

## BERKELEY PRIMARY SCHOOL HEALTH & SAFETY



### BERKELEY Risk Assessment

<b>Location / Site</b>	
BERKELEY PRIMARY SCHOOL	
<b>Activity / Procedure</b>	
Whole School Provision – Sept 2021	
<b>Assessment date</b>	
03/09/2021 – 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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### Outbreak Management Plan

In the event of a localised outbreak and following advice for the local health protection team, the following measures may be temporarily re-introduced at any time. A detailed risk assessment is below.

Face Covering	Face covering (masks) may be re-introduced in the event of a localised outbreak. This may be in all areas, or in areas where social distancing is not possible, such as corridors and communal areas.
Re-enforcement of “rules”	<p>Over time, staff and students may relax their attention to the measures that reduce the transmission of the virus. The measures may be re-enforced in the event of a local outbreak to include;</p> <ul style="list-style-type: none"> <li>• “Catch it, bin it, kill it”</li> <li>• Regular hand washing</li> <li>• Sanitising hands on entry and exit of a classroom</li> <li>• Cleaning down surfaces following each classroom use</li> <li>• Ventilation – doors and windows open</li> <li>• Classrooms rearranged to face forwards</li> <li>• Re-check Seating plans for every classroom</li> </ul> <p>In addition, the following measures may also be temporarily re-introduced;</p> <ul style="list-style-type: none"> <li>• Postponement of assemblies, events and larger gatherings where there is a high number of local cases.</li> <li>• Restriction of visitors to the school for meetings that can be conducted online</li> <li>• Assess and reduce risk for any school events involving larger gatherings based on current guidelines and transmission rates</li> </ul>
Student Bubbles	In the event of a local outbreak, it may be necessary to re-introduce student year group bubbles in order to minimise transmission between year groups. This will inevitably impact on education and is not a decision that will be taken lightly.
Lockdown	A lockdown measure, in which all learning converts to remote online learning, will only be taken if required by the local health protection team or central government. In the event of lockdown the school will be open for the children of key workers and vulnerable children as before.

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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

Blue text are additional changes at each review

<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. Coats on backs of chairs in Y4-Y6. Bags not permitted in school, unless by prior arrangement.</li> <li>4. 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>5. For any child who has forgotten water bottle, plastic cups are provided which are put in the dishwasher after single use.</li> <li>6. All staff within classrooms have the option to wear a face shield when working 121 with pupils.</li> </ol>			

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<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>

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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 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><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. Allocated gate and child only zone for parents to drop off and pick up from</li> <li>2. Member of Staff to be on duty to supervise (SLT &amp; Office)</li> <li>3. Close and padlock gate once all children in/leave</li> <li>4. 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		
<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>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><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. 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>

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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 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><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 staff must radio though when going onto school field/wooded areas</li> <li>2. First Aid box must be taken with each class</li> <li>3. If sunny, can move to space with shade</li> <li>4. Hygiene promoted in playground by adult supervision. Hand sanitizer/tissues in supply</li> <li>5. Sanitizing of hands on all entrance points into school building</li> <li>6. All MDSU wear sanitising aprons with wipes, gel, gloves and apron</li> <li>7. Fair Weather- Lunchtimes will be held on field.</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. After eating all tables to be cleaned with appropriate solution and disposed of correctly</li> <li>3. Reception class eat at tables in Explorers</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 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><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 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> </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 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><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. Assemblies will be introduced again Autumn 2021</li> <li>2. Parents will be asked to not seek face to face meetings with staff and use email to communicate with the school where possible</li> <li>3. Limit number of site visitors to necessary visits only</li> <li>4. Hand washing facilities and hand sanitiser to be provided at all entrances</li> <li>5. Building access rules clearly communicated through signage on entrances</li> <li>6. Employees providing first aid to pupils will ensure they follow first aid procedures correctly</li> <li>7. Radio through if going to use school field/woods at any time</li> <li>8. Radio should be taken with Staff member at all times, attached to staff lanyard and must be on to an acceptable volume.</li> <li>9. Class first aid kit should be taken to school field if not using classroom</li> <li>10. No child to run errands or be out of class</li> <li>11. Used laptops to be cleaned under supervision by the pupil prior to return to charging trolley</li> <li>12. Staff have the option to wear visors during 1:1 sessions with children</li> <li>13. All Staff in Explorers have the option to wear a face mask or visor</li> <li>14. Government guidelines for external school trips will be followed</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>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>	<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. Radio through if going to use school field/woods at any time</li> <li>2. 2 members of staff must be in the woods with children at all times</li> <li>3. Radio should be taken with Staff member at all times, on lanyards and at an acceptable volume</li> <li>4. Children’s names are not to be used over the radio by any member of staff</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		
<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>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><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 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. Tables, door handles and other surfaces cleaned with Milton every night and through day following the cleaning guidelines set by government</li> <li>5. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>6. Outdoor equipment appropriately cleaned</li> <li>7. Used laptops to be cleaned under supervision by the pupil prior to return to charging trolley</li> <li>8. Radios should be turned off and left in the classroom for cleaning at the end of the day</li> <li>9. When using the bus – clean using appropriate solution before leaving</li> <li>10. 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>

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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>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. Possible reduced time in school to ensure transition is successful from home to school</li> <li>2. Curriculum to be delivered assessing needs to support children’s well-being – slowly increasing the cognitive load</li> <li>3. 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>

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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>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; open door policy 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. Risk assessments reviewed with each government change</li> <li>6. Separate risk assessment for the office area</li> <li>7. Reduced contact time in school for teachers with virtual meetings where possible</li> <li>8. 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>

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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>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. PPE provided</li> <li>4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> <li>5. All staff have the option of wearing a face mask or visor when 1:1 with child</li> <li>6. Updated Teamteach training for all staff October 2021</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>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. Extra soap dispensers and re-fills in each classroom</li> <li>4. Extra hand washing bowls in each classroom</li> <li>5. 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>6. Washing hands posters replaced in all washing areas</li> <li>7. Additional time allowed before and after breaks in the timetable to accommodate handwashing</li> <li>8. Reminders how to wash hands properly – videos and posters</li> <li>9. Adults and children are encouraged not to touch their mouth, eyes and nose</li> <li>10. Sanitising spray and paper towel to be provided in classroom for use by members of staff</li> <li>11. Bins for tissues provided and emptied throughout day</li> <li>12. Procedure agreed for children to wash hands so thorough hand washing. Encouraging through song and games</li> <li>13. Spaces to be well ventilated using natural ventilation</li> <li>14. Doors propped open, where safe to do so to limit use of door handles (ensure closed when premises unoccupied)</li> <li>15. Windows to be opened wider during breaks to allow for increased air circulation</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>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. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>5. Cleaning routine set up during the day to increase high risk contact point cleaning and ensure all supplies are maintained</li> <li>6. Children to sanitise hands before laptop use</li> <li>7. Radios to be turned off and left in classroom for cleaning</li> <li>8. Soft furnishings that cannot be moved will be disinfected daily during cleaning routine</li> <li>9. PE mats to be cleaned after use 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>

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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>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		
<p style="color: red;">Those living with someone who is clinically extremely vulnerable are ok to return to work</p> <ol style="list-style-type: none"> <li>1. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are ok to return to work</li> <li>2. 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>3. Regular review of government guidelines relating to categories and advice</li> <li>4. 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>

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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>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. Lunch orders numbers will be collated and given to the kitchen via admin</li> <li>6. Completed orders will be left on the table in the school hall, labelled</li> <li>7. Kitchen staff will leave school as soon as last lunch has been prepared and kitchen is cleaned</li> <li>8. 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>9. All PPE provided by Aspens and worn at all times</li> <li>10. No member of staff to come to work if showing any signs or symptoms of Covid-19</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>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><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. 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> </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**

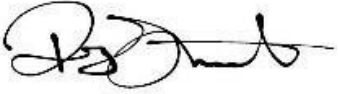
<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<p align="center"><b>Lockdown – Keyworker school provision</b> resulting in direct and indirect transmission of the virus</p> <p align="center">These are additional 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><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 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/masks 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>

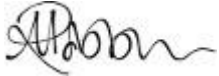
**BERKELEY PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lateral Flow Testing – School Staff</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		
<p>Testing will commence 25<sup>th</sup> January 2021</p> <ol style="list-style-type: none"> <li>1. Tests are for all school staff only.</li> <li>2. Tests are assigned to an individual and must not be shared with anyone else (family or friends) or swapped with other staff members</li> <li>3. Tests are for the identification of asymptomatic cases, it does not replace isolation</li> <li>4. If a member of staff displays symptoms they do not need to do a LFT, they must isolate and get a PCR test and follow procedure</li> <li>5. Tests must be kept at room temperature</li> <li>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</li> <li>7. Tests are supplied in sealed bags</li> <li>8. Waste from tests will be disposed of in household waste using the bags provided</li> <li>9. All results are communicated by staff directly to the Government via web portal and to the school via email</li> <li>10. Test kits that have missing items or are faulty must be reported to school with Lot number. This is then communicated to 119</li> <li>11. Instructions to staff on how to perform test will be discussed and concerns or questions addressed</li> <li>12. Instructions on ensuring hygiene measures are in place whilst performing the tests</li> <li>13. Any clinical issues, including allergic reaction or bleeding, must be reported immediately and communicated by SLT through the yellow card method</li> <li>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</li> <li>15. Positive results will result in isolation and PCR test, household and bubble to isolate until result of PCR test is known</li> <li>16. Void tests to be reported. New test to be opened and test repeated. If 2 void tests then action as if positive</li> <li>17. Tests will be performed twice a week</li> <li>18. If notified by Test &amp; Trace to self-isolate due to contact then staff must follow this instruction</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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Name of assessor	Signature of assessor	Date
Rachael Stewart		03/09/2021

Name of manager	Signature of manager	Date
Alex Robbins		03/09/2021