

Area or activity assessed	Bevendean	Assessment date:	March 2021
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SCHOOL NAME: Bevendean, Danes Hill School
OWNER: Ruth Samson and Georgie Smith Reviewed by: Tiffany Callis Approved by: Rob Andrews

Signed:			
Date:			

DATE: 1st March 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the start of the new academic year of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Danes Hill School (whole school) COVID-19 policy
- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Staff Code of Contact
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).(C19)

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This Risk Assessment explores the possible situations where C19 can be transmitted. The severity in the event of contracting C19 is potentially catastrophic; therefore, is rated 5 in all instances. With control measures and further actions complete we aim to minimise the risk rating to a reasonably practicable level.

Identify hazards

Consider the event and identify if any of the hazards listed below are significant (tick the boxes that apply)

1	System of Controls	√	7	Social Distancing	√	13	Curriculum / learning environment	√	19	Movement around school	√	25	Asymptomatic testing	√
2	Emergency Evacuations	√	8	Catering	√	14	Communication	√	20	Equipment	√	26		
3	Cleaning and waste disposal	√	9	PPE and face coverings	√	15	Pupil and staff welfare and well-being	√	21	Weather	√	27		
4	Classrooms	√	10	First Aid / Care /hand washing	√	16	Toilets	√	22	Arrival and Dismissal	√	28		
5	Staffing including pregnancy	√	11	Performances	√	17	Playground	√	23	Trips off site	√	29		
6	Group Sizes	√	12	Safeguarding including remote learning	√	18	Grass space	√	24	Wrap around care	√	30		

Notes:

Name of Assessor(s)	Georgie Smith	Signed	No. of continuation sheets
Review date	1 st March 2021		

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System of Controls	It is a legal requirement to follow the System of Controls as set out in the "Actions for Early Years providers" document published in February 2021	All adults on site	Ensure latest System of Controls is in place for all on site	1	5	5	Ensure copies of the System of Controls Summary is available for all Copy to be emailed to all staff and hard copies available to hand out from the Office
Emergency Evacuations	Current evacuation routes would cause multiple groups of people to come into contact.	All staff and children	Due to nature of the site, in the event of evacuation, children and staff will not be able to socially distance as whole school will need to gather on the OVC grass via a bottleneck point.	1	5	5	Ensure fire alarms are tested before school starts and hold a regular fire drill this term evacuating to the playground, maintaining social distancing between classes by having each year group in individual drill.
Cleaning and waste disposal	COVID19: Cleaning in non healthcare settings guidance.	All staff and children	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	2	5	10	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door
	Capacity of cleaning staff is adequate to		Employment of specific staff for all day cleaning to				

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	<p>enable enhanced cleaning regime.</p> <p>Cleaning of rooms whilst children are not present and at end of day</p>		<p>take place.</p> <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> <p>Waste disposal process in place for potentially contaminated waste.</p>				<p>handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Disposable green hand towels and handwash are to be checked and replaced as needed by cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush</p> <p>All rooms to have their own supply of cleaning materials including bleach based spray.</p> <p>Hand sanitiser available at the</p>

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							<p>school entrance, OVC entrance, outside classrooms. Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening</p>

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							hours).
Classrooms	<p>Social distancing in individual classrooms</p> <p>Small groups operating solely in each room. No visitors allowed in each room.</p> <p>Transmission of virus via equipment</p> <p>Information and reminders displayed</p>	All staff and children	<p>Classrooms have been re/arranged to allow as much space between individuals as practical.</p> <p>Classroom entry and exit routes have been determined and appropriate signage in place.</p> <p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>natural ventilation –</p>	2	5	10	<p>Where possible a one way system of entry and exit from rooms. Reception rooms use playground doors rather than the corridor.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Pencil cases brought from home with stationary supplies Shared equipment</p>

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		<p>opening windows, when it is safe to do so. In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space</p> <p>Messy play can be timetabled but equipment sanitised between groups.</p> <p>Desks in Year 1 classrooms are grouped to allow for social distancing. Pupils seated side by side or facing forwards.</p>				<p>kept to the minimum</p> <p>Messy play, sand and Role play areas used by individual class groups and sanitised between classes.</p> <p>Windows and playground doors open as much as possible</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <p>Opening high level</p>

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							windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.
Staffing including staff who are pregnant	Insufficient staff to accommodate all children Staff illness or quarantine/unavoidable staff absence Site team required to	All Staff	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, and office/admin staff. Including at least one of the following:	3	5	15	Approach to staff absence reporting and recording in place. All staff aware. Plans to respond to increased sickness levels are in place. Cover

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	<p>visit due to maintenance</p> <p>Staff who are clinically vulnerable or extremely clinically vulnerable including pregnancy to follow Gov guidelines.</p>		<ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO <p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>Staff encouraged to work remotely if necessary or advised</p>				<p>arrangements determined– on a weekly rather than daily basis to minimise contacts.</p> <p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. A copy of System of Control summary provided.</p> <p>Agency staff (CElliot) can come onto site as long as System of Control actions are taken into account.</p> <p>Staff required to wear face masks in communal areas and during drop off and dismissal</p>

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Group Sizes	Gov Guidelines stress that EY children should be in cluster groups within a year group	All staff and children	<p>Class groups have been determined on the basis of small, consistent groups of children, that can remain separate from other people and groups.</p> <p>Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.</p>	3	5	15	Once on school site year group mixing should be avoided.
Social Distancing	<p>Socially distancing Early Years and Year 1 children is challenging and improbable.</p> <p>Staff should maintain a 2 metre distance from others. Risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults.</p>	All staff and children	<p>It is extremely difficult to guarantee EY children will socially distance so <u>maintaining the cluster groups is top priority.</u></p> <p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p> <p>Approach to assemblies -</p>	3	5	15	<p>Clusters' integrity must be kept to ensure EY groups do not mix as social distancing less effective</p> <p>Guidelines indicate that year groups should be considered a cluster.</p> <p>Staggered drop off</p>

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			<p>plan in place to manage social distancing.</p> <p>Social distancing plans communicated with parents, including approach to breaches.</p> <p>Staff should maintain a 2 metre distance from others.</p>				<p>and pick up times for each class in a designated space that is the same am and pm. A one way system in place for parents to prevent congregating on the school site.</p> <p>Assemblies to be streamed via MS Teams into classrooms.</p>
Catering	Holroyd Howe to provide lunch adhering to Gov. guidelines for catering	All staff and children	<p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other year groups.</p> <p>Children will be provided</p>	1	5	5	<p>Children will bring a morning snack in a named container</p> <p>Each child sits at a designated place at lunch.</p> <p>HH to provide a daily healthy meal in line with Gov</p>

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			<p>with lunches by HH.</p> <p>All students instructed to bring a water bottle each day. Water fountains not in use.</p> <p>The children will bring a water bottle which will remain in school until the end of term, staff will refill daily.</p>				<p>directives.</p> <p>Each year group to have usual lunch sitting</p> <p>MT T and R to eat in own classrooms and Year 1 to eat in staggered sittings in the lunch room.</p> <p>Staff to eat lunch with class in own room.</p> <p>Schools no nuts policy will be enforced.</p>
PPE (disposable gloves. medical mask or face shield)	<p>In the event of sickness,</p> <p>In the event of wetting or soiling</p>	All staff and children	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>	2	5	10	<p>Staff do not need to wear PPE unless they are dealing directly with a child displaying C19 symptoms.</p> <p>It is appropriate for</p>

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Face Coverings			<p>Staff to wear face coverings around the community areas of the school.</p> <p>A face shield should not routinely be worn as an alternative to a face covering.</p> <p>Safe wearing of face coverings requires</p> <ul style="list-style-type: none"> • The cleaning of hands before and after touching the covering • Storage of them in sealable plastic bags between use. 				<p>staff to wear gloves if required to assist with the changing of a child's clothes due to soiling or urine.</p> <p>Staff to wear face masks when travelling on mini buses to the Paddock, at the main school site and when interacting with visitors to the site.</p> <p>Damp face coverings should not be worn and replaced carefully</p>
First Aid / Care	Response to suspected case of COVID19 in school	All staff and children	<p>Visitors have temperature taken before entry to site. Staff are informed of the symptoms of possible coronavirus infection, e.g.</p>	3	5	15	Children to have their temperature taken before entering the school site.

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		<p>loss of taste and smell, a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil who displays signs of being unwell is immediately moved to Ruth's Office whilst they wait for their parent to collect them.</p> <p>The parents of an unwell pupil are informed as soon as possible of the situation by Ruth or a relevant member of staff.</p> <p>School to engage with NHS Test and Trace and follow isolation requirements</p>				<p>Unwell pupils who are waiting to go home are kept in Ruth's outer office where they can be at least two metres away from others in Medical Centre. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</p> <p>If unwell pupils are waiting to go home, they are instructed to use the disabled toilet in the library to minimise the spread of infection.</p> <p>Parents should be advised to contact the school nurses if</p>

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							any member of their household displays symptoms of C19 so staff can be alert to possible spike in infection rate.
	Maintaining social distancing to administer First Aid		<p>With EY children it is very hard to "be hands free" when administrating any first aid or comfort.</p> <p>If a major incident occurs, staff to follow the First Aid Policy. The nurse will be called down from the main school to help manage the scene.</p>	2	5	10	<p>Staff to wear PPE to administer significant first aid or if they deem it necessary for any first aid</p> <p>PPE to be available in each classroom with the first aid kits</p> <p>Classroom staff to be responsible with replenishing their own first aid kits as necessary.</p>

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	Young children who may soil, wet themselves		<p>With EY children it is very hard to "be hands free" when assisting a child who requires a change of clothes.</p> <p>Staff to verbally instruct as much as possible whilst remaining socially distant.</p>	2	5	10	<p>Staff can assist and are not required to wear PPE.</p> <p>Wet /soiled clothing should be bagged and sent home.</p> <p>Spare / borrowed clothes should be laundered by the parent and returned in a bag.</p>
	Infection spread reduction and control via handwashing		Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE guidance	2	5	10	<p>Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. Pupils wash their hands with soap for no less than 20 seconds.</p> <ul style="list-style-type: none"> • When they move

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							<p>between rooms</p> <ul style="list-style-type: none"> • At the start of the day • Following bathroom visits • Before eating <p>Additional alcohol-based sanitiser (that contains no less than 70 percent alcohol) is provided for use where social distancing cannot be adhered to. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and classroom areas.</p>

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							Liquid soap dispensers are installed and used. Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary.
	Comfort given to a child in distress		<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p> <p>Staff encouraged to complete online training on Winston Wish training hub.</p>	2	5	10	It would be appropriate to offer a young child comfort when distressed. Staff to use their personal judgement whether they are happy to approach a child to offer them physical comfort.
Performances and Music including	Restriction of Live Performances on site	All staff, pupils and visitors	All performance must be delivered remotely or recorded	2	5	10	Children can engage in music,

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singing		<p>Measures to take include: playing instruments and singing in groups should take place outdoors wherever possible</p> <p>if indoors, use a room with as much space as possible, for example, larger rooms - rooms with high ceilings are expected to enable dilution of aerosol transmission</p> <p>if playing indoors, social distance each child 2 metres apart</p> <p>limit the numbers to account for ventilation of the space, it is important to ensure good singing and wind playing should not take place in larger groups such as choirs and ensembles unless significant space, natural airflow (at least</p>				<p>dance and drama lessons. CA to remain distanced and carry out lessons outdoors or well ventilated hall.</p> <p>All instruments should be sanitized before and after use. Children should be instructed to wash their hands before touching and at the end of the session.</p>

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			10l/s/person for all present, including audiences can be maintained				
Safeguarding	<p>New disclosures as a result of remote learning / extended period of closure</p> <p>New children starting at the setting.</p> <p>Pupils unable to attend school as self isolating due to a positive test</p>	All staff and children	<p>Individual children's risk assessments are in place and welfare checks being undertaken.</p> <p>Staff to have due regard of School Safeguarding Policy</p> <p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p> <p>School attendance will be mandatory for all pupils from 8 March.</p>	2	5	10	<p>All existing Safeguarding issues reviewed</p> <p>Follow up on any new safeguarding issues for new intake.</p> <p>Year 1 required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus</p>
Curriculum / learning	Extended period of remote learning been in	All staff and children	Current learning plans, revised expectations and	2	5	10	Emphasis on Literacy /

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environment Including: Games/gym Messy play/ Swimming/	place. Return to academic year so children need to relearn routines for year groups.		required adjustments have been considered. Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated Whole school approach to adapting curriculum including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes, giving of rewards School behaviour policy reviewed and amended				mathematics and PSED (jigsaw) elements of the curriculum. All subjects to be taught by END of academic year in line with Gov guidance. Games will be outdoors. Equipment can be used but should be cleaned between classes/year groups. CWD, NelB and CA should teach from 2 meters away and all children should work from their personal learning area. Singing lessons

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			<p>where necessary in line with the current circumstances.</p> <p>Messy play can be timetabled but equipment sanitised between groups.</p>				<p>should be in a well ventilated area in small groups.</p> <p>Swimming lessons should be mindful of social distancing with swimming teachers to wear face mask in the water and the roof to be vented to allow good ventilation of area. Parents need to be advised to ensure child showers following swimming day.</p>
Communication	<p>Accurate and concise information shared with children, staff and parents</p> <p>Confusion caused by too much information or conflicting</p>	All staff and children Parents	<p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Communication with</p>	1	5	5	<p>"Golden Guidelines" for all parties</p> <p>Timely communication with parents via Clarion</p>

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	information from different sources Staff inset/ training including first aid courses	Staff	parents via email or telephone message Weekly email to all parents from Head of Year to detail learning for coming week and any information for each year group. Weekly Staff meeting via MS Teams Tuesday inset via MS teams when required. Courses including first aid by discretion of provider				Response to emails and calls with an appropriate/ maximum 24 hour time frame Parents invited to weekly Team assemblies if child is receiving a merit award. <u>e-Bug</u> posters available: <u>Horrid hands</u> <u>Super sneezes</u> <u>Hand hygiene</u>
Pupil and staff welfare and well-being	Return to school has created concerns and stress for both children and Staff re health, Gov guidance, expectations	All staff and children parents	Approach to support wellbeing, mental health and resilience in place, including bereavement support All teaching staff and	2	3	6	Welfare Committee Initiatives Opportunities to share concerns with SMT and Bev SLT

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			<p>medical colleagues should be continually vigilant as to the wellbeing of the children and colleagues and appropriate action and support will be given if concerns arise.</p> <p>Staff encouraged to complete online training on Winston Wish training hub.</p>				<p>Bella's Buddies</p> <p>Well being survey to identify children of concern who need close monitoring</p> <p>EY document addressing bereavement for reference.</p>
Toilets	Insufficient spread of toilets to allow social distancing.	All staff and children	<p>Toilet areas should be cleaned frequently using a bleach based product to ensure good hygiene.</p> <p>Year group should use their allocated toilet area</p> <p>Year 1 – upstairs Michaels</p> <p>Reception – down stairs Michaels</p> <p>MT and Transition – own classrooms</p>	2	5	10	<p>Children should only visit the toilets one at a time. Children from different Clusters should not visit at the same time.</p> <p>Each class to visit their toilet as a group mid morning, lunch, mid afternoon at a time that suits</p>

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							<p>their timetable. Children should be discouraged from going at different times.</p> <p>Good hygiene observed with vigorous handwashing and alcohol gel after visiting toilets.</p>
Playground	Overspill area which all the classes will be wanting to use to allow children valuable outdoor time	All staff and children	<p>Only a year group at a time can use the playground.</p> <p>Playground zoned into three areas for each class</p> <p>Pirate ship area to be used by one class at a time and wiped down between playgrounds</p>	2	5	10	<p>Limited toys available which can be wiped down between year groups</p> <p>Playground staff to call class teachers to be "hands on" for changing children's clothes or first aid so they can maintain social distancing.</p>

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Grass space	Overspill area which all the classes will be wanting to use to allow children valuable outdoor time	All staff and children	<p>Only a year group at a time can use the playground / grass area.</p> <p>Used by CWD for games when weather allows.</p>	2	5	10	<p>Gazebo's will be available for shade in the Paddock and grass area</p> <p>Playground staff control movement between school and grass to ensure groups do not cross.</p>
Movement around school	Small corridors do not allow for socially distanced passage	All staff and children	Corridors set up between areas, so children do not come into contact.	2	5	10	<p>Where possible a one-way system of entry and exit from rooms. Reception rooms use playground doors rather than the corridor.</p> <p>Michael's building will have a one way system in place in the Reception corridor. Children will exit via the playground doors</p>

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							<p>and enter via the internal doors.</p> <p>Year 1 should operate a one way system on the stairs. The cluster at the top of the stairs has right of way for descending to the playground.</p> <p>Where possible, children should not visit other teachers or classes.</p> <p>Children reminded not to run / skip/ hop in the corridors and to walk calmly.</p>
Equipment	<p>Soft toys, cushions and beanbags in classrooms not easily washable.</p> <p>Communal pencil pots</p>	All staff and children	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment or stationery should be</p>	3	5	15	<p>Confirm that resources which are not easily washable or wipeable have been removed</p>

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	<p>and classroom resources</p> <p>Soft furnishing in staff room</p> <p>Reading material</p>		<p>prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Staff room limited for only use by specialist staff</p> <p>Books can be sent home and used by the individual class but should be cleaned regularly.</p> <p>Playground toys cannot be shared so are limited to only those that can be wiped clean in between year groups.</p> <p>Games / Sports / Outdoor equipment is limited to equipment that can be wiped down between year groups.</p>				<p>and stored.</p> <p>Rotation of cleaning of toys and resources throughout the day using sterilising based products.</p> <p>Disinfectant wipes available in each room for ease of wipe down between children</p> <p>Children to supply their own pencil cases and stationary supplies.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> • snack boxes • hats and coats •

Area or activity assessed	Bevendean	Assessment date:	March 2021
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Identify hazards		Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
							books • stationery
Weather	Wet weather preventing use of outside areas Extreme heat / sun / wet	All staff and children	Many of our lessons are timetabled outside with no alternative venue. All children have been instructed to bring a warm hat, wellingtons and Paddock suit. Gazebo's will be available for cover in the Paddock and grass area	3	5	15	HOY to make decision if too wet / too cold to venture out of classroom and engage in an alternative activity in the room. All children should come to school with coats
Arrival and Dismissal	To ensure socially distanced arrival and departure whilst ensuring a calm and measured start to each day	All staff and children parents	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Bevendean corridor set up through the playground to enable parents to pass through at their designated time, dropping / picking up their child from their designated entrance.	4	5	20	Staggered drop off and pick up times for each class in a designated space that is the same am and pm. Staff to ensure classes keep to their allotted times to facilitate smooth transition between home and school

Area or activity assessed	Bevendean	Assessment date:	March 2021
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Identify hazards		Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
			(Year 1 on playground / Reception classroom patio doors/ MT and Transition space behind the fence panels				<p>Parents remain within the Bevendean corridor at all times. Parents encouraged to pass through quickly and not to congregate.</p> <p>Parents to wear face coverings whilst on site.</p> <p>Children who travel by bicycle or scooter can leave their transport on the blue pirate ship surface until dismissal.</p>
Trips off site	<p>Recommendation that at this time trips off site do not occur.</p> <p>Classes / Year groups to undertake educational visits to main school area</p>	All attending staff and children	Staff must ensure they have fully assessed the risks and have completed a risk assessment prior to a trip.	2	5	10	<p>Teachers should remain with the children in their group</p> <p>The group should socially distance from other</p>

Area or activity assessed	Bevendean	Assessment date:	March 2021
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Identify hazards		Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
	School protocols for taking a trip off site should be followed as normal						<p>individuals and groups</p> <p>Children and staff should wash hands thoroughly on arrival and before leaving</p> <p>Adults will be required to follow the face covering policy for the indoor space.</p>
Wrap around Care	Children from different classes attending breakfast club and extended day	children	<p>Breakfast club offered from 8am but no food offered.</p> <p>Extended day until 4:25pm</p> <p>Multiple groups of 15 children plus staff can use the same shared space if necessary, with distancing between the groups and adequate ventilation. Although, different groups sharing the same space</p>	3	5	15	<p>Breakfast Club to be offered from 8am in individual classrooms.</p> <p>Children requiring wrap around care to remain with class teachers until 4:25pm (until Easter) before joining together for extended day in year group staff rooms</p>

Area or activity assessed	Bevendean	Assessment date:	March 2021
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Identify hazards		Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
			should be avoided where possible.				
Asymptomatic cases	Involuntary spread of the virus due to asymptomatic cases	All	Lateral flow testing twice weekly for all staff	2	5	10	Staff to self swab with home kits once available In the event of a positive result, staff must not attend the setting and engage with NHS Track and Trace process

Likelihood

1.	Rare	Cannot believe that an even of this type will occur in the foreseeable future (1 to 3 years)
2.	Unlikely	Risk remains a possibility or yearly occurrence. No trend.
3.	Possible	Risk is monthly occurrence. Identified trend.
4.	Very likely	Risk is weekly or likely to occur but not persistent threat.
5.	Almost certain	Issues that are a current or persistent threat. Risk is daily or frequently / expected to occur when task is performed.

Severity

1.	Insignificant	Very minor injury (minor cuts/grazes). Very limited property damage/loss
2.	Minor	More serious injury <7 days off work/incapacity (sprains, serious cuts, bruising, injury needing medical attention. Slight property damage/loss.
3.	Moderate	RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 7 days off work. Significant property damage/loss
4.	Major	RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5.	Catastrophic	Single or multiple staff fatality. Catastrophic property damage/loss

Area or activity assessed	Bevendean	Assessment date:	March 2021
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		Severity				
Likelihood of occurrence		Insignificant	Minor	Moderate	Major	Catastrophic
1.	Rare	1	2	3	4	5
2.	Unlikely	2	4	6	8	10
3.	Possible	3	6	9	12	15
4.	Very likely	4	8	12	16	20
5.	Almost certain	5	10	15	20	25

Risk rating	Risk acceptability	Management actions required
20 – 25	Unacceptable (significant)	Work should not be started or continued until the risk has been reduced.
12 - 16	Substantial (high)	Work should not be started or continued until the risk has been reduced to a level that is as low as reasonably practicable.
8 - 10	Manageable (medium)	Efforts should be made to reduce the risk rating to as low as reasonably practicable. However, the costs of prevention should be carefully measured and justified.
3 – 6	Manageable (low)	Monitoring is required to ensure that current control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden. Record local actions, inform relevant manager.
1 – 2	Acceptable (trivial)	No additional controls are required, standard monitoring is required to ensure controls are maintained. Record assessment, inform relevant manager.

Children Specific Risk Information

Hand washing procedure	
Golden Guidelines	
Remaining with cluster and not mixing with other groups	