

BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

BERKELEY Risk Assessment

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

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

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 childcare 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 22/02/2021

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Reduce the number of children in the classroom to enable social distancing (no more than 30) 2. Remove excess furniture to increase space if space to do so 3. Children keep to their desks when in the room in Y2 & KS2 4. Reception children will need to be instructed on expectations due to changes in the classroom structure 5. Desks in KS1 to be spaced as far as possible 6. Desks in KS2 will be facing the front of class, with children facing the front and not each other 7. Social distancing charter created for the children (Include instructions how to line up, use of toilet, moving around the classroom etc.) 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 9. Children isolated if cannot adhere to charter and spoken to re the need for social distancing 10. Feedback – using large whiteboard and interactive whiteboard not close interaction 11. Establish an area for the teacher – distancing at front of room 12. Groups use the same classroom or areas throughout the day 13. Children to use same desk if returning next day 14. Children not to mix with other classes 15. Coats on backs of chairs and in Y4-Y6. Bags not permitted in school, unless by prior arrangement. 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. 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. 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 			

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19. 04/01/2020 – All staff within classrooms will be required to wear a face shield when working 121 with pupils.			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

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

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

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

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Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Staggered playtimes/lunches for classes 2. Playground/Field zoned for classes to use and socially distance 3. Reduced playtime equipment – hard surfaces and can be easily cleaned 4. Games discussed which encourage social distancing 5. Staff supervision throughout – actively encouraging and insisting on social distancing 6. Staff practise 2 metres distancing where possible 7. All staff must radio though when going onto school field/wooded areas 8. First Aid box must be taken with each class 9. If sunny, can move to space with shade as long as social distancing between classes is maintained 10. Hygiene promoted in playground by adult supervision. Hand sanitizer/tissues in supply 11. Sanitizing of hands on all entrance points into school building 12. All MDSU wear sanitising aprons with wipes, gel, gloves, and apron 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) 14. 22/02/2021 – Staff to model outdoor social distancing 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

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

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

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Staff and pupil safety during school activities resulting in direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. 22/02/2021 - No external school trips to take place in Terms 1-4 (review for term 5/6) 2. Radio through if going to use school field/woods at any time 3. 2 members of staff must be in the woods with children at all times 4. Radio should be taken with Staff member at all times 5. Class first aid kit should be taken to school field if not using classroom 6. No child to run errands or be out of class 7. No sharing of wellies in the woods. All children will be asked to bring them for Forest activities. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

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

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

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

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Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Hand gel dispenser in all classrooms 2. Hand gel dispensers at all entrances into school buildings 3. Hand gel order in large quantities 4. Extra soap dispensers and re-fills in each classroom 5. Extra hand washing bowls in each classroom 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 7. Washing hands posters replaced in all washing areas 8. Additional time allowed before and after breaks in the timetable to accommodate handwashing 9. Reminders how to wash hands properly – videos and posters 10. Adults and children are encouraged not to touch their mouth, eyes, and nose 11. Sanitising spray and paper towel to be provided in classroom for use by members of staff 12. Bins for tissues provided and emptied throughout day 13. Procedure agreed for children to wash hands so thorough hand washing. Encouraging through song and games 14. Spaces to be well ventilated using natural ventilation 15. Doors propped open, where safe to do so to limit use of door handles (ensure closed when premises unoccupied) 16. 22/02/2021 – Windows to be opened wider during breaks to allow for increased air circulation 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

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

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. 22/02/2021 Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) should remain at home 2. Those living with someone who is clinically extremely vulnerable are ok to return to work 3. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are ok to return to work 4. 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. 5. Regular review of government guidelines relating to categories and advice 6. Staff health RA's completed on school reopening 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

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Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Offices and administration operations resulting in direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Keep office door open to reduce contamination of door handles 2. Request all parents to contact the office by email or phone where possible 3. Request that only critical items forgotten by children are delivered to school by parents are placed in a clean labelled carrier bag 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 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. 6. Office staff will have dedicated walkie talkie to communicate with classes if items are delivered to school 7. Children should not be sent to the office to collect items, photocopies etc. 8. No school visitors unless authorised by Headteacher 9. Contractor visits to be minimised and risk assessed when required 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. 11. Visitors / children arriving late, leaving early should be signed in and out by office staff 12. Staff to send message to signing in “message” office to maintain list of who is in for any evacuation. 13. Keyboards / mice should be removed from desks when not in use. 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. 15. Office to use walkie talkie system linked to flag up other messaging use where information is confidential 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<p>Lockdown 3 – Keyworker school provision resulting in direct and indirect transmission of the virus</p> <p>These are additional or amendments to the Control measures during normal opening</p>			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>06/01/2021 – 07/02/2021</p> <ol style="list-style-type: none"> 1. Children are to be put in fixed bubbles by year groups 2. There will be specific staff assigned to each bubble. 3. There will be no interactions or cross teaching across the bubbles 4. Children are to attend everyday (school age) unless they are ill or in isolation 5. Preschool is open to those wishing to attend for their normal hours 6. Face shields/masks to be worn by all staff in class and around school 7. Lunch will be eaten in hall in designated areas by bubble 8. No more than 30 children can be in a bubble 9. Explorers (wrap around care) will be closed during this period due to mixing of bubbles/staffing 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE


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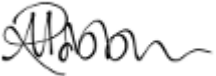
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lateral Flow Testing – School Staff resulting in direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>Testing will commence 25th January 2021</p> <ol style="list-style-type: none"> 1. Tests are for all school staff only. 2. Tests are assigned to an individual and must not be shared with anyone else (family or friends) or swapped with other staff members 3. Tests are for the identification of asymptomatic cases, it does not replace isolation 4. If a member of staff displays symptoms, they do not need to do an LFT, they must isolate and get a PCR test and follow procedure 5. Tests must be kept at room temperature 6. Tests are to be performed by the member of staff themselves in their own home, so risks of transmission during test is limited to household members only 7. Tests are supplied in sealed bags 8. Waste from tests will be disposed of in household waste using the bags provided 9. All results are communicated by staff directly to the Government via web portal and to the school via email 10. Test kits that have missing items or are faulty must be reported to school with Lot number. This is then communicated to 119 11. Instructions to staff on how to perform test will be discussed and concerns or questions addressed 12. Instructions on ensuring hygiene measures are in place whilst performing the tests 13. Any clinical issues, including allergic reaction or bleeding, must be reported immediately and communicated by SLT through the yellow card method 14. Kit contains an extraction buffer solution that should be handled with care, even though these components do not have any hazard labels associated with them 15. Positive results will result in isolation and PCR test, household, and bubble to isolate until result of PCR test is known 16. Void tests to be reported. New test to be opened and test repeated. If 2 void tests, then action as if positive 17. Tests will be performed twice a week 18. If notified by Test & Trace to self-isolate due to contact, then staff must follow this instruction 			
Remaining level of risk	Consider level of risk following use of control measures		

BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

HIGH	MEDIUM	LOW	NEGLIGIBLE
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BERKELEY PRIMARY SCHOOL HEALTH & SAFETY

Name of assessor	Signature of assessor	Date
Rachael Stewart		17/07/2020 Reviewed 02/03/2021

Name of manager	Signature of manager	Date
Alex Robbins		17/07/2020 Latest review date 02/03/2021