



Brunton First School Re-opening of school during COVID-19 Pandemic Tier 4, January 2021

Hazard		People at Risk		Location
Contracting COVID-19		Children and school staff		School premises
Risk Evaluation of visitors on premises				
Hazards Identified	Risks	Rating	Preventative and protective measures to reduce risk to an acceptable level	Monitored by and frequency
Arriving/ leaving school premises	<ol style="list-style-type: none"> 1. Touching contaminated surfaces 2. Airborne contamination 3. Contamination through person to person contact 	M	<ol style="list-style-type: none"> 1. All visitors that enter the school building should wear a face covering, this includes parents who are meeting with staff. 2. All visitors to the school are kept to essential. Visitors should be kept in the reception area if they need to see GM or RP. They should be asked to clean their hands with sanitiser if they need to continue their access into school, Richard will ensure their access is minimised. See Richard for health and safety risk assessment for emergency maintenance. 3. Signage to be placed on doors to inform visitors of procedure for entering the building. (This will inform visitors that they should wear a mask, doors will be opened for them and wait to be attended to.) 4. Staff greeting visitors ensure they follow guidance on airborne contamination by maintaining social distancing, hand washing and the use and disposal of tissues when coughing or sneezing. 5. Office staff will sign any visitors in (visitors do not touch the sign in sheet). 6. Deliveries will be left in the Reception area and will not be signed for. (Kitchen deliveries always arrive at the kitchen). Staff will use gloves to handle deliveries and dispose of packaging and gloves safely. Hands should always be washed after handling any delivery / package coming into school. 7. Staff and visitors to maintain 2m social distancing as advised by the government when on school property. 	SLT, office staff and Richard – daily
Cross contamination from items brought into school	<ol style="list-style-type: none"> 4. Touching contaminated surfaces 	M	<ol style="list-style-type: none"> 4. Visitors should limit the items they bring into school to essentials. Their belongings should be kept with them at all times and taken away at the end of their visit. Any surfaces they have used must be cleaned in line with the cleaning procedures. 	SLT, office staff and Richard – ongoing
ALL STAFF TO READ AND DISCUSS THIS RISK ASSESSMENT PRIOR TO SCHOOL REOPENING TO CHILDREN				
Completed by Senior Leadership Team Date: 1 st January 2021				
Review date: 7 th January 2021 or sooner should there be a change in circumstances				