							
<b>Persons at Risk</b>	<b>Pupils</b>	✓	<b>Employees</b>	✓	<b>Visitors</b>	✓	<b>Contractors</b>	✓
<b>Hazard(s)</b>	1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed							
	2. Social Distancing Measures Not Followed During Travel to and from School							
	3. Incomplete Premises Management Checks							
	4. Inadequate Cleaning/Sanitising							
	5. Shared Resources							
	6. Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors							
	7. Site User Becoming Unwell							
	8. Site User Developing Symptoms							
	9. Inadequate Hand Washing/Personal Hygiene							
	10. Inadequate Personal Protection & PPE							
	11. Visitors, Contractors & Spread of Coronavirus							
	12. Inadequate Ventilation							
	13. Fire and Intruder Alarms and Emergencies, Including Lockdown							
	14. School Activities							
	15. Mental Health of Pupils and Staff is Adversely Affected							
	16. Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.							
	17. Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.							



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**18. Violence and Aggression Towards Staff**

*This document is meant to be a 'living' document that can be updated when required to reflect changes of guidance of or within the individual setting, as far as it is reasonably practicable to do so. Schools should consult with their workforce and trade union as part of putting measures in place.*

Control Measures	Additional Information	Yes	No	N/A
<b>1. Hazard – Contact between Individuals Not Minimised and Social Distancing Measures Not Followed</b>				
<p>As recommended, pupils are organised into consistent groups that are preferably the size of a full class. This reduces the risk of transmission by limiting the number of pupils and staff that contact each other, to only those within the group. This will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19. These arrangements will also help to reduce the risk where staff or children cannot maintain distancing (particularly the younger years; it is accepted that younger children are not able to distance within their group).</p>	<p>Arrangements have been put in place to minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Consistent class-sized groups (class bubbles) of children have been organised that will not change throughout the day. Pupils will not change classrooms or teachers for English or mathematics. Pupils will be placed mixed ability 'class bubbles' where they will remain with their class teacher and consistent support staff in the same class room all day, each day.</p> <p>Circumstances have been assessed and where class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, school has implemented phase or year group sized bubbles. Currently, this is only the case for our youngest children in Preschool and Nursery, bubbles will be made of morning and afternoon pupils. To support these measures, school have organised the shared spaces in EYFS (including nappy changing facilities) to minimise transmission of the virus as much as possible</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Control Measures	Additional Information	Yes	No	N/A
	<p>1.1 Bubble and Staffing arrangements Autumn 2020</p> <p>1.2 Nursery and Preschool Bubble arrangements</p> <p>1.3 Procedural guidance for shared spaces in EYFS</p>			
<p>Whatever the size of the group, they are kept apart from other groups as much as possible and older children are encouraged to keep their distance within their groups.</p>	<p>Timetables are in place to ensure that class bubbles are kept apart from other class bubbles as much as possible.</p> <p>1.4 Class Bubble timetables</p> <p>Classroom size and numbers have been reviewed and classrooms have been remodelled with desks and chairs in place that allows social distancing. This has included seating pupils side by side and facing forwards, rather than face to face and moving unnecessary furniture out of classrooms to make more space.</p> <p>Clear signage will be displayed in all classrooms promoting social distancing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care, transport and outside play.</p>	<p>School has taken steps to limit interaction, sharing rooms and social spaces between groups as much as possible.</p> <p>All pupils will be seated at the same desk each day.</p> <p>The only staff currently expected to teach more than one class bubble will be HLTAs when covering teachers PPA sessions or unexpected</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	teacher absence. No HLTA will teach outside of their phase bubble (e.g KS1 or KS2 etc).  1.7 Procedural guidance for covering sessions in class bubbles, including PPA cover			
<p>Where possible, children in before and after school clubs will be kept within the same groups as during the school day. Where this isn't possible, small, consistent groups of no more than 15 pupils will be used. Best judgement will be used to minimise the amount of mixing. Contact sports will be avoided.</p> <p>Liaison with parents will take place to advise them to limit the number of different wraparound providers they access as far as possible. Where this isn't possible, then schools will encourage parents to seek assurance from these providers that they are carefully considering their own protective measures and only use providers that can demonstrate this.</p>	<p><b>After school clubs will be postponed for the first Autumn term and will be reviewed for the second Autumn half term. Information will be updated following the review.</b></p> <p>Potential challenges to achieving consistent groups may include:</p> <ul style="list-style-type: none"> <li>• children attending based on varying booking patterns</li> <li>• Changing/additional bookings due to work and shift patterns</li> <li>• the emergence of safeguarding or welfare concerns</li> <li>• variance in the ages of children attending</li> </ul> <p>Staff ratios must be adhered to as well as access to a qualified first aider and DSL.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p>	<p>Schools have ensured that contact information for staff and pupils is up to date. Records will be kept of cross-group interactions.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>Timetables are in place to record times when staff (HLTAS) will be teaching different class bubbles to cover PPA and the HT will record any class cover they provide in the event of unexpected teacher absence.</p> <p>1.6 HLTA PPA Deployment</p>			
Siblings may be in different groups.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teachers and other staff may operate across different classes and phase/year groups in order to facilitate the delivery of the school timetable. Where staff need to move around school in order to do this, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>	<p>All teachers will remain in their class bubble throughout the duration of the school day. The only staff operating across different class bubbles are HLTAs completing PPA cover or unexpected teacher absences.</p> <p>1.7 Procedural guidance for covering sessions in class bubbles including PPA cover</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Adult interaction</u></b> - Where possible adults maintain a 2-metre distance from each other, and from children. In all circumstances,	Staff have received clear communications informing them of current government guidance on the actions to take to implement infection control measures including social distancing through a detailed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<p>adults should avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration.</p>	<p><b>1.8 Staff Infection Control document</b></p> <p>This guidance has been distributed and staff have been given the opportunity to review this as part of the return to working in school process.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p> <p>All classroom areas have been reviewed to ensure that each class teacher has adequate teaching space available at the front of the classroom to deliver the lessons and access the IWB.</p>			
<p><b><u>Within the classroom</u></b> a distance between people is maintained so far as reasonably practical. Face to face contact time is reduced and limited to no more than 15 minutes duration. Pupils are seated side by side and facing forwards, rather than face to face. Staff will work side on to pupils as opposed to face to face whenever possible.</p>	<p>It is accepted that distancing may not be possible in primary schools</p> <p>Classroom size and numbers have been reviewed.</p> <p>Adaptations to the classroom to support distancing where possible have been made. This includes seating pupils side by side and facing forwards, rather than face to face, and moving unnecessary furniture out of classrooms to make more space.</p> <p>All pupils will be seated at the same desk each day.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk will be reduced by keeping pupils in the smaller, Pre School and Preschool class-size groups will be no more than 22 pupils.</p>	☒	☐	☐



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<p>Staff consistently model good practice in terms of hygiene and working arrangements. Pupils are reminded that they must not touch their face, eyes, nose or mouth etc.</p>	<p>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal. Refer to <a href="#">1.8 Staff Infection Control document</a></p> <p>Posters to remind pupils not to touch their face, eyes, nose and mouth will be displayed in each classroom.</p> <p><a href="#">1.9 Keep safe don’t touch your face poster</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care.</p>	<p>During the phase of wider re-opening, 1:1 support staff will support children from the distance required stated in the latest government guidance (currently 2m). If this is not possible, an individual risk assessment will be undertaken to look at alternative options as current government guidance still supports maintaining social distancing in school settings.</p> <p>Where a child usually has 1:1 support for physical movement around school during pre-covid 19 education, the need for this will be limited as the pupil will remain in their class bubble throughout the school day. However, the school SENCO has completed individual risk assessments for pupils who may require close contact physical support.</p> <p>e.g <a href="#">2.0 Physical needs Year 1 pupil Risk Assessment</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>Where a child requires learning 1:1 support to access the curriculum, the 1:1 support assistant will remain at a distance of 1m and face to face contact will be limited to no more than a 15 minute duration. In addition to this, the curriculum will be highly differentiated, rest breaks given or additional physical resources will be provided. Each child’s need will be regularly reviewed, and if necessary a support assistant can be assigned but still to maintain 2m of distancing.</p> <p>Where 1:1 support is for SEMH, the pupil will be closely monitored for early signs of crisis and given the opportunity to have rest breaks from a task (remaining at their desk) or be able to access ELSA support in a designated area of the classroom. The ELSA / SEMH support staff member will come to the child, not the child to the member of staff to minimise movement. A 2m distance will stay in place during any emotional support sessions wherever possible unless stated in Pupil’s individual risk assessment.</p> <p><b>2.1 SEMH Year 6 Pupil Risk Assessment</b></p> <p>Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators have planned to meet these needs, for example using social stories.</p> <p>School will ensure that appropriate support is made available for pupils with SEND, for example by enabling specialist staff from both within and outside the school to work with pupils. To ensure this is</p>			





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	<p>completed safely, clear information and guidance will be given to visitor such as Educational Psychologists and Speech and Language Therapists prior to their arrival to school.</p> <p>2.2 Procedural guidance for visitors to school to work directly with pupils</p>			
<p>Consideration given to children with SEN especially where there is a known risk of them requiring Team Teach (physical intervention) strategies and/or biting and spitting other pupils or staff. An individual risk assessment for children in this category will be undertaken and the most appropriate outcome determined that ensures the safety of the child, other pupils and staff.</p>	<p>School SENCo and SLTS have ensured risk assessments for children with SEN are undertaken if necessary.</p> <p>All children with SEN and know risk of them requiring Team Teach has individual Risk Assessments completed</p> <p>e.g. 2.1 SEMH Year 6 Pupil Risk Assessment</p>	☒	☐	☐
<p>Unnecessary furniture has been moved out of classrooms to make more space.</p>	<p>All classroom areas have been assessed by the members of the Senior Leadership Team to ensure that unnecessary furniture is moved out of the classrooms to make more space.</p>	☒	☐	☐
<p>Large gatherings such as assemblies or collective worship with more than one group do not take place.</p>	<p>Pupils will complete collective worship activities within their class bubble classrooms whilst adhering to social distancing.</p> <p>HT and DHT will deliver assemblies to classrooms via Microsoft Teams</p>	☒	☐	☐
<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.</p>	<p>Pupils are in the same class bubbles at all times each day, and different groups are not mixed during the day, or on subsequent days.</p>	☒	☐	☐



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<p>Circulation plans have been reviewed and revised. Consideration given to potential pinch points and bottlenecks and a plan devised to manage these. Consideration given to one-way circulation or placing a divider down the middle of the corridor (where feasible), to keep groups apart as they move through the setting where spaces are accessed by corridors. Pupils advised not to hold hands.</p>	<p>Pinch points and bottle necks are identified and a procedural plan has been devised to manage these. Refer to <a href="#">2.3 Procedural guidance for movement around school</a></p> <p>Movement of pupils around school is minimised as much as possible, with pupils and staff staying in classrooms.</p> <p>Pupils and staff are regularly briefed regarding observing social distancing guidance.</p> <p>Pupils will not be instructed to hold hands and will be reminded not to by staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.</p>	<p>Different entrances/exits are used for different groups where possible. Staggered start and finish times will not reduce the amount of overall teaching time.</p> <p>KS1 = 21hrs 30min</p> <p>KS2= 23hr 30min</p> <p><a href="#">1.4 Class Bubble Timetables September 2020</a></p> <p>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</p> <p>A plan is in place for managing the movement of people on arrival to avoid groups of people</p> <p>Agreed arrangements are in place for pupils arriving late.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>2.4 Procedural guidance for pupils arriving late to school</p> <p>To accommodate siblings who may be in different phases and therefore have different start and end times, school will liaise with parents to make arrangements to admit siblings together at the earliest time and dismiss together at the latest time.</p>			
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact, including a plan for managing the movement of people to reduce the likelihood of people congregating. The use of floor markings or other visual aids will be considered to help with this. Parents and pupils are told their allocated drop off and collection times and the process for doing so. Parents are encouraged to accompany their child(ren) to and from school to minimise the risk of children mixing outside of their allocated bubble. Single person drop off and collection will also be strongly encouraged to minimise the number of people on the school site.</p>	<p>Schools will regularly remind parents of the protocols in relation to pick up and drop off via Parent information Packs phone calls and updates on twitter and the school website.</p> <p>2.5 Parent Information EYFS</p> <p>2.6 Parent Information KS1</p> <p>2.7 Parent Information KS2</p> <p>All parents will receive a parent information pack to inform them about their child/ren's allocated drop off and collection times. Teachers will also phone each parent prior to the pupil's first day back in school to confirm they are fully aware of the instructions.</p> <p>The use of floor markings, cordons and signage will be used to direct parents effectively to reduce the likelihood of people congregating</p> <p>Refer to 2.8 Brougham Primary School People management plan for managing movement of people drop off and pick up.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	Signs will also be clearly displayed around the school to remind parents about the allocated drop off and collection times.			
It is made clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).	<p>External signage will communicate to parents that they cannot gather at entrance gates or doors, or enter the site without a pre-arranged appointment, which will be conducted safely</p> <p>Key messages in line with government guidance are reinforced on a weekly basis via twitter and the school's website.</p> <p>Clear signage will be displayed around all areas of the school grounds to highlight the need to maintain a minimum social distancing when dropping pupils off and collecting them from school. Parent lines have been marked out to the playground areas to ensure the parents/carers remain 2m away from the staff and pupils at the beginning and the end of the day.</p> <p>Information posters will be placed in school yard to remind/inform parents about the drop off and collection procedures (which year group will exit which door) along with clear signs placed at each door to indicate which class will be entering and exiting from it.</p> <p>Where parents bring a child to or collects a child from school this must be one parent only and not with any other family member present.</p> <p>Parents who would like to speak to a member of staff will be offered an appointment to do so over the telephone wherever possible. Where telephone appointments are not appropriate, a room will be made available where staff and visitors can conduct a meeting by appointment at a safe distance of 2m apart and all visitors to the</p>	☒	☐	☐



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	<p>school will be expected to wash their hands in the main lobby facilities before entry to school.</p> <p>Parents have been informed that they must not approach staff or enter the school office at any time unless it has been prearranged. All messages for teachers and school staff must be passed via telephone where possible.</p> <p>2.9 Procedural guidance for Visitors to school</p>			
<p>External entrances to classrooms are used where practical.</p>	<p>External entrances to classrooms have been allocated to be used by class bubbles to reduce pinch points at main entrances and exit points.</p> <p>For safeguarding purposes, these must be closed at all times when not being used for access/egress.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Break times are staggered so that all pupils are not moving around the school at the same time.</p>	<p>Break times will be staggered and Playgrounds will be zoned ; physical apparatus will not be in use (trim trail, fixed exercise apparatus).</p> <p>3.0 EYFS and KS1 Outdoor Zoning  3.1 KS2 Outdoor Zoning  3.2 Procedural guidance for unstructured times  3.3 Outdoor No contact Games and Activities</p> <p>As much as possible, pupils and staff will be spaced apart at a 2m distance at all times this includes whilst in the playground or doing any physical exercise.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<p>Lunch breaks are staggered. Pupils should clean their hands beforehand and enter in their allocated class/phase/year group; groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, alternative arrangements should be made, such as lunch in classrooms.</p>	<p>Pupils will remain in their class bubbles supervised by their class support assistant throughout the lunchtime break.</p> <p>The arrangements for lunches will be organised in response to the changes in government guidance.</p> <p><b>Stage 1</b> (To take place for the first 2 weeks of Autumn Term): All pupils receive a packed lunch which is eaten in their classroom. Pupils do not eat or collect their packed lunches from the dining hall, instead they are collected by support staff from the cook and taken to the pupils in their class bubbles.  <a href="#">3.4 Procedural guidance for lunchtimes Stage 1 Packed Lunches</a></p> <p><b>Stage 2</b> (To begin W/C 14.09.2020): All pupils receive a hot meal by entering the dining hall, following strict social distancing rules to collect their hot meal and return to their classroom to eat. For this plan to work, we will be operating 2 serving hatches which will serve 2 bubbles each at the same time. A barrier will be placed between both hatches along with cones to ensure pupils from different class bubbles do not mix. The self-serve salad bar and any other self-service will not be used during this time.  <a href="#">3.5 Staggered lunchtime arrangements Stage 2 Hot Meal organisation</a>  <a href="#">3.6 Procedural guidance for lunchtimes stage 2</a></p> <p>The plans in place, take into account all the restrictions of staff lunchtimes along with the kitchen staff contracted hours. The plans have been agreed by the School Head Cook and HBC School Catering Manager, Lynn Bell.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>The proposal states that the majority of year groups have staggered access to collect their meals. The exception to this is Reception, as the pupils will not be capable of carrying their trays safely back to their class. Therefore arrangements have been made for the School Cook to prepare the Reception pupil's meals on trays placed in the tray trolleys ready for staff to collect and take to the reception classroom.</p> <p>Pupils will complete their outdoor time in a zoned area that is only used by pupils in their class bubble.  <a href="#">3.0 EYFS and KS1 Outdoor Zoning</a>  <a href="#">3.1 KS2 Outdoor Zoning</a></p> <p><b>Stage 3</b>(To only be initiated following Government guidance changes):            All pupils receive a hot meal and use the dining hall as normal.</p>			
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered.</p>	<p>All Staff have been allocated a break of a reasonable length during the school day.</p> <p>Each class bubble will have access to a staff area and where refreshments will be made available. Use of staff rooms will be minimised, although staff will still have a break of a reasonable length during the day.</p> <p><a href="#">3.7 Procedural guidance for Staff toilets and staff rooms</a></p>	☒	☐	☐
<p>During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p>	<p>Parents have been informed which day their child's PE lesson will take place and have been asked to send their child to school dressed in a suitable PE kit that day to avoid the need to use changing areas in school.</p> <p>The HT and PE Coordinator have reviewed the PE Long Term Framework and adjusted it so that team games which involve contact</p>	☒	☐	☐



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	<p>and swimming are avoided and have been postponed until the end of the Autumn Term.</p> <p>3.8 Procedural guidance for PE Lessons</p> <p>Following government guidance:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></p> <p>School is able to work with external coaches where they are satisfied that this is safe to do so. School has reviewed external coach risk assessments.</p>			
<p>Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, given the possibility of more intense expiration/coughing projecting over a greater distance during physical activity. Schools should maximise distance between pupils and pay scrupulous attention to cleaning and hygiene.</p>	<p>SLT and PE Coordinator have referred to the following advice: <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a> to ensure that outdoor sports are prioritised as much as possible This is particularly important in a sports setting because of the way in which people breathe during exercise.</p>	☒	☐	☐
<p>The number of pupils who use the toilet facilities at any one time are limited where possible to ensure they do not become crowded. Visual aids to illustrate good hygiene practices will be in place at toilets and handwashing/sanitiser facilities and pupils will be made aware of them.</p>	<p>Schools to consider allocating specific toilets to a phase bubble(s) where possible. Timetables have been created to allocate toilets and handwashing facilities effectively.</p> <p>1.4 Class Bubble timetables</p>	☒	☐	☐





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<p>Staff undertaking home visits will do so on a case by case basis and only,</p> <ol style="list-style-type: none"> <li>1. if absolutely necessary</li> <li>2. where an electronic form of communication is not appropriate and,</li> <li>3. upon consideration of the following;               <ul style="list-style-type: none"> <li>➤ Risk to the pupil</li> <li>➤ Risk to family</li> <li>➤ Risk to the member of staff</li> <li>➤ National guidance on social distancing and hygiene</li> <li>➤ Statutory responsibilities including safeguarding</li> </ul> </li> </ol> <p>Staff contact the family prior to the visit to ascertain whether any member of the household is suffering from symptoms of COVID-19. Where they report no COVID-19 symptoms, no PPE is required but a 2-metre distance will be maintained. Good basic hygiene - handwashing or sanitiser before and after the visit should be followed and staff advised not to touch their face during the visit.</p> <p>Where it is not possible to ascertain whether any member of the household is suffering symptoms of COVID-19 prior to face-to-face contact, steps will be taken to mitigate risk. These could include;</p> <ul style="list-style-type: none"> <li>• Knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres.</li> </ul>	<p>Home visits will not be completed in the Autumn term by school staff. In the case of a suspected risk to families, DSL will liaise Children’s hub to organise police welfare checks if required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<ul style="list-style-type: none"> <li>Taking PPE as a precautionary measure.</li> </ul>				
<b>3 Hazard - Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils are encouraged to walk or cycle to their education setting where possible.	All parents and pupils have been encouraged to walk to school, if this isn't possible and they must use public transport or taxis. They have been advised to contact school so that they can be supported to follow government guidance <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport.	<a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11.	A clinical waste bin has been placed in the handwashing area that staff use when they enter the building to dispose of facemasks if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff should travel individually and refrain from transporting pupils in their own vehicles.	Staff members MUST NOT transport pupils in their own vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Dedicated</u></b> pupil transport underpins the system of controls i.e.;</p> <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.</li> <li>use of hand sanitiser upon boarding and/or disembarking.</li> <li>additional cleaning of vehicles.</li> <li>organised queuing and boarding where possible.</li> </ul>	<p>No dedicated pupil transport is in operation for pupils in Brougham Primary School.</p> <p>Schools should undertake a separate risk assessment if the need for transport arises that demonstrates how the journey will comply with the system of controls.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<ul style="list-style-type: none"> <li>• distancing within vehicles wherever possible.</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</li> </ul>	<p><b><u>Please note further guidance from the DfE regarding pupil transport is expected and in this instance the risk assessment will need to be updated to reflect this.</u></b></p>			
<b>4 Incomplete Premises Management Checks</b>				
<ul style="list-style-type: none"> <li>• Review of arrangements before September for all building-related systems undertaken, focussing in particular on:</li> <li>•</li> <li>• hot and cold-water systems</li> <li>• gas safety</li> <li>• fire safety</li> <li>• kitchen equipment</li> <li>• security including access control and intruder alarm systems</li> <li>• ventilation</li> </ul> <p>A separate premises checklist is in place to ensure all systems and checks have been completed.</p>	<p>The Headteacher and site staff consult regularly with the Trust Estates Manager who has overall responsibility to ensure these have been adequately completed. This is monitored by the completion of a weekly <a href="#">3.9 Compliance and Maintenance Checklist</a></p> <p><a href="#">4.0 Fire Procedures during COVID 19</a></p> <p><a href="#">4.1 HBC Fire Alarm &amp; Emergency Lighting Cyclical Maintenance in Response to Covid-19 (Schools)</a></p> <p>Daily premise checklists will be completed each day by the Site Supervisor to ensure that all checks are completed</p> <p><a href="#">4.2 Site supervisor Daily Checks – Start of Day</a></p> <p><a href="#">4.3 Site Supervisor Daily Checks – End of Day</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<b>5 Inadequate Cleaning and Sanitising</b>				
<p>A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place.</p>	<p>Discussions have been completed between cleaning contractors and in line with Government guidance  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><i>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. Procedural guidance will be updated in line with this update</i></p> <p>4.4 HBC- Cleaning Infection Control Risk Assessment</p> <p>4.5 HBC- Social Distancing Posters for Cleaners</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal.</p>	<p>Non-cleaning staff will not be required to clean toilets or circulation spaces however, as in usual circumstances, all staff are responsible for ensuring that learning environments are tidy and safe to use. We are sure that all staff will want to support the strict requirement for cleaning resources etc. between uses, in order to minimise potential exposure to COVID-19 and so we will work with staff to ensure that where this is required, appropriate materials and PPE are available to do so.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>Each classroom will have access to disposable gloves and disinfectant spray available to clean resources or surfaces after use, or if a pupil or member of staff coughs or sneezes onto a piece of equipment. Access to chemicals is restricted COSHH RA have been completed for all chemicals used. Disposable gloves to be disposed of correctly.</p> <p>Pupils will be advised and supervised to ensure that they understand the importance of using only their own equipment, where possible. To help with this, every pupil year will be provided with their own pencil case and stationery which should be only used by them and stored in their personal tray after use.</p> <p>In addition to this, in order to limit the potential spread of infection staff will:</p> <ul style="list-style-type: none"> <li>• disinfect toys between uses by groups of children in carousel learning groups</li> <li>• disinfect laptops and tablets following use</li> <li>• ensure that children use school equipment and not their own items from home</li> <li>• limit the number of resources such as pupil books exchanged and wash their hands before and after handling children's books</li> <li>• If children do need a drink, a paper cone should be provided for single use and disposed of in the general waste. The pupil should then wash their hands.</li> </ul>			



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>Timetables have been designed to include additional hand washing and cleaning time to ensure equipment is cleaned regularly.</p> <p>4.6 Procedural guidance for increased cleaning of Nursery and Preschool</p> <p>4.7 Procedural guidance for increased cleaning of Reception classes</p>			
<p>Electronic entry systems and other frequently used touch screens/keypads (e.g. photocopiers) are regularly sanitised particularly first thing in the morning and where possible after each use.</p>	<p>All staff have been briefed and are expected to adopt the 'wipe on, wipe off' rule before and after use of these items. This means that each piece of equipment is disinfected with a cloth or wipe before each use and then again when you are finished using it. Hands should then be washed following use. Disinfectant will be made available near all shared equipment and resources. Staff will be expected to use their personal barcodes on their ID badges to sign in and out rather than touching the screen.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day. Consideration given to purchasing pedal-activated lidded bins. Bins will have disposable bin liners in them. Normal domestic waste is disposed of in the normal way. Waste generated by someone with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is placed in a plastic rubbish bag and tied when full. This is then put into a second bin bag and tied. This is then put in a suitable and secure place (securely away from children) marked for</p>	<p>Pedal-activated bins are in place in every classroom area.</p> <p>All staff have clear guidance on disposing of contaminated waste as part of the procedural guidance for dealing with a person presenting with Coronavirus symptoms</p> <p>Refer to 4.8 Procedural guidance for pupils or staff presenting with COVID 19 symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>storage of COVID-19 contaminated waste and left for 72 hours before it is put in the normal waste.</p>				
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary.</p> <p>Hand soap, hot water and paper towels are available in every toilet and changing area, and (where possible) in classrooms too.</p>	<p>Additional soap dispensers, hand sanitiser stations and paper towel dispensers have been fitted in all areas of school where possible.</p> <p>Disposable tissues are available in each classroom for staff and pupils to use.</p> <p>As part of the Site Supervisor daily checklists, he will regularly check and purchase additional supplies as required.</p> <p>Teachers have been instructed to check and refill their personal hand sanitisers and antibacterial sprays frequently and are aware of the COSSH risk assessments linked to these items are available.</p>	☒	☐	☐
<p>Consideration given to how play equipment (including outside play equipment such as climbing frames, trim trails and sandpits) is used ensuring multiple groups do not use such equipment simultaneously and that it is appropriately cleaned between groups of children using it. Children to be reminded to clean their hands after using play equipment.</p>	<p>For Autumn 1 term the outdoor trim trail and outdoor exercise equipment will be cordoned off. This will be reviewed at October half term.</p> <p>For years 1 – 6 any play equipment will be issued on an individual basis and they will remain with the pupil as part of their equipment to be used by them only.</p> <p>In the play-based curriculum in Early Years, it is accepted that the Reception children will not be able to work entirely at their work station and will “play together within these small groups” (Gavin Williamson – Education Secretary UK Government 16/05/20).</p>	☒	☐	☐



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>However, additional cleaning will take place throughout the day to ensure that any play equipment used is cleaned regularly.</p> <p>4.6 Procedural guidance for increased cleaning of Nursery and Preschool</p> <p>4.7 Procedural guidance for increased cleaning of Reception classes</p>			
<b>5 Shared Resources</b>				
<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p>	<p>School will provide all stationery for each child which they will keep in school, in an individual plastic pencil case. Children must not bring any equipment in from home, other than medical or any pre-arranged materials.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces.</p>	<p>If required, each child will be allocated their own electronic device and this is cleaned after each use; where individual devices are not possible due to the number we have in school, each device must be cleaned thoroughly before another pupil can access it.</p> <p>In line with the Control of Substances Hazardous to Health Regulations, any hazardous substances that staff or pupils have contact with in school need to be risk assessed and used in accordance. The disinfectant spray that is provided for each class to use has been risk assessed by Hartlepool Borough Council as</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>part of our cleaning service level agreement and is suitable and effective for use on all surfaces, equipment and toys in school.</p> <p>The COSHH risk assessment must be read and adhered to by all members of staff in school and a copy must be kept in each classroom or near each cleaning 'station'.</p> <p><a href="#">4.9 Disinfectant MSDS</a></p> <p><a href="#">5.0 Disinfectant COSHH</a></p> <p>The spray must be stored safely out of the reach of children.</p> <p>A COSHH risk assessment has also been created for the hand sanitiser which will be kept in each classroom. This risk assessment should also be read and adhered to by staff and a copy kept close to each sanitiser.</p> <p><a href="#">5.1 Hand Sanitiser COSHH</a></p> <p><a href="#">5.2 Hand Sanitiser MSDS</a></p> <p>To assist with maintaining hygiene standards in school we are asking all staff to undertake regular cleaning of surfaces, handles and resources throughout the school day. This should take place at appropriate times such as:</p> <ul style="list-style-type: none"><li>• break times</li><li>• between different groups of children using resources/equipment</li><li>• between different groups of children using a room</li><li>• following coughing or sneezing on a surface</li></ul>			



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<ul style="list-style-type: none"> <li>at the end of the day/session</li> </ul> <p>Each class will be provided with a disinfectant spray, reusable gloves and cloths. To manage this equipment, teaching staff will be expected to:</p> <ul style="list-style-type: none"> <li>Store the disinfectant spray, gloves and cloths somewhere safely out of reach of children</li> <li>Read and adhere to the COSHH risk assessment for the disinfectant and keep it with the spray (this will be provided)</li> <li>Label their gloves for their personal use only</li> <li>Disinfect gloves and cloths daily by washing thoroughly with disinfectant and then hot soapy water at the end of each day and in preparation for the following day's use</li> <li>Return the spray bottle to the Cleaning Supervisor to be refilled when required</li> </ul>			
<p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>5.3 Procedural Guidance for sharing equipment between class bubbles</p>	☒	☐	☐
<p>Protocols are in place to ensure children can stay well hydrated throughout the day while the risk of cross contamination as a result of children sharing water bottles is minimised.</p>	<p>During the first half of the Autumn Term, water bottles will not be used. If children do need a drink, a paper cone should be provided for single use and disposed of in the general waste. The pupil should then wash their hands.</p>	☒	☐	☐



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (as per school policy) into school.</p>	<p>If required, pupils may bring a packed lunch from home, which need to bring it in a sealed container and clearly labelled with the child's name.</p> <p>Children will not be permitted to bring any other items into the school building from outside, including mobile phones, unless it is part of their school uniform (i.e. coat). If a child is still toilet training, Nursery and Preschool children may bring a bag into school with a change of clothes, nappies and wipes to keep on their peg. These bags must be taken home daily.</p> <p>This information has been communicated with parents through the Parent information packs and via conversations with class teachers over the phone.</p> <p>2.5 Parent Information EYFS</p> <p>2.6 Parent Information KS1</p> <p>2.7 Parent Information KS2</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Consideration given to the management of home reading and homework. Where reading books are sent home, these will be cleaned upon arrival back at school.</p>	<p>Pupil Home/school reader books, which match the child's reading ability, will be sent home as normal, along with the parent comment book. Once the child has finished the book, they will return it along with the home/school reader comments book, back to school and place it into a box. The teacher will place a piece of paper on top of the books with the date and time the books were returned and the date the box can be reopened. The books need to stay in the box for 72 hours after they have been placed in the box need to be placed out of reach of children.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>5.4 Procedural Guidance for Home School Reading Books</p> <p>Also refer to 5.5 Procedural Guidance for Marking, remote learning and Homework</p>			
<p>Shared water fountains have been switched off. Single-use disposable cups to be used for access to water via water coolers.</p>	<p>Children will use disposable water cones for a drink and water bottles will be removed.</p>	☒	☐	☐
<p>Staff to maintain personal responsibility for their own cups and cutlery and not share these with others. Items must be washed after each use, using disposable roll and washing up liquid (washing up liquid is usually shared between staff and so hands will need to be washed after handling the bottle) and kept in the staffroom. Alternatively, disposable (and where possible recyclable) cups and cutlery should be considered.</p>	<p>Lunch and break times for staff will be staggered and the staff room will be used on a rota system. Staff will be expected to sit 2m apart from one another when taking their break and asked not to eat at their desk. Staff must use their own personal crockery and cutlery that they must wash and store with their other personal effects when not in use.</p> <p>Staff will be vigilant when using shared areas and during lunch and break times and ensure that they wash their hands and use the ‘wipe on, wipe off’ rule before and after breaks and use of shared refreshment areas and equipment such as microwaves and kettles.</p> <p>Staff must wash their hands before and after lunch and clean the area at which they have eaten. All cutlery and crockery must be washed immediately and stored with staff’s other personal items – they must not be left in the staff room or any sink in school.</p> <p>3.7 Procedural guidance for staff toilets and staff rooms</p>	☒	☐	☐



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.	<p>Pupils will not be transferring personal devices from home to school during this time.</p> <p>Staff have been instructed to keep all personal items such as coats, handbags and mobile phones in one place and away from other's items where possible, such as in personal lockers or drawers</p> <p>Staff will also ensure that their personal mobile phones are regularly cleaned and stored safely with their personal effects unless they are Teachers or HLTAS who need to keep their mobile phone close to them but out of reach of pupils so they can use access Inventory Evac in the case of a fire. If mobile phones are used during the school day, staff must wash their hands following the use and storage of the phone.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7 Staffing and the Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>Parents have been informed that if they, their child or other household members have symptoms of coronavirus, however mild, OR you have received a positive coronavirus test result, they must follow the clear medical advice is to immediately self-isolate at home. They must not come to school, go to a GP surgery, pharmacy or hospital. They should arrange to have a test to see if you have COVID-19. Parents/Carers MUST inform school by phone (01429 273663) that either the pupil or member of the household is displaying Coronavirus symptoms.</p> <p><a href="#">2.5 Parent Information EYFS</a></p> <p><a href="#">2.6 Parent Information KS1</a></p> <p><a href="#">2.7 Parent Information KS2</a></p> <p><a href="#">4.8 Procedural Guidance for Pupils or Staff Presenting with COVID 19 Symptoms</a></p>			
<p>Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1<sup>st</sup> August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is</p>	<p><a href="#">Clinically extremely vulnerable</a></p> <p>Staff have been identified and Individual risk assessments have been completed</p>	☒	☐	☐



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
subject to an individual risk assessment and being able to maintain social distancing as much as possible.				
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible.	<a href="#">Clinically-vulnerable people</a> Staff have been identified and Individual risk assessments have been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.	The use of supply teachers will be kept to a minimum and internal supply cover will always be sought first (use of HLTAS)  <a href="#">5.6 Procedural guidance for Supply Teachers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19.	See Inadequate Personal Protection & PPE section of this risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy agreed prior to school reopening on the wearing of school uniform. Schools are encouraged to return to their school uniform policy. Uniforms can be washed as normal and there is no requirement for them to be washed more frequently than normal.	Parents have been informed that pupils are required to wear uniform each day to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a spike or increase in the number of confirmed COVID-19 cases in an individual setting, advice will be sought from Public Health England regarding the implementation of any specific or targeted actions.	<a href="#">4.8 Procedural Guidance for Pupils or Staff Presenting with COVID 19 Symptoms</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8 Site User Becoming Unwell</b>				



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be advised not to attend school or, if symptoms develop in school, sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>Schools have ensured that up to date contact information for pupils and staff is in place. If a child is under the care of a social worker, school will contact their social worker to inform them.</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a></p> <p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>4.8 Procedural Guidance for Pupils or Staff Presenting with COVID 19 Symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>4.8 Procedural Guidance for Pupils or Staff Presenting with COVID 19 Symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>See Inadequate Personal Protection &amp; PPE section of this risk assessment</p> <p>5.7 Procedural guidance for PPE</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	4.8 Procedural Guidance for Pupils or Staff Presenting with COVID 19 Symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When cleaning the affected area, aprons and disposable gloves are worn. Using disposable cloths, paper roll and/or disposable mop heads, the hard surface (e.g. floor, chairs, door handles and sanitary fittings) is cleaned using warm soapy water. The surface is then disinfected with normal disinfectant used in schools, or a normal household disinfectant, with particular attention paid to frequently touched areas such as bathrooms, grab rails and door handles. If there is a visible contamination of bodily fluids, then the person undertaking the cleaning should consider the need for additional PPE	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> Guidance states; <ul style="list-style-type: none"> <li>• Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine.</li> </ul> <b>or</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>to protect the eyes, mouth and nose. After cleaning is completed, all PPE should be removed properly (see PPE section of this risk assessment), double-bagged, along with the used disposable cloths and mop heads, then stored securely for 72 hours then disposed of in the normal waste (See inadequate cleaning section of this risk assessment). Staff must avoid creating splashes and spray while cleaning. If items cannot be cleaned using detergents or laundered (such as upholstered furniture), then steam cleaning should be used. Any items heavily contaminated with bodily fluids that cannot be cleaned by washing should be disposed of.</p>	<ul style="list-style-type: none"> <li>A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</li> <li><b>or</b></li> <li>If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</li> </ul> <p>4.4 HBC Infection control Cleaning</p>			
<p>Public areas where a symptomatic individual has passed through and spent minimal time (such as corridors), but which are not visibly contaminated with bodily fluids will be cleaned as normal.</p>	<p>4.4 HBC Infection control Cleaning</p>	☒	☐	☐
<b>9 Site User Developing Symptoms</b>				
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</p>	<p>Schools will be provided with a supply of home testing kits in the autumn term to distribute to parents if they think this will significantly increase the likelihood of them getting tested.</p>	☒	☐	☐
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to</p>	<p>4.8 Procedural Guidance for Pupils or Staff Presenting with COVID 19 Symptoms</p>	☒	☐	☐



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.	4.8 Procedural Guidance for Pupils or Staff Presenting with COVID 19 Symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. North	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**


Control Measures	Additional Information	Yes	No	N/A
<p>day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	<p>East Health Protection Agency; Floor Two, Citygate, Gallowgate, Newcastle upon Tyne, NE14WH. Tel: 0300 303 8596 option 1.</p>			
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p>	<p>Close contact means:  <b>Direct close contacts</b> - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).   <b>Proximity contacts</b> – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person.</p>	☒	☐	☐
<p>Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place.</p>		☒	☐	☐
<b>10 Inadequate Handwashing/Personal Hygiene</b>				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p>	<p>All staff have sufficient time to wash their hands regularly, as frequently as pupils.</p>	☒	☐	☐



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>A timetable has been shared with staff to ensure all pupils are given the opportunity to wash their hands regularly at staggered times to avoid pinch points in toilets of cloakrooms.</p> <p>1.4 Class Bubble Timetables September 2020</p>			
<p>Hands are washed with liquid soap &amp; water for a minimum of 20 seconds. Hands must be dried properly to prevent infection and drying out. Hand dryers are disabled and replaced by disposable paper towels which should then be disposed of appropriately – see inadequate cleaning section of this risk assessment.</p>	<p><a href="#">Guidance on hand cleaning</a></p> <p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk. Disposable towels only will be used to dry hands</p> <p>Pupils with skin conditions have had individual Risk Assessments created and consultations have been held with parents to ensure that frequent handwashing can take place.</p> <p>5.8 Pupil Risk Assessment Skin Condition</p>	☒	☐	☐
<p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. Hand sanitiser stations are also in place at the school entrance for people to use when entering and leaving the school building.</p>	<p>An audit has been completed and additional soap dispensers, hand sanitisers and paper towel dispensers have been purchased and fitted throughout the school.</p> <p>Hand sanitiser stations have been placed at the school entrance, EYFS, Dining Hall, KS1 Area and KS2 corridor. All stations are checked daily by Site Supervisor to ensure they are in full working order)</p>	☒	☐	☐

**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>Monitoring arrangements are in place to ensure that supplies of liquid soap, handtowels and sanitiser are maintained throughout the day.</p>	<p>Head teachers to ensure this responsibility is allocated to an appropriate person e.g. caretaker and that this person knows and understands the requirements of this responsibility.</p> <p>4.2 Site supervisor Daily Checks – Start of Day</p> <p>4.3 Site Supervisor Daily Checks – End of Day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b>. In normal circumstances pupils should not be using alcohol-based hand cleansers because of the risk of ingestion.</p>	<p>5.1 Hand Sanitiser COSSH</p> <p>5.2 Hand Sanitiser MSDS</p> <p>Skin friendly skin cleaning wipes can be used as an alternative.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The ‘catch it, bin it, kill it’ approach is very important and is promoted regularly. Pupils are also reminded that if a tissue is not at hand, then they should sneeze or cough into the crook of their arm.</p>	 <p>NHS ‘Catch it, bin it, kill it’ ‘Reminder posters are placed in each classroom area.</p> <p>School have ensured that all classroom areas have enough tissues and bins available to support the pupils to follow this routine.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	As with hand cleaning, school will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.			
Staff/pupils/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.	<p>All staff have sufficient time to wash their hands regularly, as frequently as pupils.</p> <p>A timetable has been shared with staff to ensure all pupils are given the opportunity to wash their hands regularly at staggered times to avoid pinch points in toilets of cloakrooms.</p> <p><a href="#">1.4 Class Bubble Timetables September 2020</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use.	Disposable tissues and lidded pedal bins are in each classroom area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room. See inadequate cleaning section of this risk assessment for rubbish management and disposal.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them.	<p>School SENCo and SLTS have ensured risk assessments for children with SEN are undertaken if necessary.</p> <p>All children with SEN and known risk of them requiring Team Teach has individual Risk Assessments completed</p> <p>e.g. <a href="#">2.1 Year 6 SEMH Individual Pupil Risk Assessment</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<b>11 Inadequate Personal Protection and PPE</b>				
<p>Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.</p>	<p>Government guidance on wearing PPE is understood, communicated to staff and sufficient PPE has been procured.</p> <p>Members of SLT and a First Aider have completed training on the correct use of PPE, Infection control and Hygiene via JD Training solutions and guidance has been issued to staff as and outcome of the training following this guidance, those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</p> <p><a href="#">5.7 Procedural guidance for PPE</a></p> <p><a href="#">5.7a Procedural guidance for First Aid COVID 19</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p><a href="#">safe working in education, childcare and children’s social care</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Staff required to wear PPE have been instructed on how to put it on and how to remove it carefully to reduce contamination. Also, instructions on how to dispose of it safely has been communicated to all staff. See Inadequate Cleaning section of this risk assessment</p> <p>PPE could include the following;</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable aprons</li> <li>• Disposable fluid-resistant face masks</li> <li>• Eye protection</li> </ul>	<p>See Public Health England Guidance for putting on and taking off PPE for non-aerosol generating procedures;</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff are reminded that wearing gloves is not a substitute for thorough handwashing.</p>	<p>1.8 Staff Infection control document</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and staff who use them are required to remove face coverings on arrival at school.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are instructed not to touch the front of their face covering during use or when removing face coverings.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Each classroom area has a lidded pedal bin which masks can be disposed of into. Plastic bags will be provided for those who have reusable masks, so that they can store them safely.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>12 Visitors, Contractors and Spread of Coronavirus</b></p>				



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.	2.9 Procedural Guidance for Visitors to School 5.9 Visitor Booking Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival.	6.0 Induction to Site form for Visitors 2.9 Procedural Guidance for Visitors to School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors.	Including contact information for Track and Trace if needed.  Visitor Booking Forms will be stored in the school office which will be accessible for to HT and DHT for this purpose of Track & Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A review of all external school lettings is conducted to ensure arrangements meet the requirements of 'Protective Measures for Out of School Settings During the Coronavirus Outbreak.' Where these are deemed safe to continue, then a separate risk assessment is in	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
place to cover such activities to ensure school protocols are not compromised.	<a href="#">measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>			
<b>6 Inadequate Ventilation</b>				
Ventilate spaces with outdoor air.	As part of the Site Supervisors daily checks, All high level windows and Toilet windows will be opened to increase ventilation prior to opening to staff and pupils. Staff will ensure that they use low level windows to increase ventilation as needed throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied.	Toilet windows will remain open throughout the day and will be closed at the end of the Site Supervisors shift at 6pm each day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal.	Air Conditioning units will be switched off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Fire doors must not be propped open unless they have a self-closing hold open device fitted  Consideration will be given to which doors are safe to prop open, bearing in mind some children may run out of their classroom and therefore expose themselves to a greater risk. It is recommended that this is risk assessed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7 Fire and Intruder Alarms and Emergencies, Including Lockdown</b>				



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>All staff and pupils to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/pupils). Social distancing and group separation are not required during emergency evacuation. Re-entry into the school building after a fire alarm drill or genuine activation must only be done so when it is safe and must be organised in a socially distant manner to avoid mixing specific groups of pupils and staff.</p>	<p><i>Fire doors must not be held/propped open unless they have a 'hold open' device attached that automatically closes the fire door upon the activation of the fire bell.</i></p> <p><i>All staff are aware of the updated Fire Procedures completed by HT Refer to 4.0 Fire Procedures during COVID 19</i></p> <p><i>First Fire Drill to be completed on Thursday</i>  <i>PEEP Personal Emergency Evacuation Plan Documents will also be amended in line with the social distancing guidance e.g. 6.1 Year 1 PEEP Document</i></p> <p><b><i>Fire drill will take place on Thursday 3rd September 2020 and every term.</i></b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available.</p>	<p>This is part of the Emergency planning protocol in school</p> <p><i>7.0 Brougham Positive behaviour and discipline policy during COVID-19</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If there is a 24-hour monitoring system in place for alarms (fire &amp;/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details.</p>	<p>This is important if usual emergency out of hours contacts are unwell and unable to attend site if necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8 School Activities</b>				
<p>The school behaviour policy is updated and communicated to staff, parents and pupils that explains clear, reasonable and proportionate</p>	<p>The school behaviour policy has been updated in line with COVID 19 restrictions.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
expectations of pupil behaviour. Consequences for poor behaviour including sanctions to be set out at the earliest opportunity.				
Practical lessons can go ahead if equipment can be cleaned thoroughly or left for sufficient time between groups.	Rotation to allow equipment to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.  <a href="#">5.3 Procedural Guidance for sharing equipment between class bubbles</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overnight domestic and foreign educational visits have been suspended until further notice. Non-overnight domestic educational visits can resume from the start of the autumn term. These must be separately risk assessed in the normal way and comply with the system of controls.	Advice to be taken from NYCC educational visits service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An assessment of the school's first aid requirements will be reviewed to ensure adequate provision, including the requirements for paediatric first aid. First aid staff will have appropriate PPE available (suggested disposable gloves and aprons) to reduce the likelihood of cross contamination. First aid materials to be disposed of correctly.	<a href="#">5.7a Procedural guidance for First Aid COVID 19</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash handling should be minimised as far as possible. However, if this is essential and cannot be avoided, the disposable gloves should be worn. Parents are asked to place any money in an envelope (clearly marked) and then hand in to the school. Staff handling cash or envelopes from parents could use disposable gloves for this purpose, however they must be discarded immediately afterwards	School is now a cash free school as Parent Pay is now used by parents and carers.  All staff have been instructed to refuse all offers of cash and direct the parents to the office to get support to use parent Pay effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>and then they must wash their hands for 20 seconds using soap and water (or sanitiser if this is not readily available). When counting money for banking and recording purposes, disposable gloves should be worn and then disposed of correctly after use. Even after using gloves, the user must wash their hands appropriately with soap and water.</p>				
<p>Measures to handle post and parcel deliveries are in place. Staff should consider wearing disposable gloves when handling these items, and then removing and disposing of them immediately afterwards in the correct way. Staff should be careful not to touch any other object or surface while wearing the gloves. Staff should then wash their hands for 20 seconds with soap and water after removing and disposing of their gloves.</p>	<p>Where possible, external items should be delivered to a designated area and left for a period of time before handling (suggested times are cardboard – 24 hours, plastic packaging - 72 hours) as scientific information suggests that coronaviruses can live on these surfaces for these times. The longer they are left, the lower the risk of contamination. Where this is not possible, then handlers are advised to adhere to strict handwashing procedures after handling.</p> <p>A secure parcel box will be available in the first lobby of the main office for daily post and small deliveries to limit the number of people requiring access into the school lobby. Larger deliveries will be placed in the disabled toilet facility in the school lobby and will be goods received safely, with all packaging disposed of as quickly as possible and the staff member dealing with the delivery will wash their hands once complete</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9 Mental Health of Pupils and Staff is Adversely Affected</b>				
<p>There are trained staff available to support pupils with mental health issues</p>	<p>2 Trained Emotional Literacy Support Assistants (ELSA) who will be available to support pupils when required using</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	<a href="https://www.elsa-support.co.uk/about-elsa-support/">https://www.elsa-support.co.uk/about-elsa-support/</a> School is also currently training 2 members of staff on P4C (Philosophy 4 Children which supports resilience, confidence and self-esteem) in order to support pupil's mental health moving forward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellbeing and mental health are discussed in PSHCE lessons for those pupils attending school and also those at home. Appropriate methods are used for younger pupils (e.g. stories and games) to help them talk about their feelings.	As a Mental Health Trailblazing school, wellbeing and mental health are a priority for all staff. All pupils will be completing PSHCE lessons each week in school and activities will be also uploaded onto home learning so that all pupils have access to them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources and websites are identified and available to support pupils' mental health and wellbeing	Resources have been issued by Hartlepool Psychology Team to help staff and parents/carers support pupils' mental health and wellbeing  <a href="#">6.2 Helping your anxious child</a> <a href="#">6.3 Social Distancing in school</a> <a href="#">6.4 Returning to School</a> <a href="#">6.5 Supporting Children's Wellbeing Tips for Families</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has access to trained staff who can deliver bereavement counselling and support. Support is available from other external organisations if necessary.	School have 2 members of staff who can deliver bereavement counselling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line managers are proactive in discussing wellbeing with staff that they manage, including their workload. Staff are encouraged to be	All members of staff have regular contact with Team Leaders, HT and DHT to discuss well-being and workload. All staff will be given the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>aware of their mental health and wellbeing and to raise any concerns with their line manager.</p>	<p>necessary management support to function as effectively as possible during this time.</p> <p>All staff receive a weekly newsletter produced by the Wellbeing Team with activities and links to support their Mental Health and Wellbeing.</p> <p><b>6.6 Brougham Weekly Newsletter Update</b></p> <p>2 Trained Mental Health First Aiders are available to support staff.</p>			
<p>Staff are signposted to useful websites and resources.</p>	<p>As part of the Mental Health Trailblazer, school has a Wellbeing team and Wellbeing coordinator for staff and pupils. School also works closely with Alliance Psychology Team who provide a variety of resources on their website to support staff, pupils and Parents/Carers</p> <p><a href="https://www.alliancepsychology.com/">https://www.alliancepsychology.com/</a></p>	☒	☐	☐
<p>Telephone counselling service is available to all staff and/or a confidential referral to the Trust's counselling provider.</p>	<p>Information available from Trust HR Manager.</p>	☒	☐	☐
<p>Staff working from home have regular catch ups with their line manager. They are encouraged to speak regularly to colleagues and to take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary.</p>	<p>All members of staff are in regular contact with Team Leaders and SLT. Every member of staff receives a 'Wellbeing' phone call once a fortnight to ensure they have an opportunity to speak to someone about any concerns or queries. This phone call is also used to talk in general to provide company especially for those members of staff living alone.</p>	☒	☐	☐





**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
Mental Health and Wellbeing Policy for staff is in place which has been agreed by Trade Unions.	6.7 Brougham Primary School Staff Wellbeing Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trust HR Manager is in post to support Headteachers and Line Managers to help effectively manage mental health and wellbeing issues.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10 Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.</b>				
The CEO of Ad Astra maintains regular contact with Trustees and Headteachers (communication with the Chair of Trustees takes place daily during COVID-19 crisis). Reports are prepared by the CEO and the wider central Trust team to ensure Trustees are well-informed about current issues across all schools. The Trustees also meet virtually on a regular basis. Decision making is facilitated by this forum or via email correspondence.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual Trustee meetings have structured agendas and are minuted to ensure an accurate record of discussions and actions is maintained and to demonstrate that the Trust officers and Headteachers are being held to account for statutory responsibilities.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Governing Body meetings will resume in the autumn term and will take place virtually until further notice. This will be revised in light of further government and only when information that dictates face to face meetings are safe to take place.	Virtual meetings are held regularly with the Chair of Governors. Governing bodies are involved in key decisions on reopening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<b>11 Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.</b>				
<p>Parents are encouraged to support a full time return to school for their children. Where anxieties exist, school will liaise with parents to help them understand the risk mitigation strategies in place.</p>	<p>All teachers have made telephone calls to all pupils regularly. During these calls the mental health and well-being of the child(ren) is also discussed, as is whether parents require any support with this. Where support is required, staff email well-being resources to the parent to use with their child. Staff also share this information with the well-being lead who contacts Alliance to ask if they would be prepared to complete a telephone consultation with parents. Where Alliance become involved, staff then complete the initial consent and information document with parents via telephone call and share that with the Well-being Lead to forward onto Alliance. In cases where families require further support, staff offer twice weekly phone calls to speak with both the parent and the child in greater depth and offer any further support.</p> <p>SIO will complete First Day responses and record information so that ant issues linked to refusers and will liaise with parents/carers to support the pupil's return to school. HT and DHT to be informed of identified pupils.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>An ambitious and broad curriculum in all subjects will be taught from the beginning of the autumn term but existing flexibilities will be used to create time to cover the most important missed content. Priority will be given to the most important components for progression.</p>	<p>Teaching time will be prioritised to address significant gaps in pupils' knowledge and the school's normal curriculum will be in place no later than the summer term 2021.</p> <p>Refer to <a href="#">6.8 Brougham Curriculum Rescue Document</a></p> <p>English and Maths policies have been reviewed in line with curriculum adjustments required due to COVID -19 .</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>Remote learning plans are reviewed and consideration given to how school can continue to improve the quality of their existing offer and to ensure capacity is in place to offer immediate remote education in the case of a local lockdown or if a child/group needs to self-isolate.</p>	<p>A strong contingency plan for remote education provision is expected to be in place by the end of September 2020. Consideration given to EEF review on home learning framework which incorporates activate (link to prior learning), explain, practice and reflection opportunities.</p> <p>If a class, group or small number of pupils, along with the class teacher, need to self-isolate, within 48 hours, the teacher will have prepared remote learning for children to access at home. For example, if a class/group and their teacher are sent home on Monday, the remote learning will be expected to be available by Thursday for the children to access at home. For the two days between, the children will be directed to other online learning such as White Rose Maths Hub, Times Table Rockstars, Oxford Owl etc. This is also the case if there is a 2 week local lockdown.</p> <p>In the case of a local long-term lockdown, teachers are clear that they will need to produce to the same kind of home learning the produced during the first full lockdown.</p> <p>The school website and Class Dojo will be used as the platform for delivering home learning and in school learning.</p> <p>Teachers will plan daily learning opportunities in phonics/spellings, literacy, maths, topic and PSHCE.</p> <p>Early Years will upload daily learning including opportunities for talk, movement, story singing, a daily rhyme, a daily mark making activity</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	<p>and a daily maths activity. Parent support PowerPoints have also been created and uploaded for the activities, including actions for songs and finger rhymes for both Nursery and Preschool.</p> <p>EY Lead regularly monitors the home learning opportunities for Early Years and ensures daily expectations across early years is consistent.</p> <p>The subject leads for maths and English oversee the home learning opportunities to ensure they are meeting the school expectations before being uploaded.</p> <p>Parents/pupils will be asked to share examples and outcomes of their child’s home learning via ClassDojo; this will ensure that class teachers can monitor children’s work remotely. Any work uploaded by parents/children via ClassDojo will be commented upon by the class teacher with appropriate feedback via the app.</p>			
<p>Trust hub meetings for identified groups of staff are continuing and are facilitated virtually by the Trust Head of School Improvement and Deputy Lead for School Improvement. These meetings explore CPD opportunities including those for staff in the context of COVID-19, to help staff in supporting their pupils in academic and pastoral development.</p>	<p>HT and DHT liaise regularly with Trust Head of School Improvement and Deputy Lead for School Improvement to ensure staff attend Trust hub meetings to support pupil’s academic and pastoral development.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
<p>The curriculum is reviewed, and educational provision incorporates a focused diet on quality first teaching and strong pastoral and wellbeing support.</p>	<p>In addition to quality first teaching of subjects, teachers will focus on delivering a 'Recovery Curriculum' The concept is based upon 5 losses that children are said to have experienced throughout this lockdown, these are loss of relationships, structure, friendship, opportunity and freedom. It is said that these losses can generate anxiety, bereavement, trauma and attachment. These 5 losses were then linked to 5 levers (Relationships, community, metacognition, transparent curriculum &amp; space) which teachers will plan lessons around to support pupils. Refer to <a href="#">6.9 Recovery Curriculum Information</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils with SEND will be supported with specific help and preparation for the changes in routines.</p>	<p>SENCO's and teachers to determine how individual needs can be met.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should continue to provide interventions as usual. School will ensure that guidance around physical distancing and hygiene are explained to visitors on or before arrival.</p>	<p>See 'Visitors, Contractors and Spread of Coronavirus' section of this risk assessment.</p> <p>Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators have planned to meet these needs, for example using social stories.</p> <p>School will ensure that appropriate support is made available for pupils with SEND, for example by enabling specialist staff from both within and outside the school to work with pupils. To ensure this is completed safely, clear information and guidance will be given to</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures	Additional Information	Yes	No	N/A
	visitor such as Educational Psychologists and Speech and Language Therapists prior to their arrival to school.  2.2 Procedural guidance for visitors to school to work directly with pupils			
Schools will work collaboratively through the system of controls with other settings where children that are dual registered, to address any risks and allow both settings to jointly deliver a broad and balanced curriculum for the child.	No pupils are currently dual registered with other settings.	☒	☐	☐
<b>12 Violence and Aggression Towards Staff</b>				
Trust Nuisance and Disturbance policy is in place which provides details of procedures to follow when a member of staff experiences violence and/or aggression from parents or other members of the public.		☒	☐	☐
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?	<b>Yes</b> ☒		<b>No</b> ☐	
What is the level of risk for this activity/situation with existing control measures	<b>High</b>		<b>Medium</b>	<b>Low</b>





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Control Measures	Additional Information	Yes	No	N/A			
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>			
Have you identified any further control measures needed to control the risk and recorded them in the action plan?		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
<b>Action Plan</b> (insert additional rows if required)		<b>To be actioned by</b>					
<i>Further control measures to reduce risks so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>					
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment.		High <input type="checkbox"/>		Medium <input checked="" type="checkbox"/>		Low <input checked="" type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>			No <input type="checkbox"/>		



**Brougham Primary School Risk Assessment for the Full Opening of Schools from September 2020 – COVID-19**

Control Measures		Additional Information		Yes	No	N/A
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
If no, has this been escalated to senior leadership team/CEO?		Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Assessor(s): Position(s):	Sarah Greenan & Julie Thomas Head Teacher Designate/Head Teacher	Signature(s):  				
Date:	14.07.2020	Review Date:	September 2020			
Risk Rating	Low	Action Monitor control measures				
High	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)					
Medium	Review/add controls (as far as reasonably practicable) & monitor					
Low	Monitor control measures					