

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

### BERKELEY Risk Assessment

<b>Location / Site</b>	
BERKELEY PRIMARY SCHOOL	
<b>Activity / Procedure</b>	
Whole School Provision – Sept 2020	
<b>Assessment date</b>	
17/07/2020 – to be regularly updated and amended with best practice learned	

Identify people at risk	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>Yes</b>

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk.

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:  
Consideration of the pupils’ mental health and well being

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Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 02/07/2020

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Reduce the number of children in the classroom to enable social distancing (no more than 30)</li> <li>2. Remove excess furniture to increase space if space to do so</li> <li>3. Children keep to their desks when in the room in Y2 &amp; KS2</li> <li>4. Reception children will need to be instructed on expectations due to changes in the classroom structure</li> <li>5. Desks in KS1 to be spaced as far as possible</li> <li>6. Desks in KS2 will be facing the front of class, with children facing the front and not each other</li> <li>7. Social distancing charter created for the children (Include instructions how to line up, use of toilet, moving around the classroom etc.)</li> <li>8. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and use of behaviour policy for non-compliance</li> <li>9. Children isolated if cannot adhere to charter and spoken to re the need for social distancing</li> <li>10. Feedback – using large whiteboard and interactive whiteboard not close interaction</li> <li>11. Mark out an area for the teacher – distancing at front of room</li> <li>12. Groups use the same classroom or areas throughout the day</li> <li>13. Children to use same desk if returning next day</li> <li>14. Children not mix with other classes</li> <li>15. Bags, coats and lunchboxes kept under children’s tables in Y2-Y6</li> <li>16. 05/09/2020 – Storage of water bottles should either be on individuals own desk or where this is not possible in a named section of surface for individuals use only.</li> <li>17. 05/09/2020 – for any child who has forgotten water bottle, if required a paper cup can be issued. Their name will be written on this and disposed of the end of the school day. Storage of this is as above.</li> <li>18. 05/09/2020 – If weather dictates indoor PE – no communal equipment will be used. Mats in hall must be left out for cleaning overnight</li> </ol>			

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19. 04/01/2020 – All staff within classrooms will be required to wear a face shield			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Only one child per class to be sent to toilet at any one time.</li> <li>2. Allocated toilets for different groups of children</li> <li>3. Hand gel used after toilet use as well as washing hands</li> <li>4. Extra Signs in toilet re washing hands</li> <li>5. Wedges for the toilet external toilet doors if not fire doors.</li> <li>6. Extra soap ordered to ensure we do not run out</li> <li>7. Hand washing is promoted and monitored in the classroom</li> <li>8. 'Catch it, bin it, kill it' approach demonstrated and promoted consistently</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Staggered drop off and pick up times for different groups</li> <li>2. Parents to not enter the school beyond certain point</li> <li>3. Markers outside the school gate for families indicating social distancing rules</li> <li>4. Markers outside the classrooms for children to wait</li> <li>5. Allocated gate and child only zone for parents to drop off and pick up from</li> <li>6. Instructions shared re social distancing between families via email prior to commencement with parents and children</li> <li>7. Signage for parents and children displayed outside the classroom</li> <li>8. Rooms accessed directly from outside where possible</li> <li>9. Member of Staff to be on duty to supervise (SLT &amp; Office)</li> <li>10. Bad weather provision will use the shelter to bring children out to wait for parents continuing the same rules as above</li> <li>11. Close and padlock gate once all children in/leave</li> <li>12. 04/09/2020 – a letter re-iterating the staggered arrival times and collection times and the request for only one adult per family was sent</li> <li>13. 16/10/2020 – a reminder letter was attached to newsletter sent to families regarding drop off and pick up times</li> <li>14. 05/11/2020 – Parents to wear face coverings at drop off &amp; pick up</li> <li>15. 05/11/2020 – Staff on gates at drop off &amp; pick up to wear face masks/visors</li> <li>16. 04/01/2021 – Extension of Parent drop off boundary to maintain distance from staff and other children</li> <li>17. 04/01/2021 – Increase in signage around school &amp; Parent area</li> <li>18. 04/01/2021 – amendments to school collection zone for parents to allow for greater social distancing</li> <li>19. 04/01/2021 – Parents are NOT to approach staff at school drop offs or collections. ALL communications via phone or email.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		

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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Children who have specific (not vulnerable category) healthcare concerns</b> resulting in indirect and direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. School policies regarding medication still followed</li> <li>2. SLT to respond if required to contact parents for advise</li> <li>3. All children who have inhalers to have these with them in bags</li> <li>4. Nut free school re-iterated to parents for packed lunches</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Staggered playtimes/lunches for classes</li> <li>2. Playground/Field zoned for classes to use and socially distance</li> <li>3. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> <li>4. Games discussed which encourage social distancing</li> <li>5. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>6. Staff practise 2 metres distancing where possible</li> <li>7. All staff must radio though when going onto school field/wooded areas</li> <li>8. First Aid box must be taken with each class</li> <li>9. If sunny, can move to space with shade as long as social distancing between classes is maintained</li> <li>10. Hygiene promoted in playground by adult supervision. Hand sanitizer/tissues in supply</li> <li>11. Sanitizing of hands on all entrance points into school building</li> <li>12. All MDSU wear sanitising aprons with wipes, gel, gloves and apron</li> <li>13. 05/11/2020 – All staff to wear face mask or visor when in communal areas including at lunch and break times (indoors and outside)</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



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<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. All children to wash hands before and after eating</li> <li>2. Children eat in their classrooms or on school field in specified area, weather depending</li> <li>3. Children asked to bring packed lunch in first instance – packed lunches kept under children’s tables with bags</li> <li>4. School meals brought to their classroom</li> <li>5. Staff allocated to monitor classrooms</li> <li>6. After eating all desks to be cleaned with appropriate solution and disposed of correctly</li> <li>7. Reception class eat at tables in the hall (as no tables in classroom)</li> <li>8. 05/11/2020 - All staff to wear face mask or visor when in communal areas including at lunch and break times (indoors and outside)</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door where possible.</li> <li>2. One child going to toilet at one time</li> <li>3. Messages to office via walkie-talkies</li> <li>4. Staff use empty classrooms and alcoves to maximise the distance between each other</li> <li>5. Clear signage and markings to indicate social distancing</li> <li>6. Walking to the left in all corridors</li> <li>7. If another class in corridor, give way and wait until passage is clear</li> <li>8. Agree instructions with children concerning going and returning to toilet</li> <li>9. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days</li> <li>10. 05/11/2020 – Any visitors to site to be asked to wear face covering when moving around school</li> <li>11. 05/11/2020 - All staff to wear face mask or visor when in communal areas</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing during other school activities</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Assemblies will be conducted virtually</li> <li>2. Parents will be asked to not seek face to face meetings with staff and use email to communicate with the school.</li> <li>3. Parents encouraged to only 1 parent/adult bringing children to and from school</li> <li>4. Limit number of site visitors to emergency situations only</li> <li>5. Visitors do not sign in with the same pen or touch screen devices in reception (Admin will sign in on their behalf)</li> <li>6. Hand washing facilities and hand sanitiser to be provided at all entrances</li> <li>7. Building access rules clearly communicated through signage on entrances</li> <li>8. Employees providing first aid to pupils will ensure they follow first aid procedures correctly</li> <li>9. Radio through if going to use school field/woods at any time</li> <li>10. Radio should be taken with Staff member at all times</li> <li>11. Class first aid kit should be taken to school field if not using classroom</li> <li>12. No child to run errands or be out of class</li> <li>13. Used laptops to be cleaned under supervision by the pupil prior to return to charging trolley</li> <li>14. Staff communal area limited to a maximum of 6 adults at any one time</li> <li>15. 05/11/2020 - All staff to wear face mask or visor when in communal areas unless eating</li> <li>16. 05/11/2020 – Staff to wear visors during 1:1 sessions with children</li> <li>17. 05/11/2020 – All Staff in Explorers will wear a face mask or visor</li> <li>18. 04/01/2021 – All meetings to be held virtually</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		

**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
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<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Staff and pupil safety during school activities</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. 02/11/2020 - No external school trips to take place in Term 1 or 2 (to be reviewed in Term 3)</li> <li>2. Radio through if going to use school field/woods at any time</li> <li>3. 2 members of staff must be in the woods with children at all times</li> <li>4. Radio should be taken with Staff member at all times</li> <li>5. Class first aid kit should be taken to school field if not using classroom</li> <li>6. No child to run errands or be out of class</li> <li>7. No sharing of wellies in the woods. All children will be asked to bring them for Forest activities.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children asked not to bring anything from home into school (other than coat, lunchbox, drinks bottle) or take any resources home</li> <li>2. Stationery will be provide labelled with their name on</li> <li>3. Tubs of resources for individuals if needed – maths cubes etc.</li> <li>4. Resources must not be shared with other classes until they are washed in Milton and left to dry.</li> <li>5. Tables, door handles and other surfaces cleaned with Milton every night and through day following the cleaning guidelines set by government</li> <li>6. Lessons planned so resources are individual and not shared – or on white board</li> <li>7. Resources on tables ready for lesson and not distributed within the lesson</li> <li>8. Avoid sharing books and other materials</li> <li>9. Shared books (home reading) will be placed in a box for a period no shorter than 72 hours prior to redistribution</li> <li>10. Any work handed in on paper to be put in quarantine (e.g. for 3 days)</li> <li>11. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>12. Outdoor equipment appropriately cleaned</li> <li>13. Used laptops to be cleaned under supervision by the pupil prior to return to charging trolley</li> <li>14. Radios should be turned off and left in the classroom for cleaning at the end of the day</li> <li>15. When using the bus – do not use the books on the lower deck.</li> <li>16. When using the bus – clean using appropriate solution before leaving</li> <li>17. 05/11/2020 – All PE equipment will be class specific and not a shared resource and kept in the class cupboard.</li> <li>18. 05/11/2020 – If using Mats in hall, leave out for cleaning overnight</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children to have class teacher and TP in the first instance</li> <li>2. Possible reduced time in school to ensure transition is successful from home to school</li> <li>3. 2 metre social distancing provision available for children who are distressed</li> <li>4. Curriculum to be delivered assessing needs for first two weeks to support children’s well-being – slowly increasing the cognitive load</li> <li>5. Pastoral Lead to liaise with staff to identify any children in need of extra support, and interventions put in place for them, working with families.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Staff meeting &amp; INSET day in SEP to discuss concerns and shared control measures</li> <li>3. Consulting staff fully with ALL changes and communicating as and when they occur to keep all staff informed</li> <li>4. Sharing of support helplines</li> <li>5. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>7. Separate risk assessment for the office area</li> <li>8. Reduced contact time in school for teachers with virtual meetings where possible</li> <li>9. Marking &amp; feedback policy reviewed in line with COVID regulations to ensure effective teaching &amp; learning, without the need for exercise books going to and from school daily</li> <li>10. Designated “staff areas” to be controlled by splitting breaks to ensure social distancing achievable</li> <li>11. Open door policy for Headteacher and School Business Manager to talk through any concerns</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Seek expert guidance from special schools re support for children with behaviour difficulties – Leading to individual risk assessments</li> <li>2. Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals</li> <li>3. Extra disposable aprons ordered</li> <li>4. Extra gloves ordered</li> <li>5. Some visors also ordered if needed</li> <li>6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> <li>7. 05/11/2020 - All staff to wear face mask or visor when 1:1 with child</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Hand gel dispenser in all classrooms</li> <li>2. Hand gel dispensers at all entrances into school buildings</li> <li>3. Hand gel order in large quantities</li> <li>4. Extra soap dispensers and re-fills in each classroom</li> <li>5. Extra hand washing bowls in each classroom</li> <li>6. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>7. Washing hands posters replaced in all washing areas</li> <li>8. Additional time allowed before and after breaks in the timetable to accommodate handwashing</li> <li>9. Reminders how to wash hands properly – videos and posters</li> <li>10. Adults and children are encouraged not to touch their mouth, eyes and nose</li> <li>11. Sanitising spray and paper towel to be provided in classroom for use by members of staff</li> <li>12. Bins for tissues provided and emptied throughout day</li> <li>13. Procedure agreed for children to wash hands so thorough hand washing. Encouraging through song and games</li> <li>14. Spaces to be well ventilated using natural ventilation</li> <li>15. Doors propped open, where safe to do so to limit use of door handles (ensure closed when premises unoccupied)</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using correct solution according to government guidelines</li> <li>2. Each classroom to have sanitising spray and paper towel to spot clean by member of staff</li> <li>3. PPE will be worn by all cleaning staff</li> <li>4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>5. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>6. Cleaning routine set up during the day to increase high risk contact point cleaning and ensure all supplies are maintained</li> <li>7. Used laptops to be cleaning under supervision by child prior to returning to charging station</li> <li>8. Radios to be turned off and left in classroom for cleaning</li> <li>9. Lower deck of bus not to be used. Upper deck only.</li> <li>10. 05/11/2020 – PE mats to be cleaned every night in school hall</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are ok to return to work</li> <li>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are ok to return to work</li> <li>3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>4. Regular review of government guidelines relating to categories and advice</li> <li>5. Staff health RA's completed on school reopening</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Kitchens open and operational</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Kitchen staff will arrive and leave school when there are no children in the playground</li> <li>2. Deliveries need to be prearranged with SBM/Head and delivered to gate only – no one to come onto the playground</li> <li>3. Kitchen staff to stay in kitchen and not walk around school</li> <li>4. Toilets to be used will be in KS2 building</li> <li>5. No physical interaction with any children.</li> <li>6. Lunch orders numbers will be collated and telephoned through to kitchen number</li> <li>7. Completed orders will be left on the table in the school hall, labelled</li> <li>8. Kitchen staff will leave school as soon as last lunch has been prepared and kitchen is cleaned</li> <li>9. Kitchen staff to be aware that children are in the room next door so noise made by kitchen will need to be minimal</li> <li>10. All PPE provided by Aspens and worn at all times</li> <li>11. No member of staff to come to work if showing any signs or symptoms of Covid-19, or a member of their household.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

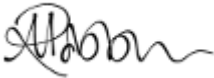
<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Offices and administration operations</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Keep office door open to reduce contamination of door handles</li> <li>2. Request all parents to contact the office by email or phone where possible</li> <li>3. Request that only critical items forgotten by children are delivered to school by parents are placed in a clean labelled carrier bag</li> <li>4. High touch areas in office and reception foyer including phones, photocopier, fridge door and school entrance/exit buttons to be cleaned regularly though out the day as per tick sheet</li> <li>5. Phones should only be used by office staff where possible. When this is not possible other staff should disinfect phone before and after use.</li> <li>6. Office staff will have dedicated walkie talkie to communicate with classes if items are delivered to school</li> <li>7. Children should not be sent to the office to collect items, photocopies etc.</li> <li>8. No school visitors unless authorised by Headteacher</li> <li>9. Contractor visits to be minimised and risk assessed when required</li> <li>10. Deliveries may be brought into the office provided delivery person has sanitised hands first and remains at a 2m distance. Office staff to direct delivery from outside of office.</li> <li>11. Visitors / children arriving late, leaving early should be signed in and out by office staff</li> <li>12. Staff to send message to signing in “message” office to maintain list of who is in for any evacuation.</li> <li>13. Keyboards / mice should be removed from desks when not in use.</li> <li>14. Named office equipment such as staplers, hole punches etc should only be used by the named person. Other staff should use shared equipment and disinfect as necessary.</li> <li>15. Office to use walkie talkie system linked to flag up other messaging use where information is confidential</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<p><b>Lockdown 3 – Keyworker school provision</b> resulting in direct and indirect transmission of the virus</p> <p>These are additional or amendments to the Control measures during normal opening</p>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>06/01/2021</p> <ol style="list-style-type: none"> <li>1. Children are to be put in fixed bubbles by year groups</li> <li>2. There will be specific staff assigned to each bubble.</li> <li>3. There will be no interactions or cross teaching across the bubbles</li> <li>4. Children are to attend everyday (school age) unless they are ill or in isolation</li> <li>5. Preschool is open to those wishing to attend for their normal hours</li> <li>6. Face shields to be worn by all staff in class and around school</li> <li>7. Lunch will be eaten in hall in designated areas by bubble</li> <li>8. No more than 30 children can be in a bubble</li> <li>9. Explorers (wrap around care) will be closed during this period due to mixing of bubbles/staffing</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

Name of assessor	Signature of assessor	Date
Rachael Stewart		17/07/2020 Reviewed 11/01/2021

Name of manager	Signature of manager	Date
Alex Robbins		17/07/2020 Latest review date 11/01/2021