


Broom Leys Primary School – COVID-19 Risk Assessment – Autumn Term 2021.

Activity being assessed:	Full opening of the school	Location(s) affected:	Whole site	
Person(s) completing assessment:	Robert Prior	Date original assessment completed:	Partial re-opening RA completed June 20	
Date of review:	21.08.20 27.10.20 26.02.21 23.08.21	Review completed by:	Robert Prior Robert Prior Robert Prior Robert Prior	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.


[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Transmission of COVID 19 on school site.</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>For staff, pupils, or visitors who have tested positive for COVID-19 via an LFD test a confirmatory PCR is required within 2 days. Where the PCR is positive persons are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms.</i>	<i>Should a staff member become symptomatic whilst at school they will be required to leave site immediately. If they need collecting, they will sit in the meeting room, isolated.</i>		

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		<p><i>If a staff member or pupil has a positive COVID-19 test (PCR), NHS test and trace will work with the positive case to identify close contacts.</i></p> <p><i>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test (PCR) immediately.</i></p> <p><i>If an individual has symptoms, undertakes a COVID-19 test and this is negative they can return to school as long as the individual does not have COVID 19 symptoms.</i></p> <p><u>Government self-isolation guidance</u></p>	<p><i>Should a pupil become symptomatic whilst at school they will be isolated in the meeting room and, if required, supervised by a staff member who will be based outside the room at the foot of the stairs for the duration of the supervision. Appropriate PPE should also be used if close contact is necessary (Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron. When finished these will be removed and disposed of (see contaminated waste) and staff member will wash hands).</i></p> <p><i>Parent/carer will be contacted and required to collect pupil asap.</i></p> <p><i>Information regarding how to obtain a COVID-19 test is available for parents on the school website.</i></p>	<p>RP 23.08.21</p>	<p>✓</p>
<p><i>Vulnerable staff or pupils contracting</i></p>	<p>Staff deemed</p>	<p><i>Staff and pupil survey undertaken to determine individuals that are clinically</i></p>	<p><i>Consider new staff and pupils for Autumn 21 intake.</i></p>	<p>RP / LH 31.08.21</p>	

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<i>COVID-19 from being in school</i>	vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19	<i>extremely vulnerable (CEV). Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school.</i>	<i>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</i>	<i>RP 31.08.21</i>	
<i>Ineffective personal hygiene measures</i>	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<i>Frequent and thorough hand cleaning is now regular practice. Hands are washed at all transition times as well as after using the toilet. Staff and pupils encouraged to follow the Catch it, Bin it, kill it approach. Posters are displayed by sinks to show how to effectively wash hands. Where pupils use hand sanitiser this is done under adult supervision.</i>	<i>NHS video 'How to wash your hands' shared with children in school and with parents via school website. <u>NHS video</u></i>	<i>All staff 31.08.21 RP 31.08.21</i>	✓
<i>Possible contamination in school environment.</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>Hand sanitiser to be available at reception for visitors to use on arrival before signing in. Ventilation is to be maintained either by mechanical ventilation (such as in the computer suites) adjusted to increase the</i>			

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		<p><i>ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</i></p> <p><i>Internal and external doors can be kept open to assist as this will increased ventilation. Maintain an appropriate cleaning schedule, including employment of additional daytime cleaner. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces, with a clearly defined cleaning route. Cleaning regimes are clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</i></p>	<p><i>When fire doors are to propped open, this will only be done when the room is occupied and the class teacher will be responsible for closing them when leaving the area.</i></p>	<p><i>All staff 31.08.21</i></p>	<p>✓</p>
<p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p>	<p><i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i></p>	<p><i>Disposable gloves, aprons, goggles/visors, and masks are available for use as required, available in the school office.</i></p>	<p><i>Ensure sufficient stock available.</i></p>	<p><i>AR 31.08.21</i></p>	
<p><i>Ineffective management of potentially contaminated</i></p>	<p><i>Pupils, staff, visitors, and the public becoming infected with</i></p>	<p><i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be</i></p>			

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waste	COVID-19	double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.			
Use of third-party facilities	Pupils, staff, visitors, and the public becoming infected with COVID-19	Overseas visits will not take place. Day visits and residential visits within the UK can resume, with appropriate risk assessments.			
Signature of Senior Leadership Team: 			Date: 23.08.21		
Date review required:		Date review required:	Date review required:		Date review required:

Consultation method	Who has risk assessment been consulted with:	Dates of consultation process:	Issues identified and any action required:	Action to be completed by:	Action completed date:
Email	H&S Advisor	26.08.21			
GovernorHub	Trust				
Email	Local Governing Body (H&S rep)	26.08.21			
Website	Parents / Community	26.08.21			
Email to all staff, including local union reps	Staff Trade Union (NEU)	26.08.21			

<i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting Person communicating – recommend HT/SLT or Line Manager</i>	<i>Communicated to: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i>	<i>Date communicated:</i>