



Brunton First School Re-opening of school during COVID-19 Pandemic Tier 4 – Reception children and staff, January 2021

Hazard		People at Risk		Location
Contracting COVID-19		Children, school staff, parents, visitors to school		School premises
Risk Evaluation of classroom / cloakroom / toilets / outdoor areas contamination				
Hazards Identified	Risks	Rating	Preventative and protective measures to reduce risk to an acceptable level	Monitored by and frequency
Arriving/ leaving school premises	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	M	<ol style="list-style-type: none"> 1. Children have an allotted time for arrival to their classroom door. There is a one-way system in place, all children to arrive by the main gate with their parent / carer. Afternoon finish time, enter premises via car park gate and leave via main gate. Siblings arrive at the same time as the earliest designated drop off leaving each child at their classroom on their way around the building. 2. Adults and children should wash their hands on arrival and before leaving the classroom and premises. 3. Parents and children should adhere to 2m social distancing as advised by the government when on school property, stopping on the school premises is not permitted. All classroom doors will be open. (See safeguarding RA to ensure children do not go missing). 4. Only one parent/carer is permitted to drop off and pick up their child 	SLT – daily Classroom staff - daily
Cross contamination in the classroom	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	H	<ol style="list-style-type: none"> 5. Guidance states that children under 5 do not have to adhere to social distancing. 6. Each classroom has a set of cleaning equipment and products to be replenished as needed. Stock will be monitored. All classrooms to be cleaned each morning, work surfaces to be wiped using spray at playtime, lunchtime and any change of activity. Adults using the cleaning products should wear gloves. 7. Each classroom has hand sanitiser although hand washing should be the preferred method of hand cleansing. Handwashing is continued throughout the day. Visits to the toilet are minimised and groups will be sent to the toilet at intervals during the day to avoid congestion / to maintain social distancing. Classroom staff to model, teach and monitor good hand hygiene. 8. Teaching staff have their own laptop to use in the classroom, they are not to be shared. 9. Children will be permitted to share resources and equipment within their bubble. Continuous provision can be used and should be carefully planned to meet the needs and ages of the children. Resources and provision should be sprayed at the end of the day with the appropriate supplied cleaner. Use of shared resources and specialist equipment will be planned in advanced and must be cleaned before and after use if needed by multiple groups. If equipment is needed by another bubble then the equipment should be cleaned and left for 72 hours. 10. Reading books and shared books should be cleaned before placing back into circulation. 11. All marking of children's books should be done on the premises, staff should not take 	Cleaning staff to monitor and replenish stock Classroom staff to monitor good hand and respiratory hygiene and the hygiene of working areas throughout the day. Classroom staff to monitor social distancing whenever possible

			<p>books home. Staff should clean their hands before and after marking.</p> <p>12. The use of soft furnishings can be used in the classroom but should be kept to a minimum, carpeted areas can be used. It would be advisable to restrict the amount of soft furnishings in reading areas, these should be cleaned regularly. Children are not permitted to bring in toys, comforters or items from home. If a child is sick or has an accident on the carpet it must not be disturbed. It is advisable to add the provided powder on top of any vomiting but the carpet must be left for cleaning after the children and adults have left.</p> <p>13. Each classroom has tissues to be used if coughing or sneezing occurs, these should be binned and hands washed. A lidded bin is provided in each classroom. Classroom staff to model, teach and monitor good respiratory hygiene. All classrooms must be ventilated by open windows and doors.</p> <p>14. Social distancing will be maintained in the classroom as advised by the DfE. Each child and adult have their own equipment, designated table and chair which will remain in place during the Pandemic. Children will only move around the classroom when they arrive for the day, to go for break or to go to the toilet. Opportunities to take movement breaks will occur at the table at intervals as deemed appropriate by the class teacher. All tables should be set so that children are ideally facing forwards or with at least 1m distance between them.</p> <p>15. Singing and playing wind instruments is not recommended at the moment.</p>	
Cross contamination in the cloakroom	<p>Touching contaminated surfaces</p> <p>Airborne contamination</p> <p>Contamination through person to person contact</p>	M	<p>16. Cloakroom pegs will be used, only for coats and a change of clothing for Reception.</p> <p>17. The number of children and adults in this space is reduced by staggered times in and out of the space. Access to the toilets from the cloakroom is minimal, the area is only used as a thoroughfare. Groups are staggered in their access and individual need is considered (individual children with medical or SEMH need).</p> <p>18. Children and adults will maintain social distancing as far as possible in this space and vacate as quickly as possible. Children will not be permitted to socialise in this area.</p>	<p>SLT - daily</p> <p>Classroom staff</p>
Cross contamination in the toilets	<p>Touching contaminated surfaces</p> <p>Airborne contamination</p> <p>Contamination through person to person contact</p>	H	<p>19. Toilets are cleaned at the beginning of each day. Children must wash their hands after using the toilet. They will not use hand-dryers, paper towels are provided. Classroom doors are wedged open to avoid needless touching of surfaces and door handles.</p> <p>20. Groups have staggered times to access the toilet before and after breaks.</p>	<p>SLT - daily</p> <p>Cleaning staff daily</p> <p>Classroom staff</p>
Cross contamination during break and lunchtime	<p>Touching contaminated surfaces</p> <p>Airborne contamination</p> <p>Contamination through person to person contact</p>	H	<p>21. Each group has a designated area in which to have breaks, these are staggered and timetabled (see timetable). Play equipment will be designated and must be cleaned after use.</p> <p>22. Different key stages will not mix. If they sneeze or cough they should use tissues provided and immediately wash hands</p> <p>23. Each TA will have a first aid bum bag to take outside with them. Adults should take a considered approach to the need for first aid. If a serious accident occurs, the child should be attended to immediately by the adult on duty with that class. There will</p>	<p>SLT – daily</p> <p>Classroom staff – continuous</p> <p>SLT – daily</p>

			<p>be an urgent help needed card in the bum bag, the adult should send a child straight to the staff room to get help. This will be taught to the children directly on the first day. Children will not be left unattended at any time.</p> <p>24. All staff on duty will ensure they monitor play and model good play, ADULTS ON DUTY MUST NOT TURN THEIR BACKS TO THE CHILDREN. Staff should ensure their focus is on the children and not chatting with other adults.</p> <p>25. All children are taught about the importance of social distancing and taught to play games in which this can be maintained.</p>	First Aid staff
Cross contamination from items brought into school	Touching contaminated surfaces	H	<p>26. Children are only permitted to bring their water bottle and reading folder in from home, this can be refilled using the water coolers. It is preferable to have a school lunch but children are permitted to have a packed lunch. Food hygiene procedures will continue to be met, children with a packed lunch will take their rubbish home.</p> <p>27. P.E. lessons will be timetabled for each group and are only permitted outside in their allotted zone.</p>	SLT – ongoing School Cook – daily Year 4 lead - ongoing
The administering of medicines	1. Person to person contamination	M	28. Medicines will only be administered following the school’s Medicines in School Policy procedure. Medicines will be administered by the group TA to those children that need them and both the adult and the child will ensure they thoroughly wash their hands. Any equipment needed will be sterilised following the correct procedure as set out by medical staff.	SLT Medicines in school lead – SENCO - ongoing
The need for intimate care	2. Person to person contamination	M	<p>29. Any child needing intimate care as part of their daily routine must have a plan that is agreed with parents (See DH for arrangements). This will only require the use of PPE if previously planned.</p> <p>30. Any child having a toilet accident will be supported by a member of staff from their group. They will be given the same dignity as at any other time. There will be gloves available for members of staff and plastic bags to put wet or soiled clothing in. This will need to be stored in the cloakroom until the child goes home.</p> <p>31. Children should come into school wearing day long sun protection, staff will not apply sun protection and this item is not to be brought into school.</p>	SLT ongoing Classroom staff ongoing
Fire	3. Trapped during a fire	L	<p>32. During the first day staff will talk the children through the evacuation procedure if a fire should occur. They will practise this procedure and a fire drill will take place during that week.</p> <p>33. Staff in each of the groups will know where to gather during a fire (their group zones – Yard 1, Yard 2, MUGA and Front Yard). All classrooms have access to the outside via the classroom fire door. Should the fire occur next to the fire door each classroom can escape via the internal classroom door. All usual fire procedures will take place.</p>	SLT – day one, review and adjust if necessary during week one Classroom staff day one and continuous
A child or adult becomes ill during the school day	Touching contaminated surfaces Airborne contamination Contamination through person to person contact	H	34. Should a child become ill during the school day they will be isolated in the medical room, a member of staff will care for them at a distance of 2m and if physical contact is required gloves will be worn. The child’s parents will be required to pick them up immediately see front page for procedure relating to COVID-19 symptoms. If the illness is due to sickness or diarrhoea then the child will remain at home for 48	SLT – needs basis

			hours after the last bout of sickness. This must be discussed with the Headteacher. Should an adult become ill they should inform the Headteacher or designated member of the SLT and follow the Health Protection Team advice and guidance.	
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ALL STAFF TO READ AND DISCUSS THIS RISK ASSESSMENT PRIOR TO SCHOOL REOPENING TO CHILDREN

Completed by Senior Leadership Team Date: 1st January 2021

Review date: 7th January 2021