

## BERKHAMPSTEAD SCHOOL

### RISK ASSESSMENT FORM

Title: Novel Coronavirus (COVID-19)		Name: B EDWARDS		Reviewed & Updated by: Health, Safety & Maintenance Committee			
		Date: 12/08/2020		Date: 01/10/2020			
<b>ACTION/ACTIVITY TO BE ASSESSED:</b>							
<b>Step 1</b>		<b>Step 2</b>		<b>Step 3</b>			
LOOK FOR HAZARDS		DECIDE WHO MIGHT BE HARMED AND HOW		EVALUATE THE RISK AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR SHOULD MORE BE DONE			
<b>Step 4</b>							
<b>RECORD YOUR FINDINGS</b>							
Serial	Potential Hazard	No at Risk	Existing Controls	Likelihood x Severity = Risk			Remarks/Further Control Measures
				Ratings 1-5 (1 being low)			
				Likelihood of Harm occurring Rating	Severity Rating	Risk Rating	
1	Passing the Coronavirus from an affected individual to other children/staff.	ALL	All Staff and children to hand-sanitize their hands upon arrival at School/Day Nursery.	1	5	5	The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low. <sup>1</sup>
2	Passing the Coronavirus from an affected individual to other children/staff.	ALL	Hand wash anti-viral gel stations are sited at strategic points around the School and Nursery. Children must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	1	5	5	
3	Passing the Coronavirus from an affected individual to other children/staff.	ALL	Children in School will be isolated in year groups meaning that there will be 8 'bubbles' in the School. Children at the Nursery will be isolated in their rooms.  There will be no social distancing within each bubble but groups will socially distance with other groups throughout the day.  Where possible, all windows should be open to enable maximum ventilation.  Staff should ensure that they remain at least 2 metres from other adults when moving between bubbles.	1	5	5	
4	Passing the Coronavirus from an affected individual to other children/staff.	ALL	To help bubbles enforce social distancing, timetables have been modified to stagger break times and lunch. Arrival and departure timings have also been adjusted to ensure groups arrive and depart as a single unit. Only one parent should accompany their child(ren). Parents entering school or nursery buildings must wear a face covering.	1	5	5	
5	Passing the Coronavirus from an affected individual to other children/staff.	ALL	Classrooms have been adapted so that all children are side by side and face forwards rather than face to face or side on.  A cleaning kit, tissues and bins are available in all classrooms. Teachers monitor children to enforce the infection control culture of 'catch it, bin it, kill it'.  Appropriate posters have been put up at strategic places around the School and Nursery.	1	5	5	

<sup>1</sup> Guidance for full opening: schools, Department for Education

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6	Passing the Coronavirus from an affected individual to other children/staff.	ALL	Staff will remind children on a daily basis of the Social Distancing policy in place and the continual requirement to wash hands. Children are encouraged not to touch their faces with their hands.	1	5	5	
7	Passing the Coronavirus from an affected individual to other children/staff.	ALL	The cleaning plan comprises disinfecting all hard surfaces every day after the School and Day Nursery have closed. An additional clean will take place after drop-off and during lunch-time. Catering staff will clean all hard surfaces in the Dining Room following each sitting.  All playground equipment will be cleaned on a daily basis. Teaching staff must clean any specific equipment before use including iPads.	1	5	5	
8	Passing the Coronavirus from an affected visitor or parent to other children/staff.	ALL	Only visitors/contractors attending the School for urgent matters will be permitted to enter the School buildings and will be escorted. Visitors/contractors should be aware of the requirement to wear PPE. The School will issue PPE (mask, gloves and apron) to visitors/contractors if they have not been issued any by their employer.  A system for dropping off children and collecting them is in place to ensure that parents follow the social distance guidelines to remain more than 2m apart. Staff must be prepared to remind parents to observe social distance guidelines.  All parents/visitors entering school/nursery buildings must wear a face covering.	1	5	5	
9	Passing the Coronavirus from an affected visitor or parent to other children/staff.	ALL	Bubbles will be kept 2m apart by following the staggered timetable in School and the designated rooms at the Nursery. Assemblies will be delivered through Microsoft Teams.  All children in School will be taught in their form classrooms where possible minimising travel around the School and exposure risk to other bubbles.  The use of staff rooms should be minimised although staff must still have a break during the day.  Nursery staff will wear visors during drop-off and pick-up handovers of children.	1	5	5	

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10	A child shows COVID-19 symptoms during the day who might pass the virus to others	ALL	<p>Any child with COVID-19 symptoms will isolate in the designated COVID-19 sickness isolation facility. Windows should be opened. There are COVID-19 designated WC facilities nearby and a dedicated entry/egress access way.</p> <p>The member of staff looking after a pupil with COVID-19 symptoms will wear PPE (mask, eye protection, gloves and an apron) whilst supervising the child until the parent comes to collect. Parents have been advised on the importance of collecting their child immediately following notification of a suspect COVID-19 case.</p> <p>Staff have been made aware of the procedure and also the symptoms.</p> <p>The SMT member will assess the risk and consider whether a COVID-19 test kit should be issued. Parents will be advised to arrange a test and to isolate until the results of the test are known. Parents will be asked to follow any subsequent guidance associated with the Test and Trace Program.</p> <p>Any members of staff who have helped someone with symptoms and any children 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 (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>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. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	1	5	5	
11	Passing the Coronavirus from an affected visitor or parent to other children/staff.	ALL	Should children arrive at the School/Day Nursery wearing a temporary face mask, they will be asked to remove it and place it in the bin. Reusable face coverings will be given to the parent accompanying their child.	1	5	5	
12	Passing the Coronavirus from an affected visitor or parent to other children/staff.	ALL	SEND children and children on health care plans will have a risk assessment written up specific to their needs.	1	5	5	
13	Passing the Coronavirus from an affected visitor or parent to other children/staff.	ALL	<p>Test and Trace practices must be observed. The SMT will be aware of how tests can be arranged and will decide on how tests issued to schools will be issued to parents. Anyone who has been in close contact with someone who tests positive or anyone in their household that develops COVID-19 symptoms must self-isolate.</p> <p>Close contact means contact with anyone within 1 metre for any length of time or contact between 1 and 2 metres with someone for more than 15 minutes or travelling in a small vehicle like a car.</p> <p>The DfE helpline (0800 046 8687) must be contacted in the event of a positive case at the School/Nursery. DfE will refer to the local health protection team.</p>	1	5	5	

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14	Passing the Coronavirus from an affected visitor or parent to other children/staff.	ALL	The School bus service will continue to operate. Children will be spaced out as much as possible. Driving staff may wear a mask if this will help to manage staff anxiety. Children will be escorted to the appropriate building upon arrival at the School. Children do not need to wear face masks on School transport.	1	5	5	
15	Vulnerable staff could become infected and deteriorate rapidly following infection	~6	Staff categorized by the Government as clinically extremely vulnerable will be asked to return to work from September 2020 and follow the procedures introduced in accordance with this risk assessment.  Staff categorized as clinically vulnerable will be asked to come into work but must socially distance with other staff and children.  Pregnant staff will be risk assessed; the aim will be for them to work from home where possible.	1	3	3	
16	Staff could be unaware of colleagues who are categorized as 'clinically vulnerable'.	~6	All staff must treat colleagues with respect and must therefore make an effort to socially distance and follow the 2m rule.	1	3	3	
17	Parents unsure of what action to take in the event of experiencing virus-like symptoms.	ALL	Ask parents to contact their GP/seek NHS assistance (NHS-111) if they experience any of the associated symptoms and remind them that their child cannot attend school/nursery.  Support parents requested by NHS/GP to self-isolate.	1	5	5	
18	Parents and staff not understanding Government guidelines causing confusion and poor practice.	ALL	Reiterate Government messages by regularly communicating with staff and parents.	1	5	5	

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19	Poor hygiene enable the virus to spread.	ALL	<p>Ensure that plenty of soap is provided and that sanitiser gel is provided in locations where food is served/consumed.</p> <p>Ensure that posters are displayed around the School/Day Nursery at key points.</p> <p>Ensure that visitors sanitize their hands when booking in. Visitor details must be recorded to assist with Test and Trace.</p> <p>Encourage staff to wash hands regularly to instil a healthy culture of good hygiene.</p> <p>All school/nursery staff may wear protective gloves during the serving of food. P&amp;H to maintain a vigorous approach to the washing of hands throughout the food service.</p> <p>All cleaning staff to adhere to Government guidelines on cleaning in non-healthcare settings.</p> <p>A more vigorous cleaning regime has been introduced with additional staff to sanitise hard surfaces after drop-off, during break and lunch times.</p> <p>A member of the Maintenance team will provide assistance at the Day Nursery to help with drop-off.</p>	1	5	5	
20	Protecting the vulnerable	~6	<p>From 18/03/2020, all staff over 70 will be working remotely.</p> <p>From 23/03/2020, all pregnant staff will be working remotely where possible. If this is not possible, an individual risk assessment will be necessary.</p>	1	5	5	
21	Enabling the virus to spread through clothing.	ALL	It is no longer necessary to clean uniforms or work clothes immediately after the school day but children and staff should remove uniform and work clothes as soon as practicable after arriving home. Clothing can be cleaned as per pre-COVID-19 arrangements. Staff are encouraged to resume wearing suits, shirts and ties.				
22	Enabling the virus to spread and being unable to manage the number of individuals exposed to a potential carrier.	ALL	After-school provision (after school club and tea-time club) will resume from Monday 7 <sup>th</sup> September 2020. It is accepted that children from different bubbles will be present so extra care will be required. Prep children will isolate from pre-prep and staff must take as much care as possible to ensure children remain in their bubbles. Staff overseeing the after-school provision should exercise caution because of the mixing; windows and openings should be configured to enable maximum ventilation and the use of outside spaces should be used where possible. Bubbles will be kept to small and consistent groups where possible.	1	5	5	
23	Enabling the virus to spread through the playing of musical instruments.	ALL	Children will be able to sing throughout music sessions, peripatetic teachers will be able to deliver one-on-one lessons but music pod 2 will be out of use. Instruments in classes will be restricted to percussion only.	1	5	5	

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24	Enabling the virus to spread during PE activities.	ALL	All PE lessons will be taken outside regardless of the weather. In inclement weather, the Andrews gym can be used (with the doors fully open). There will be no swimming lessons in the Autumn term. Girls will play hockey and netball, boys will play rugby at Newlands (with a bespoke risk assessment in place) and football.	1	5	5	
25	The mental health effects that the lockdown period may have had on children.	ALL	Staff must be emotionally available to children and will have undertaken to identify some of the symptoms associated with the lockdown that might indicate mental health challenges. Staff must continue to report any necessary safeguarding concerns on CPOMS or Nursery staff meetings.	1	5	5	
26	Enabling the virus to spread during trips/visits.	ALL	Trips will continue with risk assessments in place although there will be no overnight stays.	1	5	5	
27	Enabling the virus to spread between staff.	ALL	Face coverings may be worn by staff when social distancing is not possible. For example, in staff rooms.	1	5	5	
28	Children bringing in books and school materials	ALL	Children will continue to complete homework through the Teams platform. Maths, English and Science will be the first subjects to have homework delivered in this way with other subjects following. Online resources will be provided to help with reading and reducing the requirement for children to move multiple books in and out of school.	1	5	5	
29	Parents travelling into school for parent evenings	ALL	Parent evenings will be conducted online (either through Teams or through another suitable platform).	1	5	5	
30	External providers providing extracurricular activities such as sport and language teaching.	ALL	After school activities (super strikers, ballet, hockey) will be delivered by external providers who will need to have read a copy of this risk assessment and must have a risk assessment in place for their respective activity.	1	5	5	
31	Enabling the virus to spread between children and staff during a fire drill.	ALL	All fire drills will observe social distancing practices; the aim of the fire drill will be to familiarise children of the designated exit and muster point. It is accepted that it may take a little longer to coordinate the evacuation drill in a controlled way to observe social distance guidelines and that in a 'real' fire, social distancing rules would not need to be observed as the risk to life from fire becomes the greater risk.	1	5	5	