



**SCHOOL:** Bourton Meadow Academy

**NAME OF ASSESSOR:** Lucy Berry

**DATE OF ASSESSMENT:** 21<sup>st</sup> August 2021    **TYPE:** COVID 19 Risk Assessment from September 2021

**This risk assessment takes into account the latest Government Guidance.**

What are the Hazards?	Who might be harmed and how? Special risk – Pregnant , immunocompromised, young people, Limited mobility etc.	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by when	Action by whom	Done	Risk Factor taking all controls into consideration		
							L	C	Risk
Exposure to COVID-19 in School and to wider School Community	School Staff/Teachers/Parents/Pupils Visitors to School	Senior Leadership Team to check the latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>  Signage in toilets for good handwashing <a href="https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/">https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/</a> Good handwashing technique taught to pupils and staff.  Staff and pupils to wash hands more frequently including:- <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at school</li> </ul>	SLT to provide regular updates to all staff (and parents where required) as new guidance becomes available  Risk Assessments to be reviewed in light of new guidance  Additional handwashing stations throughout school in shared areas and additional outdoor sinks – socially distanced floor markings around these sinks  Staff to supervise children washing hands. Handwashing procedure shared with all staff and pupils	Ongoing  Ongoing  In place  Ongoing	SLT  LB  LB/SM (Site Manager)  All Staff		1	3	3

	<ul style="list-style-type: none"> <li>• after using the toilet</li> <li>• after breaks and activities</li> <li>• before food preparation</li> <li>• before eating, including snacks</li> <li>• before leaving school</li> <li>• After coughing or sneezing</li> <li>• Hand Sanitiser can be used but should not be a replacement for good hand washing.</li> </ul>	<p>Session on each class in first day back on importance of handwashing and how to do this properly (age appropriate) as well as other hygiene practices e.g. catch it, kill it, bin it.</p>	01/09	Staff				
	<p>Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets.</p>	<p>Teachers check as part of hand washing procedure.</p>	01/09	Staff				
	<p>All to be informed that Coughs or sneezes are be caught in a tissue and disposed of immediately. Bins emptied on a regular basis.</p>	<p>Lidded bins purchased Tissues available in each room. Extra Bins purchased Contents of bin double bagged and left for 72 hours before disposal (works with weekly rubbish collection)</p>	In place	SM				
	<p>Regular cleaning schedule in place.</p>	<p>Whole site cleaning after/before school daily.</p> <p>Cleaning materials in each year group to clean tables before and after eating KS2</p>	In place	RM				

		Water Fountains not to be used	Water fountains are disconnected and children should not attempt to drink from them – parents/children to bring named water bottles. Spare cups and drinking water provided	01/09	LB/Staff				
Children with EHCP	School Staff/Teachers/Parents/Puils Visitors to School	Additional controls for adults who provide 1:1 supervision for children with EHCPs	Intimate care plan to be followed for any child requiring intimate care – PPE to be worn  Any external visitors entering school to support children under EHCP requirements to be given a copy of this risk assessment	01/09	AW		1	2	2
				01/09	AW/Office				
Infection may be transmitted via the physical school environment	School Staff/Teachers/Parents/Pupils Visitors to School	The school is kept sterile by the cleaners, and objects and surfaces frequently touched are cleaned on a regular basis.	All rooms cleaned thoroughly every evening/morning Frequent cleaning of regularly touched objects such as door handles and toilets ongoing daily.	01/09	RW		1	3	3
Suspected case of COVID-19 in School	School Staff/Teachers/Parents/Pupils Visitors to School	If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, then they will go home and follow the Government guidance on staying at home	All parents and staff informed not to attend school if they or family member displaying symptoms.	01/09	LB		1	3	3

		<p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else see <a href="#">COVID-19: cleaning of non-healthcare settings</a></p> <p>Poster to be displayed Symptoms <a href="#">COVID19 Guidance Education Poster.pdf</a></p>	<p>All staff informed of procedure if child displays symptoms.</p> <p>Child to wait in "Deputies office" until collection.</p> <p>PPE stock in place stored in staff room. Office staff to monitor replenishment need</p> <p>Use the disabled toilet if required</p> <p>All parents informed of symptoms</p> <p>School to keep home testing kits to give to any child who requires it</p>	<p>01/09</p> <p>If Req</p> <p>01/09</p> <p>If Req</p> <p>01/09</p> <p>01/09</p>	<p>LB</p> <p>Staff</p> <p>Office staff</p> <p>Staff</p> <p>LB</p> <p>Office</p>				
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Parents	School Staff/Teachers/Parents/Pupils Visitors to School	Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> )  Hand sanitiser must be used before entering the school premises. The school should provide an appropriate supply of hand sanitiser for this purpose.	All parents/Staff informed of symptoms (to be updated if required)	01/09	LB		1	3	3
			Posters on main school entrances displaying symptoms	01/09	LB				
			Hand sanitiser in place at entrance to school and hall	01/09	Site Staff				
First Aid provision	School Staff/Teachers/Parents/Pupils/ Visitors to School	When a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult.	First Aider available and will wear PPE if required to administer higher level of first aid to a child displaying Covid-19 symptoms.	01/09	LB/Office		1	2	2
			PPE stored in school office. Office to monitor levels of PPE and contact Bucks CC when stock is low	01/09	LB/Office				
			Visors in school office.	01/09	LB/Office				
Cleaning	School Staff/Teachers/Parents/Pupils/ Visitors to School	The school follows <a href="#">COVID 19 : Cleaning of Non-Healthcare Settings Guidance</a>	Cleaning operating procedure in place.	01/09	SM/LB		1	2	2
			Additional handwashing stations in shared areas with socially distanced markers in	In place	LB				

		<p>Sufficient handwashing facilities are available. Where a sink is not nearby hand sanitizer will be provided.</p> <p>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned regularly.</p> <p>Standard products, such as detergents and bleach used for cleaning purposes.</p> <p>All adults and children will be encouraged too:</p> <ul style="list-style-type: none"> <li>- Encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. <a href="#">guidance on hand cleaning</a></li> <li>- Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>- not to touch their mouth, eyes and nose.</li> <li>- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<p>place. Outside sinks installed providing additional handwashing stations</p> <p>In EYFS shared resources will be sanitised with Milton.</p> <p>Posters and signage around school to promote good hygiene and handwashing procedures.</p> <p>Staff to promote good hygiene with reminders.</p> <p>Handwashing upon arrival, after each activity, before and after break times. Before and after eating.</p> <p>Lidded bins in place across school</p>	<p>Ongoing</p> <p>01/09</p> <p>01/09</p> <p>01/09</p> <p>In place</p>	<p>BJ/DB/SH</p> <p>LB</p> <p>Staff</p> <p>Staff</p> <p>SM</p>				
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		<p>-Ensure that bins for tissues are emptied throughout the day</p> <p>Adequate supplies of soap, anti-bacterial gel and cleaning product will be purchased.</p>	<p>Lidded bins collected daily.</p> <p>SM to check every morning and reorder to allow for enough supply is in stock at all times</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>SM</p> <p>SM/RM</p>				
Ventilation	School Staff/Teachers/Pupils/ Parents/ Visitors to School	<p>Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	<p>All windows and doors to be opened in classrooms. Children and staff advised that they can wear extra layers/coats if they wish</p> <p>Air conditioning units to be used where available (office spaces)</p> <p>All doors to be wedged open</p> <p>When hall is in use, all windows to be opened and doors open into corridor and into courtyard</p> <p>Government to provide CO2 monitors during Autumn term to assess air flow</p>	<p>01/09</p> <p>01/09</p> <p>01/09</p> <p>01/09</p> <p>When delivered</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>DFE/LB</p>		1	2	2
Mental health	School Staff/Teachers/Pupils/ Parents	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and	Open door policy with staff Staff reminded that they can contact SLT and raise any issues	01/09	SLT		1	2	2

		<p>will offer whatever support they can to help</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="https://www.hse.gov.uk/stress/mental-health.htm">https://www.hse.gov.uk/stress/mental-health.htm</a></p> <p>Regular communication of mental health information and open door policy is in place for those who need additional support.</p> <p>A pack of information is available about local and/or national support groups, include <a href="#">PAM Assist website</a>, <a href="#">Education Support charity</a> , <a href="#">Healthy Mind Bucks</a></p> <p><a href="https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/">https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/</a></p> <p>Systems are in place so staff can talk to key members if they need to.</p>	Reminders of assistance programme for staff	01/09	LB				
Office Based Roles	School Staff/ Visitors to School	Regular Cleaning	<p>Staff to use specific telephones – cleaned after each use (wipes in room)</p> <p>Door handles and regularly touched surfaces cleaned throughout the day</p> <p>Thorough cleaning daily of desks, computers, phones etc</p>	01/09	SLT/Staff		1	3	3



Procedures in place when reporting positive cases	School Staff/Teachers/Pupil/Parents/Visitors to School	Correct information on reporting procedure  Ensuring close contacts can be quickly identified if required by Test and Trace	Folder created with key school information e.g. key email addresses, phone numbers of DFE, PHE and County, school URN etc which can be kept centrally should it need to be accessed easily  Spreadsheet of wrap around care attendance created  Key staff to have easy access to attendance registers  Register of any visitors to be kept including contact details	In place  01/09  01/09  01/09	SLT  SJourbert /Tash T  SJoubert  SJoubert		1	1	1
Continuation of Education - Risk of disruption to learning and progress when children and groups of children are not in school due to self-isolation	Pupils	Remote Education Plan in Place	Remote Education Plan written and shared with staff and on website  Laptops provided to families who need them where possible	In Place  Ongoing (ready to be distributed if required)	LB/DB  NP		2	1	2

Risk of exposure to Asymptomatic Covid-19	School Staff/Teachers/Pupils/ Parents/ Visitors to School	Regular Asymptomatic Testing of school staff	Lateral Flow home testing kits to be used by staff twice a week Staff will test on Tuesday and Friday morning and report result to school and NHS Any staff member who tests positive will isolate following government guidelines	In place	Staff		1	1	1
				In place	Staff				
			Register of testing kits and lot numbers kept by school office	In place	Office staff				
			Register of results kept by school office	In place	Office staff/DB				
			Weekly Supply check and reordering in place as required	In place	School Office				
School's response to positive Covid case from 1 <sup>st</sup> September 2021	School Staff/Teachers/Pupils/ Parents/ Visitors to School	From 19 <sup>th</sup> July 2021 all schools are required to have an Outbreak Management Plan in place detailing how the school will respond to a positive case/cases in the school/local community	Outbreak Management plan in place detailing school's planned response to different scenarios.	01/09	LB		1	2	1
			Plan published on school website	01/09	LB/SJou				

**Further controls need to be in place and monitored as satisfactory before finally signing off this assessment:**

**Control Measures Acceptable Yes / No**

**Signed off by Headteacher: ..... Date:.....**

Signed off by Employees: ..... Date: .....

Revision date: - .....

**LIKELIHOOD**

- 1- Highly unlikely **LOW**  
Unlikely to happen or very infrequently
- 2- Unlikely **MEDIUM**  
Could happen on a less regular basis
- 3- Likely **HIGH**  
Will almost certainly happen on a regular basis

**CONSEQUENCE**

- 1- Minor **LOW**  
Cuts, bruises, requires first aid treatment
- 2- Major **MEDIUM**  
Broken bone, hospitalisation, &/or up to 3 days absence
- 3- Serious **HIGH**  
Death, major injury, results in over 3 days absence

**Risk = Likelihood x Consequences**

Overall Risk

Score: 6 & 9 = **High**, urgent action required

Score: 3 & 4 = **Medium**, action to an agreed timetable

Score: 1 & 2 = **Low**, or tolerable risk no action may