

SCHOOLS RISK ASSESSMENT
Education Participation and Skills





Risk Assessment for the full opening of maintained schools

In order to ensure that we have all health and safety measures in place for the full opening of schools we have considered the following safeguarding measures, we recognise that local decisions may need to be flexible. This is based on the **Guidance for full opening: special schools and other specialist settings in conjunction with the schools Coronavirus (Covid19) operational guidance and the additional operational guidance for special schools. Special post-16 institutions and alternative provisions February 2021**

Checklist completed by:	Name:	Sara Jordan
	Position:	Headteacher
	School:	Brook Green Centre for Learning
	Date:	June 2021
Checklist reviewed by LA (maintained schools)	Confirmed	Yes

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
1	Has the COVID-19 Safe System of Work checklist been completed and returned to the PCC Health, Safety and Wellbeing Team for your school	Yes All safety tests up to date. <i>You MUST complete and return the SSoW checklist to the HSW team at healthandsafety@plymouth.gov.uk before reopening can be considered</i>	4	3	12	No issues identified. SSoW checklist returned to HSW team	4	1	4
2	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	Stagger drop-off and collection times in place	4	4	16	Plans and precautions are communicated to all (Letters home / website) including: Maintain social distancing Not to group or gather around the Bridge Only one parent to drop or collect children Not to enter the school unless to attend a pre-arranged meeting School has established one-way system	4	3	12

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			S	P	R		S	P	R
3	Parents gathering at school gate not social distancing	<p>95% of our students are transported to school by PCC transport which allows staggered arrivals and departures</p> <p>2m signage on bridge and in entrances, to ensure social distancing can be put into place</p>	4	4	16	<p>All plans and precautions are communicated to parents (Letters home / website) including:</p> <p>Verbal reminders to maintain social distancing</p> <p>Not to group or gather around the school entrance</p> <p>Only one parent to drop or collect children</p> <p>Parents to park on Bodmin Road to avoid congestion with transport arriving and leaving</p> <p>Not to enter the school unless to attend a pre-arranged meeting</p>	4	2	8
4	Overcrowding in classrooms and corridors.	<p>Small class groups of 10 maximum where possible based on year group size,</p> <p>Desks are 1m+ apart and front facing</p> <p>Room to move around classroom safely</p> <p>Students are seated in allocated spacing front facing</p> <p>All classrooms have doors which can be accessed directly from outside without compromising social distancing and increase air flow</p> <p>The Key Stage areas have direct access outside</p> <p>Excess furniture removed</p> <p>Timetable have been reviewed to consider which lessons or classroom activities can take place outside</p> <p>Class numbers reduced in practical subjects with additional lessons being introduced in order to</p>	4	4	16	<p>When social distancing of 2m cannot be maintained in the classroom all staff to wear masks, students to be encouraged to wear masks.</p> <p>Desks to be regularly sanitised</p> <p>Face coverings available in all areas</p> <p>Hand sanitiser available in all areas</p> <p>If practical lessons or classroom activities can take place outdoors (weather permitting). Planned lessons include – LINE / PE / Outdoor Learning</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</p> <p>No assembly groups</p> <p>This information is communicated to all staff and parents and carers</p>	4	3	12

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
		maintain social distancing Face coverings to be worn by adults and students when moving around the premises and outside of classrooms when social distancing cannot be maintained							
5	Increased numbers during breaks compromising social distancing.	Breaktimes are in allocated classrooms / bubbles so that children are not moving around the school Separate areas for each Key Stage Visiting the toilet one after the other (all toilets are single occupancy)	4	4	16	Keeping apart 1m+ when in the playground or doing any physical exercise Avoid static groupings keep moving Use of play areas on a rota basis to maintain social distancing	4	3	12
6	Increased numbers during lunchtime compromising social distancing.	Lunchtimes (including eating lunch) are in allocated classrooms so that children are not moving around the school Meals are delivered to groups in heated trollies Separate areas for each Key Stage / bubble Visiting the toilet one after the other (all toilets are single occupancy)	4	4	16	Ensuring everyone eats in the classrooms Keeping apart 1m+ when in the playground or doing any physical exercise Supervision in place at all times Masks to be worn by all when practical Sanitiser available at all times. Tables to be regularly sanitised Encourage handwashing	4	3	12
7	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	Risk assessment for changes & monitoring are in place Security fencing and gates working, not damaged or breached Fire equipment and systems serviced and tested, where applicable, and in place, including:	4	4	16	Visual inspection of electrical fixtures and fittings to ensure no damage Visual inspection of Portable Appliances Maintenance schedules in place Full Premises walk through to ensure clear of slips, trips, or item falling	4	3	12

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
		<p>Fire detection and alarm system</p> <p>Emergency lighting</p> <p>Fire extinguishers</p> <p>Emergency exits</p> <p>Fire doors</p> <p>Suppression, venting or smoke extraction systems</p> <p>There are trained fire marshals on site at all times</p> <p>PEEPs are in place and staff aware of contents through SIMs and regular staff training</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded</p> <p>No Asbestos Containing Materials as new build</p>				<p>hazards, clear routes, and corridors</p> <p>External check of playgrounds and grass areas to ensure clear of debris, rubbish, animal faeces</p> <p>Fire drills to be undertaken regularly as numbers increase</p>			
8	Staff rooms and offices to comply with social distancing and safe working practice	<p>Wide corridors support social distancing</p> <p>2m markings are in place and reminders throughout the school from the Bridge entrance in</p> <p>One-way system on the Key Stage stairs</p> <p>Additional staff areas are available as pop up staffrooms</p> <p>Staff use face masks when practical</p>	4	4	16	<p>Avoiding unnecessary staff gatherings.</p> <p>Do not gather in offices</p> <p>Use both the staff lounge, the pop-up staffroom and outdoor areas for staff breaks and lunch.</p> <p>Reconfiguring of office spaces.</p> <p>Additional signage to indicate maximum numbers at any one time</p> <p>Use of sanitiser</p>	4	3	12
9	Ventilation to reduce spread	Automatic window opening in place between the hours of 10am and 2pm	4	3	12	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	4	2	8

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
		External doors kept open when practical				Open additional windows Utilise outdoor spaces			
10	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. TA grade appropriate to delivery model (all TAs are at higher grade)	4	3	12	Additional staff available Staff to be allocated where necessary	4	2	8
11	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	All staff are clear about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), assess whether training would be helpful. This information is communicated to all staff through regular emails and updates shared by the Head Class Insurance wellbeing pack in place Return to school staff plan discusses dealing with wellbeing/anxiety with students. Full staff training provided through Educare online	4	3	12	Remind all staff of the availability of the PAM Assist / Employee Assistance Programme and the Class Insurance Wellbeing Service. Wellbeing resources sent to all staff and signposted around site	3	3	9
12	Contaminated surfaces spreading virus.	Unnecessary furniture / items have been removed from classrooms and other learning environments and put into storage store. Regular cleaning of all areas is in place with additional cleaning in high use areas Waste bins emptied at least daily	4	4	16	Follow the COVID-19: cleaning of non-healthcare settings guidance Assess additional needs and requirements for cleaning following a suspected or confirmed case (deep clean) Clean and disinfect equipment, toys, and surfaces more regularly. This includes keyboards, mouse, tables, chairs,	4	2	8

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
		<p>Separate waste bins for tissues and PPE will need emptying more frequently</p> <p>PPE and tissues to be bagged separately. All waste is bagged and sealed then double bagged and left for 72hrs in enclosed outside area safe space at rear of building before being put in waste for collection</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p>				<p>door handles, light switches, and bannisters.</p> <p>Wear disposable or washing-up gloves and aprons for cleaning</p> <p>A dynamic risk assessment will be undertaken if we have to evacuate a classroom if a physical intervention is required</p>			
13	Using play equipment - multiple use	<p>Soft furnishing and toys removed.</p> <p>Provision of 1:1 resources in place for identified students</p> <p>Children and young people are to stay in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</p> <p>To encourage hand hygiene with including washing/sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play</p> <p>Alternate year groups using external play areas as we do with the field and sports hall.</p> <p>Using disposable paper towels in</p>	4	4	16	<p>Clean surfaces that students are touching, such as toys, indoor and outdoor play equipment more regularly than normal following the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Keeping apart when in the playground or doing any physical exercise following: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms where practicably possible</p> <p>Staff to ensure that students sanitise hands before and after break times</p> <p>To advise users not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available</p> <p>To remind children not to put their mouths on</p>	4	3	12

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			S	P	R		S	P	R
		handwashing facilities where possible				equipment or their hands in their mouths To promote and remind users, of the need for social distancing Promote the use of hand sanitiser Encourage additional hand washing at the entry and exit points, in addition to toilets/washrooms			
14	Lessons or activities to take place outdoors in line with social distancing	Regular review of timetable of delivery to consider which lessons or classroom activities can take place outdoors	4	4	16	Keeping 1m+ apart when in the playground or doing any physical exercise Where possible PE / Sports will take place outside weather permitting	4	3	12
15	Shared resources and equipment increasing spread	<p>Students are to stay in the same groups at all times each day, and different groups are not to mix during the day, or on subsequent days</p> <p>The same TLAs are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. This will be determined by staff availability and the appropriately trained staff to work with individual children based on their SEND</p> <p>Every child has their own named bag in their classroom to ensure that there is no sharing of equipment</p> <p>Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day following the COVID-19: cleaning of non-healthcare settings guidance^[D1]</p>	4	4	16	<p>PE kit to be brought in on day of lesson and taken home at the end of the day. If no kit then student cannot participate</p> <p>Equipment to be used exclusively by the group and it is appropriately cleaned following the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Alternate year groups using external play areas as we do with the field and sports hall.</p> <p>KS3 area to be used only by year 7 on rotation and cleaned as above</p>	4	3	12

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			S	P	R		S	P	R
16	Cleaning staff and hygiene contractors capacity - providing additional requirements	<p>Clean surfaces that students are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, outdoor play equipment more regularly than normal</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Wear disposable or washing-up gloves and aprons for cleaning</p> <p>Waste bins to be emptied at least daily</p> <p>Waste bins for tissues may need emptying more frequently</p> <p>All waste is bagged and sealed</p>	4	4	16	<p>Assess additional needs and requirements for cleaning following a suspected or confirmed case (deep clean)</p> <p>Clean and disinfect equipment, toys, and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.</p>	4	3	12
17	Sufficient handwashing facilities for staff and students	<p>Handwashing facilities are available in LA 4 / the Cabin and adjacent classrooms and all toilets. Where a sink is not nearby hand sanitiser is in all classrooms and other learning environments</p> <p>Using disposable paper towels in handwashing facilities where possible</p>	4	4	16	<p>Additional handwashing facilities are being installed to accommodate supervised handwashing</p> <p>To encourage hand hygiene including washing /sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play</p> <p>Staff to remind students to sanitise their hands before and after break times</p> <p>To advise users not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available</p> <p>To remind children not to put their mouths on equipment or their hands in their mouths</p> <p>To promote and remind users, of the need for social distancing</p>	4	3	12

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			S	P	R		S	P	R
						Where practicable, providing hand sanitiser or hand washing facilities at the entry and exit points, in addition to toilets/washrooms			
18	Additional time for staff and students to carry out handwashing	All students and staff sanitise hands before entering site students to be supervised by an adult Handwashing Posters on display throughout the school	4	4	16	Ensure frequent hand cleaning as part of normal daily routine - students supervised by an adult	4	3	12
19	Handwashing practice with children	Ensure that all adults and children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning clean their hands on arrival at the setting, after moving around the site, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	4	4	16	Review the guidance on hand cleaning. Ensure that help is available for children who have trouble cleaning their hands independently Parents asked to ensure handwashing prior to leaving home	4	3	12
20	Sufficient supplies of soap and cleaning products	Additional supplies are ordered at regular interval in order to maintain adequate levels of all cleaning products. A variety of suppliers are used to ensure availability.	4	4	16	Provide Disinfectant in spray bottles / disinfectant wipes in each classroom so that surfaces and touch points can be regularly wiped down	4	2	8
21	Toilets being overcrowded	Single occupancy toilets for all staff and students	4	3	12	Students to be supervised and reminded to wash hands	4	2	8

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22	Vulnerable groups who are clinically, extremely vulnerable.	All parents should follow medical advice if their child is in this category. Any return to school by a student in this group will be subject to a risk assessment All clinically vulnerable staff will be subject to risk assessment prior to their return along with reorientation to the work place and covid 19 arrangements	4	4	16	No clinically vulnerable students in school cohort	4	3	12
23	Children with EHCP	Complete risk assessment before attendance	4	4	16	Reviewed daily when in attendance or when situation changes	4	3	12
24	Students follow guidance	Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures Handwashing Posters on display throughout school	4	4	16	Remind children of the new routines each morning using visual prompts	4	3	12
25	Member of a group (child or adult) becoming unwell with COVID19	If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Windows and the external door will be opened for ventilation. Social distancing of 2m+ will be in place and exit from the site will be via the back door If a child / adult is to become symptomatic we will follow the guidance set out on page 16 of the	4	4	16	Parents and staff will be instructed to call NHS 111 for further advice We will contact Public Health and seek advice and follow appropriate actions	4	3	12

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		'Guidance for full opening' and engage with the NHS Test and Trace process and page 17 'Managing confirmed cases of COVID-19 amongst the school and college community'							
26	Staff understanding new changes – safe practice at work & in classroom. Teaching in a safe environment	Discussions with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful –is communicated to all staff and documented	4	3	12	Updates shared by the Head face to face and via e mail and through Team meetings A written record of the processes and who has been updated on current guidance	4	2	8
27	Accessing testing arrangements are clear for all staff, students and households	Access to COVID 19 testing is already available to all essential workers and has been updated through the full opening guidance for special schools Staff now testing at home twice weekly and reporting results to DfE and school Students with consent forms being tested twice on return to school then twice a week at home A separate LFT RA in place and on website 100% of staff have received first Pfizer vaccination	4	3	12	This has been communicated to all staff, by email and verbally This has been communicated to families by letter and verbally 2 nd vaccinations to be completed by May half term	4	2	8
28	Conditions for use of face coverings or other equipment when dealing with a symptomatic child are clear and understood by staff.	A face mask must be worn by the supervising adult, if a child becomes unwell with symptoms of coronavirus while in school and needs direct personal care	4	4	16	Social distancing to be maintained if possible. Keep the number of people who come into contact to a minimum.	4	3	12

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		<p>until they can return home.</p> <p>If close contact with the child or young person is necessary, then gloves, an apron and a face mask and shield will be worn by the supervising adult.</p> <p>First aid trained staff on site at all times (no paediatric first aiders required due to age of students)</p> <p>First aid equipment and PPE available in classrooms offices and medical room</p>				<p>Dispose of all PPE once subject has left the building in the appropriate bin to ensure correct disposal.</p> <p>Wash or sanitise hands</p>			
29	Use of PPE	<p>Students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way</p> <p>Staff providing intimate care will wear gloves, a face mask and an apron and direct from a distance</p> <p>Staff providing first aid will wear gloves, a face mask and an apron.</p> <p>PPE is available to all staff - masks, shields, gloves and aprons</p>	4	4	16	<p>If there is a risk of splashing with bodily fluids eye protection will also be worn</p> <p>Face masks / covering to be worn by all staff, students and visitors when moving around the building and in all communal areas and when social distancing is not possible.</p>	4	3	12
30	Travel to school and provision of safe school transport:	<p>Not a community school. 95% of students are transported by arranged PCC Transport.</p>	4	3	12	<p>All Students encouraged to wear face masks on transport</p>	4	2	8
31	School Transport arrangements support changes to school times	<p>Liaise with school transport regularly</p> <p>Students disembark and embark individually at drop off point.</p>	4	4	16	<p>Staggered transport arrival and departure based on arrival / departure time</p> <p>Observation of PPE in use by PAs / drivers</p>	4	3	12

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			S	P	R		S	P	R
		<p>PAs to remain with transport at all times</p> <p>As transport arrives at the end of the day students are called up individually by walkie talkie and directed by a member of the SLT to their transport to ensure that social distancing is adhered to PA to receive at transport collection point</p>				All Students encouraged to wear face masks on transport			
32	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<p>Follow Government Guidance</p> <p>Ensure CaterEd Manager follows Health & Safety policies as supplied by CaterEd</p> <p>One-way system in kitchen.</p> <p>Restricted kitchen access to catering staff only.</p>	4	4	16	<p>Restrict queues at food trolleys. Arrangements are in place for 1m+ social distancing in designated key stage areas where eating takes</p> <p>Good communications with Catering Manager</p> <p>Updates from CaterEd</p>	4	3	12
33	Food that is able to be prepared on premises is compliant with Covid - 19 Health and Hygiene guidance	<p>Follow Government Guidance</p> <p>Ensure CATERed Manager follows Health & Safety policies as supplied by CATERed</p>	4	2	8	Ensure all relevant weekly checks have been carried out on catering equipment to ensure it is safe to operate – CATERed	4	2	8
34	Catering staff are operating in a safe environment	<p>One-way system in kitchen.</p> <p>Restricted kitchen access to catering staff only.</p> <p><i>Kitchen staff to wear PPE</i></p>	4	2	8	Ensure social distancing occurs, where possible	3	2	6
35	Children coming into contact whilst using dining hall	<p>Dining halls are not to be used.</p> <p>Lunches to be eaten within designated Key Stage areas / classrooms to ensure bubbles are</p>	4	4	16	<p>Social distancing is in place throughout the site – all tables 2m apart with only one chair where possible.</p> <p>When social distancing is reduced to less than 2m</p>	4	3	12

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		<p>maintained during lunch times</p> <p>Numbers limited to bubbles to allow for social distancing</p> <p>Children remain seated and are served</p>				<p>mask to be worn unless eating and drinking</p> <p>Extensive cleaning repeated</p>			
36	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Inform parents, carers or any visitors, such as suppliers, that they are not able to enter the school building without a prior appointment or if they are displaying any symptoms of coronavirus</p> <p>Inform any visitor, suppliers, contractors of any infection control procedures on site</p>	4	3	12	<p>Visits and deliveries are arranged where possible for quiet times or outside school hours</p> <p>All visitors, suppliers and contractors are to wear face masks when in the building</p> <p>All visitors are to use hand sanitiser before entering the building</p>	4	2	8
37	Suppliers understanding and complying with new arrangements	<p>Separate access for food deliveries in place</p> <p>Update arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</p>	4	4	16	Obtain agreement from Suppliers of their confirmation and understanding of the arrangements	4	2	8
38	Communications to parents, staff and governors	<p>Governors and Staff receive communications by email and TEAM meetings</p> <p>Home contact made regularly by phone or in some cases door step visits.</p> <p>Communications sent by letters and texts to parents.</p>	4	4	16	Identify and log all regular communications.	4	2	8
39	Parent aggression due to anxiety and stress.	Parents informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which point	4	4	16	Adults to remain in cars if possible and students are escorted to the cars.	4	3	12

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			S	P	R		S	P	R
		on the Bridge to use) to reduce anxiety 2m markings remain in place on the Bridge and main entrance so that social distancing can be maintained whilst waiting for drop off and collection							
40	Student aggression due to anxiety and stress	All staff advised of approach and de-escalation techniques through face to face communication	4	4	16	Masks and gloves in place for team Students guided to safe ventilated space to minimise contact Staff training in de-escalation techniques delivered to all staff on wider opening of school	4	3	12

I confirm that this risk assessment is an accurate reflection of the risks and controls in place

YES

Signed by responsible manager:

Signature: Sara Jordan

Date: 21st June 2021

Review date: 19th July 2021