



Basildon CE Primary School Risk Assessment: Coronavirus (Covid-19) protective measures for whole school opening



This risk assessment considers the following activities and associated protective measures on reopening after a temporary closure:

- Capacity of the School Building to Accommodate Children Required – Internal Arrangements Including Access Routes, Staggered Timings, Toilets
- Capacity of the School Building to Accommodate Children Required – External Arrangements*
- Capacity of the School Building to Accommodate Children Required – External Arrangements: Playframes*
- Capacity of the School Building to Accommodate Children Required – External Arrangements for Tiger Class
- Capacity of the School Building to Accommodate Children Required – Lunch Arrangements
- Capacity of the School Building to Accommodate Children Required – Internal & External Arrangements for Sparklers Including Access Routes, Timings, Toilets
- Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare*
- Access to and Egress from Site – General
- Access to and Egress From Site – Staff
- Access to and Egress From Site - Pupil Drop Off
- Access to and Egress From Site - Pupil Collection
- Access to and Egress From Site - LATE ARRIVALS, EARLY COLLECTIONS & LATE DEPARTURES
- Access to and Egress From Site - PUPIL REGISTRATION
- Use of Outdoor Areas and Play Equipment – including PE & Sports Equipment
- Access to staff toilets, rest rooms and changing facilities
- Communication
- Cleaning*
- Contractors
- Deliveries and Waste Collection
- Fire
- Hygiene – PPE
- Hygiene – Clothing
- Hygiene – Face masks*
- Hygiene – First Aid Provision
- Hygiene – Handwashing & Hand sanitiser
- Hygiene – Lateral Flow Device Testing for Staff*
- Hygiene – Respiratory
- Hygiene – Suspected Cases of Covid-19
- Integrity of class bubbles
- Lack of awareness
- Music Lessons - including peripatetic and agency staff*

* Denotes activity on the change register

- Parents' Evenings
- School Refreshments and Meals-Pupils
- **Social Distancing***
- Ventilation
- Visitors to Site – including peripatetic staff and supply*
- Volunteers on site*
- Weather
- Wrap Around Care

CHANGE REGISTER				
Date	Version	Changes Made	Further to	Author
27 May 2020	202005 BPS Risk Assessment - Covid-19 Reopening WBC 1.6	Various	WBC feedback	PSS
28 May 2020	202005 BPS Risk Assessment - Covid-19 Reopening WBC 1.7	Various	WBC feedback	PSS
29 May 2020	202005 BPS Risk Assessment - Covid-19 Reopening WBC 1.8	- communications plan re toilets - addition of map for assembly point	WBC feedback	PSS
8 June 2020	202005 BPS Risk Assessment - Covid-19 Reopening WBC 1.9	- inclusion of <i>Capacity of the School Building to Accommodate Children Required: External Arrangements for Tiger Class</i> , page 5 - update to <i>Hygiene – Handwashing & Hand sanitiser</i> , page 17 - inclusion of <i>Integrity of Class Bubbles</i> , page 20	- Installation of water filled fencing - Provision of mobile sink - New section reflecting on parental feedback	PSS
16 June 2020	202005 BPS Risk Assessment - Covid-19 Reopening WBC 1.10	- update to <i>Capacity of the School Building to Accommodate Children Required– Internal Arrangements Including Access Routes, Staggered Timings, Toilets</i> , page 4 - update to <i>Capacity of the School Building to Accommodate Children Required: External Arrangements</i> , page 5 - update to <i>Capacity of the School Building to Accommodate Children Required– Lunch Arrangements</i> , page 4 - update to <i>Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare</i> , page 8 - update to <i>Communication</i> , page 12 - update to <i>Fire</i> , page 15 - update to <i>Hygiene – Handwashing & Hand sanitiser</i> , page 18	- Updated to reflect the face-to-face opportunities for years 2, 3, 4 and 5; unique class in for two consecutive days, 1/2 days fallow/deep clean, unique class in for two consecutive days. - Re-designation of external play zones to accommodate Hub Class, when in attendance - Updated lunch/collection times to accommodate the Hub Class, when in attendance - Re-designation of toilets and welfare space and working practice to accommodate the Hub Class. - Updated distribution of radios to accommodate Hub Class, when in attendance. - Re-allocation of muster zones on evacuation to accommodate Hub Class, when in attendance - Updated to include differentiation of water guidance and process for filling water bottles	PSS

CHANGE REGISTER

Date	Version	Changes Made	Further to	Author
		- update to <i>Integrity of Class Bubbles</i> , page 21	- Updated to reflect amended work practice for staff working in Phoenix and Hub classes over the course of a week.	
24 June 2020	202005 BPS Risk Assessment - Covid-19 Reopening WBC 1.11	- update to <i>Capacity of the School Building to Accommodate Children Required: External Arrangements</i>, page 5 - inclusion of <i>Capacity of the School Building to Accommodate Children Required: – Internal & External Arrangements for Sparklers Including Access Routes, Timings, Toilets</i>, page 8 - update to <i>Fire</i>, page 15	- Re-designation of external play zones to accommodate Sparklers, when in attendance - Addition to reflect the Sparklers reopening from 28th June to the end of term; unique group in for two consecutive days, 1 day fallow/deep clean, unique class in for two consecutive days. - Re-allocation of muster zones on evacuation to accommodate Sparklers, when in attendance	PSS
22 August 2020	20200822 BPS Risk Assessment - Covid-19 Reopening WBC 2.0	- addition of <i>Capacity of the School Building to Accommodate Children Required</i>, page 6 - update to <i>Capacity of the School Building to Accommodate Children Required – Internal Arrangements Including Access Routes, Staggered Timings, Toilets</i>, page 7	- Inclusion of guidance extract. - School definition of bubbles. - Amended class names, times, access and toilet usage. - Amended guidance for girls' toilets and notification of issues.	PSS
2 August 2020	20200822 BPS Risk Assessment - Covid-19 Reopening WBC 2.0 (continued)	- update to <i>Capacity of the School Building to Accommodate Children Required: External Arrangements</i>, page 8 - update to <i>Capacity of the School Building to Accommodate Children Required: Tiger & Lemur Class External Arrangements</i>, page 9 - update to <i>Capacity of the School Building to Accommodate Children Required – Lunch Arrangements</i>, page 10 - inclusion of <i>Capacity of the School Building to Accommodate Children Required: – Internal & External Arrangements for Sparklers Including Access Routes, Timings, Toilets</i>, page 10 - update to <i>Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare</i>, page 11	- Amended class names. - Amended zone plan. - Amended class names. - Updated fence filling schedule. - Update to lunch availability. - New access circulation defined. - New lunch timetable defined. - Updated access times. - Updated access to school toilets. - Amended toilet usage. - Amended welfare areas.	PSS

CHANGE REGISTER				
Date	Version	Changes Made	Further to	Author
		- update to <i>Access to and Egress from Site – Staff</i>, page 12 - update to <i>Access to and Egress from Site - PUPIL REGISTRATION</i>, page 14 - update to <i>Use of Outdoor Areas and Play Equipment – including PE & Sports Equipment</i>, page 15	- Updated access times. - Removal of explicit locking up arrangements as these return to the cleaning contractor. - Registration updated to using SIMS. - Removal of restrictions of use of outdoor play equipment. - Removal of additional cleaning requirements for outdoor play equipment.	
22 August 2020	20200822 BPS Risk Assessment - Covid-19 Reopening WBC 2.0 (continued)	- update to <i>Cleaning</i>, page 16-17 - update to <i>Hygiene - Clothing</i>, page 20 - update to <i>Integrity of bubbles</i>, page 24 - inclusion of <i>Lack of Awareness</i>, page 24 - update to <i>Ventilation</i>, page 26 - update to <i>Weather</i>, page 26 - update to <i>Wrap Around Care</i>, page 26	- Amended cleaning requirements - Removal of contract cleaning during the day. - Updated advice on 'Dry Clean only' clothing - Updated guidance on breach of integrity. - Removal of links to glossary at the end of the documents. - Removal of restriction of the use of fans. - Amended to include 'when needed'. - Updated to reflect availability of BE Breakfast and BE Teatime, line with parent newsletter.	PSS
29 August 2020	20200822 BPS Risk Assessment - Covid-19 Reopening WBC 2.1	- update to <i>Fire</i>, page 18	- Re-allocation of muster zones on evacuation to accommodate Sparklers, when in attendance.	PSS
4 September 2020	20200904 BPS Risk Assessment - Covid-19 Reopening WBC 2.1	- update to <i>Capacity of the School Building to Accommodate Children Required: External Arrangements</i>, page 8 - Addition of <i>Capacity of the School Building to Accommodate Children Required - External Arrangements: Playframes</i>, page 9 - Update to <i>Hygiene – Respiratory</i>, page 23	- Amended play zone names table. - Inclusion of playframe rota. - Inclusion of hand hygiene for the use of the playframes. - Addition of visual guidance for symptom comparison	PSS

CHANGE REGISTER

Date	Version	Changes Made	Further to	Author
18 September 2020	20200918 BPS Risk Assessment - Covid-19 Reopening WBC 2.2	- update to <i>Capacity of the School Building to Accommodate Children Required– Internal Arrangements Including Access Routes, Staggered Timings, Toilets</i>, page 7 - update to <i>Capacity of the School Building to Accommodate Children Required: – Internal & External Arrangements for Sparklers Including Access Routes, Timings, Toilets</i>, page 12 - Update to <i>Hygiene – PPE</i>, page 21 - Update to <i>Hygiene - Suspected Cases of Covid-19</i>, page 25 - Update to <i>Integrity of Class Bubbles</i>, page 26 - Update to <i>Visitors to Site – including peripatetic staff and supply</i>, page 28	- Amended definition of bubbles to reflect school practice, allowing for lunches. - Amended reference to playground and playing field access for greater clarity - Addition of face visor to definition of PPE - Updated to reflect the latest guidance and the implementation of scripts and the Action Card - Updated to reflect the amended definition of bubbles - Inclusion of peripatetic and agency staff	PSS
15 October 2020	20201015 BPS Risk Assessment - Covid-19 Reopening WBC 2.3	- update to <i>Capacity of the School Building to Accommodate Children Required– External Arrangements: Playframes</i>, page 12 - update to <i>Capacity of the School Building to Accommodate Children Required: – Lunch Arrangements</i>, page 14 - update to <i>Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare</i>, page 15 - Update to <i>Access to and Egress from Site – Staff</i>, page 16 - Addition of <i>Parents’ Evening</i>, page 28 - Addition of <i>Volunteers on Site</i>, page 30	- Updated access rota through to the Christmas break - Adjusted timings for bubbles 2 and 3 - Updated to allow staff to eat together in a socially distanced manner, in the interest of staff wellbeing - Updated to reflect staff movements during the school day - Inclusion of protective and social distancing measures for parents’ evening - Inclusion of protective and social distancing measures for volunteers to support children in one-to-one or small groups	PSS
2 December 2020	20201015 BPS Risk Assessment - Covid-19 Reopening WBC 2.5	- update to <i>Capacity of the School Building to Accommodate Children Required: External Arrangements</i>, page 11	- Updated location for Eagle class break times	PSS

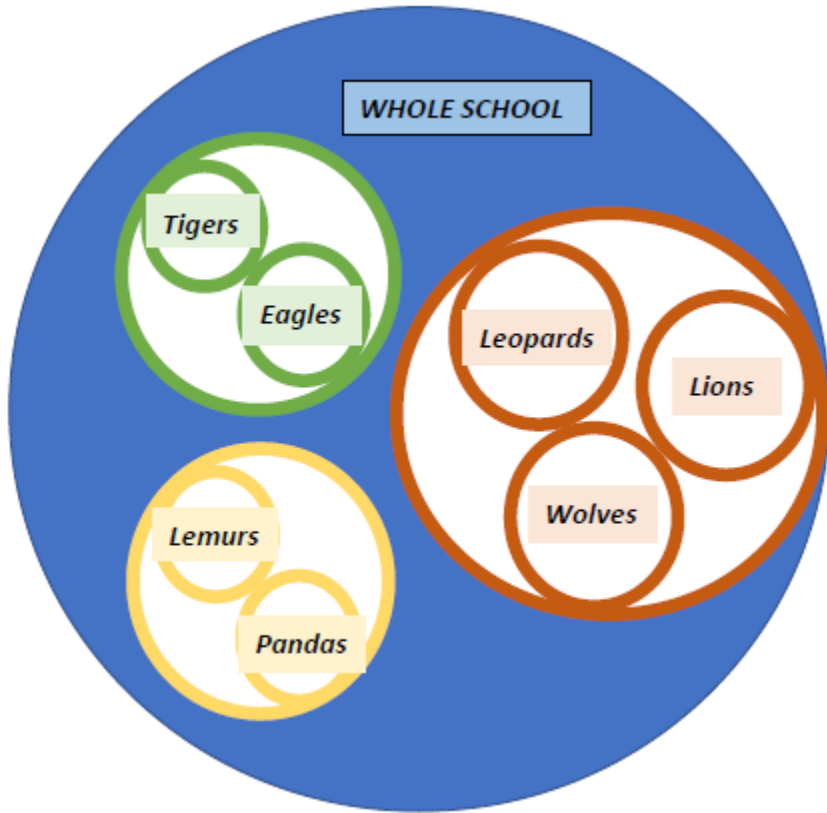
CHANGE REGISTER

Date	Version	Changes Made	Further to	Author
		- update to <i>Capacity of the School Building to Accommodate Children Required– External Arrangements: Playframes</i>, page 12 - Addition to <i>Capacity of the School Building to Accommodate Children Required: – Christmas Lunch Arrangements</i>, page 14 - update to <i>Capacity of the School Building to Accommodate Children Required: – Lunch Arrangements</i>, page 15 - Addition to <i>Capacity of the School Building to Accommodate Children Required: – Christmas Events Arrangements</i>, page 15 - update to <i>Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare</i>, page 17	- Updated access rota through to Christmas - Added details regarding health & safety, hygiene, food, collection, disposal and transportation - Updated location for Eagle class lunch times - Inclusion of protective and social distancing measures for Christmas activities - Update to staff welfare and room access	
4 January 2021	20210104 BPS Risk Assessment - Covid-19 Reopening WBC 2.6	- update to <i>Capacity of the School Building to Accommodate Children Required – Internal Arrangements Including Access Routes, Staggered Timings, Toilets</i>, page 11 - update to <i>Capacity of the School Building to Accommodate Children Required– External Arrangements: Playframes</i>, page 13 - Removal of <i>Capacity of the School Building to Accommodate Children Required – Christmas Lunch Arrangements</i>, page 14 - Removal of <i>Capacity of the School Building to Accommodate Children Required: – Christmas Events Arrangements</i>, page 15 - update to <i>Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare</i>, page 16 - update to <i>Cleaning</i>, page 21-22	- Updated process for pupil toilets - Updated access rota through to February half term - Update to staff welfare and room access, applying rule of 6 for smaller rooms when in Tier 4 or higher - Update to cleaning requirement - Inclusion of guidance on additional cleaning products and their use	PSS

CHANGE REGISTER

Date	Version	Changes Made	Further to	Author
		- Addition of <i>Hygiene – Face masks</i>, page 26 - Addition of <i>Social Distancing</i>, page 33 - Update to <i>Visitors to Site – including peripatetic staff and supply</i>, page 33 - Update to <i>Volunteers on Site</i>, page 34	- Addition of the requirement of masks in certain situations when in Tier 4 or higher - Addition of the explicit requirement for social distancing - Update to include the use of face masks, including when crossing bubbles - Update to volunteers on site when in Tier 4 or higher	
1 March 2021	20210308 BPS Risk Assessment - Covid-19 Reopening WBC 2.8	- update to <i>Capacity of the School Building to Accommodate Children Required – External Arrangements</i>, page 11 - Removal of <i>Capacity of the School Building to Accommodate Children Required– External Arrangements: Playframes</i> - update to <i>Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare</i>, page 14 - Addition of <i>Hygiene – Face masks</i>, page 24 - Addition of <i>Hygiene – Lateral Flow Device Testing for Staff</i>, page 27 - Update to <i>Social Distancing</i>, page 31 - Addition of <i>Appendix I</i>	- Redefined areas for bubble play and lunch time breaks - To be reviewed post Easter - Updated in January but highlighted to reinforce on wider opening; to staff welfare and room access, applying rule of 6 for smaller rooms when in Tier 4 or higher - Addition of the requirement of masks or visors in certain situations when in Tier 4 or higher - Addition to cross reference information to staff with the addition of Appendix I, LFT risk assessment - Addition of signage in external areas - Addition of LFT risk assessment	PSS

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3 March 2021	20210308 BPS Risk Assessment - Covid-19 Reopening WBC 2.9	- update to <i>Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare</i>, page 14 - update to <i>Cleaning</i>, page 20-21 - Addition of <i>Music Lessons - including peripatetic and agency staff</i>, page 30	- Removal of the reference to PPA being taken on site - Updated information re bins and their uses - Addition of guidance for music lessons of all sizes and instruments	PSS

Hazards	Control measures	Detailed action steps
Capacity of the School Building to Accommodate Children Required	- Adherence to the statutory guidance - Definition of school bubble(s)	- The guidance, 7th August 2020 states: <i>Essential measures include: requirement that people who are ill stay at home; robust hand and respiratory hygiene; enhanced cleaning arrangements; active engagement with NHS Test and Trace; formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</i> <i>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</i> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible - At Basildon, our MAIN bubbles are mid-sized with individual class separation as much as possible to enable normal school operations. For clarity, the bubbles are defined as:  The diagram illustrates the school's organizational structure. A large blue circle represents the 'WHOLE SCHOOL'. Inside this circle, there are three distinct groups of smaller circles, each representing a different bubble. The first group, outlined in green, contains two circles labeled 'Tigers' and 'Eagles'. The second group, outlined in yellow, contains two circles labeled 'Lemurs' and 'Pandas'. The third group, outlined in orange, contains three circles labeled 'Leopards', 'Wolves', and 'Lions'. Each of these smaller circles has a corresponding animal name label inside it.

Hazards	Control measures	Detailed action steps																																								
Capacity of the School Building to Accommodate Children Required – Internal Arrangements Including Access Routes, Staggered Timings, Toilets	- Cohort are segregated from each other to reduce social interaction - Facilities are allocated for sole use of each cohort	For reopening, the following registration groups will be considered bubbles with their education delivered by dedicated teams in the stated locations: <table><tr><th>Class</th><th>Location</th><th>Toilets</th><th>Start & End of Day</th><th>Route in/out of the building for all access and egress</th></tr><tr><td>Tigers (Reception)</td><td>Tigers</td><td>In class</td><td>8.30 am 3.00 pm</td><td>Through playground side Tiger gate.</td></tr><tr><td>Lemurs (Year 1)</td><td>Lemurs</td><td>In class</td><td>8.50 am 3.20 pm</td><td>Via the Tiger corridor.</td></tr><tr><td>Pandas (Year 2)</td><td>Pandas</td><td>Labelled in each of the main boys and girls' toilets</td><td>8.50 am 3.20 pm</td><td>Via main entrance.</td></tr><tr><td>Leopards (Year 3)</td><td>Leopards</td><td>Labelled in each of the main boys and girls' toilets</td><td>8.40 am 3.10 pm</td><td>Via the fire exit at the back of the hall.</td></tr><tr><td>Lions (Year 4)</td><td>Lions</td><td>Labelled in each of the main boys and girls' toilets</td><td>8.40 am 3.10 pm</td><td>Via main entrance and through courtyard to back corridor door.</td></tr><tr><td>Wolves (Year 5)</td><td>Wolves</td><td>Labelled in each of the main boys and girls' toilets</td><td>8.40 am 3.10 pm</td><td>Via the blue door at the far end of the car park.</td></tr><tr><td>Eagles (Year 6)</td><td>Wolves</td><td>Toilet adjacent to the cleaning cupboards</td><td>8.30 am 3.00 pm</td><td>Via main entrance.</td></tr></table>	Class	Location	Toilets	Start & End of Day	Route in/out of the building for all access and egress	Tigers (Reception)	Tigers	In class	8.30 am 3.00 pm	Through playground side Tiger gate.	Lemurs (Year 1)	Lemurs	In class	8.50 am 3.20 pm	Via the Tiger corridor.	Pandas (Year 2)	Pandas	Labelled in each of the main boys and girls' toilets	8.50 am 3.20 pm	Via main entrance.	Leopards (Year 3)	Leopards	Labelled in each of the main boys and girls' toilets	8.40 am 3.10 pm	Via the fire exit at the back of the hall.	Lions (Year 4)	Lions	Labelled in each of the main boys and girls' toilets	8.40 am 3.10 pm	Via main entrance and through courtyard to back corridor door.	Wolves (Year 5)	Wolves	Labelled in each of the main boys and girls' toilets	8.40 am 3.10 pm	Via the blue door at the far end of the car park.	Eagles (Year 6)	Wolves	Toilet adjacent to the cleaning cupboards	8.30 am 3.00 pm	Via main entrance.
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		Eagles (Year 6)	Wolves	Toilet adjacent to the cleaning cupboards	8.30 am 3.00 pm	Via main entrance.																																				
		Strict adherence of two pupils per class visiting the toilets should be maintained by class teams. Class staff should radio advising large pupil movement to and from the toilets e.g. trip to woods etc. Children and staff should be reminded to use hand sanitiser on return from the toilets. Girls using the main toilets should be reminded that the toilet closest to the window is for Sparklers use only. They should advise Mrs Slingsby or Mrs Hadrill of any issues they spot re usage and cleanliness.																																								

Hazards	Control measures	Detailed action steps																																																								
Capacity of the School Building to Accommodate Children Required – External Arrangements	- Outdoor learning areas are set for each cohort - Play areas are set for each cohort	The external grounds will be zoned to ensure there are separate areas for outdoor learning and play: 																																																								
		<table><tr><th>PLAYGROUND ZONE</th><th colspan="2">Bubble 1 Tigers & Eagles</th><th colspan="2">Bubble 2 Lemurs & Pandas</th><th colspan="2">Bubble 3 Leopards, Lions & Wolves</th></tr><tr><th></th><th>Break</th><th>Lunch</th><th>Break</th><th>Lunch</th><th>Break</th><th>Lunch</th></tr><tr><td>P1 & Playframes</td><td>Tigers & Eagles</td><td>Tigers & Eagles</td><td>-</td><td>-</td><td>Lions</td><td>-</td></tr><tr><td>P2</td><td>-</td><td>-</td><td>Lemurs</td><td>Lemurs</td><td>Leopards</td><td>Leopards</td></tr><tr><td>P3</td><td>-</td><td>-</td><td>Pandas</td><td>Pandas</td><td>Wolves</td><td>Wolves</td></tr><tr><td>P4</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>Lions</td></tr><tr><td>Courtyard</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>Tiger Area</td><td>Tigers</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr></table>	PLAYGROUND ZONE	Bubble 1 Tigers & Eagles		Bubble 2 Lemurs & Pandas		Bubble 3 Leopards, Lions & Wolves			Break	Lunch	Break	Lunch	Break	Lunch	P1 & Playframes	Tigers & Eagles	Tigers & Eagles	-	-	Lions	-	P2	-	-	Lemurs	Lemurs	Leopards	Leopards	P3	-	-	Pandas	Pandas	Wolves	Wolves	P4	-	-	-	-	-	Lions	Courtyard	-	-	-	-	-	-	Tiger Area	Tigers	-	-	-	-	-
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P4	-	-	-	-	-	Lions																																																				
Courtyard	-	-	-	-	-	-																																																				
Tiger Area	Tigers	-	-	-	-	-																																																				
The rotational access to the playframes will be reviewed for Summer 1																																																										

Hazards	Control measures	Detailed action steps												
Capacity of the School Building to Accommodate Children Required – External Arrangements for Tiger & Lemur Classes	- Outdoor learning areas are set for each bubble within the cohort - Play areas are set for each bubble within the cohort	- The combined external learning/playing space of Lemur class will be extended to include the astro-turfed area in the Tiger external learning/playing space. - The separation will be maintained by strategically placed 'Buddha Fencing', which meets the wind and weight standards by being part filled with water.  * Staff have been trained with regard to emptying, refilling and stowing - In order to maintain safety with respect to Legionella, the fence panels will be flushed though and refilled every second Monday morning by the SBM, or member of the Tiger bubbles, when not available.												
Capacity of the School Building to Accommodate Children Required – Lunch Arrangements	Separation maintained through lunchtime	- Packed lunches must be stowed in the classroom. - Hot lunches will be provided by Dolce catering team. - Lunchtime playleaders have been placed in designated bubbles to avoid any crossover. - Circulation for hall access is defined as in through the hall doors and out via the Tiger corridor. - Hand sanitizer will be dispensed to all children prior to their collecting their lunch. - The following timetable will be in place for lunchtimes: <table border="1"> <thead> <tr> <th>Classes</th><th>Lunch in Hall</th><th>Play in designated zone</th></tr> </thead> <tbody> <tr> <td>Tigers & Eagles</td><td>11.50 – 12.10</td><td>12.10 – 12.40</td></tr> <tr> <td>Lemurs & Pandas</td><td>12.10 – 12.35</td><td>12.35 – 1.10</td></tr> <tr> <td>Leopards, Lions & Wolves</td><td>12.35 – 1.00</td><td>12.00 – 12.35</td></tr> </tbody> </table>	Classes	Lunch in Hall	Play in designated zone	Tigers & Eagles	11.50 – 12.10	12.10 – 12.40	Lemurs & Pandas	12.10 – 12.35	12.35 – 1.10	Leopards, Lions & Wolves	12.35 – 1.00	12.00 – 12.35
Classes	Lunch in Hall	Play in designated zone												
Tigers & Eagles	11.50 – 12.10	12.10 – 12.40												
Lemurs & Pandas	12.10 – 12.35	12.35 – 1.10												
Leopards, Lions & Wolves	12.35 – 1.00	12.00 – 12.35												

Hazards	Control measures	Detailed action steps														
Capacity of the School Building to Accommodate Children Required – Internal & External Arrangements for Sparklers Including Access Routes, Staggered Timings, Toilets	- Cohort are segregated from each other to reduce social interaction - Facilities are allocated for sole use of each cohort - Outdoor learning areas are set for each bubble within the cohort - Play areas are set for each bubble within the cohort - Separation maintained through lunchtime	<table><tr><th>Class</th><th>Location</th><th>Toilets</th><th>Start & End of Day</th><th>Route in/out of the building for all access and egress</th></tr><tr><td>Sparklers</td><td>Lower Classroom</td><td>Independently provided port-a-loos for staff and child use. These are to be located in the raised parking bay parallel to Sparklers external play area.</td><td>9.00 am 2.50 pm</td><td>Through play area side gate parallel to the Sparklers main entrance.</td></tr></table>					Class	Location	Toilets	Start & End of Day	Route in/out of the building for all access and egress	Sparklers	Lower Classroom	Independently provided port-a-loos for staff and child use. These are to be located in the raised parking bay parallel to Sparklers external play area.	9.00 am 2.50 pm	Through play area side gate parallel to the Sparklers main entrance.
		Class	Location	Toilets	Start & End of Day	Route in/out of the building for all access and egress										
Sparklers	Lower Classroom	Independently provided port-a-loos for staff and child use. These are to be located in the raised parking bay parallel to Sparklers external play area.	9.00 am 2.50 pm	Through play area side gate parallel to the Sparklers main entrance.												
- Sparklers require parents to provide packed lunches, as access to school meals is not available during this period. - Sparklers are required to restrict movement in other bubbles or throughout the school building. - Sparklers children MUST be supervised at ALL TIMES when accessing their allocated toilet, located closest to the window in the girls toilets. Sparklers are required to adhere to access of the designated external zones during breaks and on evacuation, as detailed in <i>Capacity of the School Building to Accommodate Children Required: External Arrangements</i>, page 8 and <i>Fire</i>, page 19 - Sparklers are able to access the playground and playing field when not in use by the school - Sparklers risk assessment will be reviewed by the SBM prior to opening and whenever amended.																

Hazards	Control measures	Detailed action steps							
Staffing – Including Maintaining Adequate Staffing, Toilets, Welfare	- Staffing allocation is reviewed on a daily basis - Authorisation onto the school site will be by the Headteacher - All staff medical needs to be discussed with the Head teacher prior to them entering the school - Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed, any changes must be noted and if required new control measures put in place - Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. - There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases. - Lone working should be avoided.	- Class based staff will be assigned to a class team pairs in for the duration of this socially distanced work plan. - In the event of staff absence, SLT should be notified as soon as possible and prior to 7.30 am on the working day. - Toilets are designated as follows:							
	Staff to staff interaction; - No physical contact. - Maintain social distance wherever possible - No close contact activities.	<table><tr><th>TOILET</th><th>To be used by:</th></tr><tr><td>Staff toilet near the SBM office</td><td>Admin staff Sparklers staff All Panda team staff All Leopard team staff All Eagle team staff</td></tr><tr><td>Toilet in Headteacher's office</td><td>All Lion team staff All Wolf team staff</td></tr><tr><td>Disabled access toilet near the staffroom</td><td>All Tiger team staff All Lemur team staff</td></tr></table> - Breaks/duty and lunchtime breaks/duty are staggered according to the timetable and by agreement within each team. - Staff welfare zones are as follows: FROM 4 JANUARY 2021, when in Tier 4 or higher The staffroom maximum capacity is 6 persons A one-way circulation and distanced tables are in place in the Staffroom In the interests of staff wellbeing, all staff are encouraged to break/lunch together in the Hub or Courtyard. Meetings of staff groups in classrooms is limited to 6 persons Meetings of larger groups of staff are to take place in the Hall - Where lone working is unavoidable, strict adherence to the Lone Working policy is required.	TOILET	To be used by:	Staff toilet near the SBM office	Admin staff Sparklers staff All Panda team staff All Leopard team staff All Eagle team staff	Toilet in Headteacher's office	All Lion team staff All Wolf team staff	Disabled access toilet near the staffroom
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Disabled access toilet near the staffroom	All Tiger team staff All Lemur team staff								

Hazards	Control measures	Detailed action steps
Access to and Egress From Site - General		• All access/egress routes have been designed to minimise traffic flow and maximise social distancing. • Where two classes have the same access/egress route, the class teams are required to liaise such that the class movement are staggered to offer social distancing. • A one way circulation has been considered but the locations of classes, toilets, facilities etc. would not serve to improve social distancing or maintain safeguarding measures in practice.
Access to and Egress From Site - Staff	Everyone must on entering site must wash either hand or use appropriate hand sanitiser. • Stop all non-essential visitors entering site • Monitor site access points to enable/ensure social distancing – • Remove or disable entry systems that require contact e.g. code entry systems or fingerprint scanners. • Require all persons to wash or sanitise their hands before entering or leaving the site. • Allow plenty of space (two metres) between people waiting to enter site. • Try to avoid hot desking activities. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day.	• The school will be open from 7.45 am – 6.00 pm. • On arrival, the first member of the staff will unlock all external doors and prop as many internal doors as is practical, with safeguarding and fire regulations in mind, open to minimise surface contamination. • On arrival, staff are to - Maintain a 2m distance in the car park and when entering the building - Sign in on the name board - Take the most direct route to their work area - Immediately wash their hands • There should never be more than 3 members of staff in the reception/admin office area at any time. • Staff are not to visit one another's classes unless directed to in an emergency. • Staff are not to loiter in general circulation areas. • Staff should NOT share equipment or telephones. Where this is unavoidable, items should be sanitised before and after use. • At 9am the School Administrator will - secure and sanitise the automatic front door - turn the key to NO ENTRY - remove the key and attach this to their ID lanyard • At 3pm the School Administrator will return the key and door to its usual operation. • <i>Staff are reminded to give due consideration to</i> - attending site further to face to face meeting/training etc. offsite - leaving and returning to site during the school day • Staff are encouraged to leave site promptly to allow a thorough clean to be carried out every evening.

Hazards	Control measures	Detailed action steps
Access to and Egress From Site - Pupil Drop Off	Everyone must on entering site must wash either hand or use appropriate hand sanitiser. • Stop all non-essential visitors entering site • Monitor site access points to enable/ensure social distancing – • Require all persons to wash or sanitise their hands before entering or leaving the site. • Allow plenty of space (two metres) between people waiting to enter site.	• Parents will be advised - to observe the staggered start times - of the point of entry for their child(ren) - of the urgency to arrive and leave the site promptly - of the need to remain at least 2m apart from others when waiting outside - they will NOT be allowed in the school building • As per the access routes detailed on page 7, pupils will be - called in by one of their class staff team, one by one, to minimise huddling outside - met by one of their class staff team in their classroom - required to wash their hands on arrival to their classroom • At the designated end of drop off times, the staff member present will secure and sanitise the door used. • In the event a child arrives as the door is being closed, please advise allow access.
Access to and Egress From Site - Pupil Collection	Everyone must on entering site must wash either hand or use appropriate hand sanitiser. • Stop all non-essential visitors entering site • Monitor site access points to enable/ensure social distancing – • Require all persons to wash or sanitise their hands before entering or leaving the site. • Allow plenty of space (two metres) between people waiting to enter site.	• Parents will be advised - to observe the staggered end times - of the point of departure for their child(ren) - of the urgency to arrive and leave site promptly - of the need to remain at least 2m apart from others when waiting outside - they will NOT be allowed in the school building • As per the access routes detailed on page 7, pupils will be - called in by one of their class staff team, one by one, to minimise huddling outside - met by one of their class staff team in their classroom - required to wash their hands on arrival to their classroom • At the designated end of drop off times, the staff member will secure and sanitise the door used.

Hazards	Control measures	Detailed action steps
Access to and Egress From Site - LATE ARRIVALS, EARLY COLLECTIONS & LATE DEPARTURES	Everyone must on entering site must wash either hand or use appropriate hand sanitiser. • Stop all non-essential visitors entering site • Monitor site access points to enable/ensure social distancing – • Remove or disable entry systems that require contact e.g. code entry systems or fingerprint scanners. • Require all persons to wash or sanitise their hands before entering or leaving the site. • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas	• On late arrival, parents will - deliver their child(ren) to the main reception - attract attention by buzzing - step 2m back leaving their child(ren) visible by the narrow door panel - leave, once their child(ren) is safely inside • The School Administrator will direct/oversee the pupil's arrival to class. • A member of the class team will ensure the child(ren) wash their hands prior to joining in class activities. • The School Administrator will sanitise the door on return to the reception area. • Early collection is by prior agreement or as a result of the school contacting a parent/carer. • The School Administrator will collect the child no more than 5 minutes prior to the agreed collection time; unwell child(ren) will already be waiting in reception area. • On collection, parents will - attract attention by buzzing - step 2m back, once identified by the School Administrator and stay distanced - leave, once their child(ren) is safely with them • The School Administrator will sanitise and secure the door.
Access to and Egress From Site - PUPIL REGISTRATION	• Maintain formal registration in line with school requirements.	• Registration will be completed via SIMS • Where PPA cover coach/teacher is leading a session which would ordinarily include a registration, the team member present should complete and return the spreadsheet. • The School Administrator will update info on SIMS and ensure all the usual checks & balances for absences are followed through. • In the event of a late arrival where a parent sends their child to the door as it is being closed, it is reasonable to allow the pupil entry. • Parents are not allowed in the building and there will be indicators outside to remind them of this. • If the register has been returned, please radio through to advise the Admin team; the spreadsheet should be amended when next accessed.

Hazards	Control measures	Detailed action steps
Use of Outdoor Areas and Play Equipment - including PE & Sports Equipment	- Outdoor equipment to be cleaned between uses by separate cohorts. - Access to outdoor equipment that cannot be cleaned to be restricted.	- Access to these areas will be via the agreed access routes on page 7. - Signs will be displayed advising if equipment is out of use. - Access to restricted equipment will be monitored by staff when class teams are outside. - Only harder, non-porous surfaced sports equipment will be used for PE and Sports activities and this will be wiped down after every use. - In the event that the wall bars in the Hall are used, these will need wiping down after use. - In the event that the PE mats are used, these will need cleaning before and after their first use and after every use thereafter.
Access to staff toilets, rest rooms and changing facilities		- Details regarding staff toilets and welfare spaces are outlined on page 12 - Details regarding cleaning and refuse are outlines on pages 17-18
Communication	Cohort and staff should maintain social distancing	- Radio walkie-talkies will be situated throughout the school to ensure contact is possible between classes and admin team: - One between Tigers & Lemurs - One between Pandas & Leopards - One between Lions & Wolves - One for PPA coach use - Internal telephone system to be used to contact between offices and the kitchen. - Where neither option is available, and the communication is NOT urgent, staff should use Google Chat or email. - Where neither option is available, the communication IS urgent, and more than one member of staff is in class, the other will leave the class to contact the appropriate person. - As an emergency backup, mobile phone may be kept in class on silent.

Hazards	Control measures	Detailed action steps																																																																																																																																																																																															
Cleaning	A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Cleaning protocol is as follows: • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be regularly checked and replaced • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins	• Additional cleaning MUST BE COMPLETED throughout the day. • Staff are required to share the load and ensure the following minimum cleaning is achieved during the day																																																																																																																																																																																															
		Area/Item	On Arrival	Morning Break	Before Lunch	End of Lunch	End of Day	Before Use	After Use	Bin - empty	Check	✓		✓	Leave for cleaner			Bin - wipe lids	✓	✓		✓	✓			Chairs	✓			✓				Doors	✓	✓		✓	✓			Outdoor play equipment	72 hour rotation preferable; thorough clean in the event of illness							Concrete resources	72 hour rotation preferable; thorough clean in the event of illness							Fridge/ freezer doors			✓	✓				Handles	✓	✓	✓	✓	✓			IT Devices						✓	✓	IWB	✓			✓	✓			Kettles						✓		Light Switches	✓	✓	✓	✓	✓			Microwave						✓	✓	PE equipment						✓	✓	Photocopier Input panel						✓	✓	Photocopier feeder tray						✓	✓	Photocopier surfaces						✓	✓	Sinks	Check			✓				Staff keyboards	✓			✓		✓*	✓*	Tables	✓	✓	✓	✓	✓			Taps	✓			✓				Telephones	✓			✓		✓*	✓*	Toilet flushes & seats	✓			✓			
		Area/Item	On Arrival	Morning Break	Before Lunch	End of Lunch	End of Day	Before Use	After Use																																																																																																																																																																																								
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Hazards	Control measures	Detailed action steps
		• Every classroom and office area will have access to a hygiene kit which will include the following: - Sanitsing spray - Blue paper towel - Sanitising wipes - Bin liners - Gloves - Disposable aprons - Face masks • Every classroom has one large lidded bin for general purpose waste, and a small lidded bin for the disposal of potentially contaminated tissues etc. which MUST be placed in the nappy sacks provide. • Staff will be required to empty bins throughout the day to ensure the lids remain closable. • Supplies will be replenished every Wednesday and Friday evenings. Should these be required sooner, a member of the class teams is to email admin@basildonprimary.org.uk • Additional cleaning products for high impact areas are held by, and will be used regularly by Admin team • Additional cleaning products for the deep clean of areas where a suspected or confirmed case has frequented are held by the School Business Manager • The use of these products will be restricted for emergency use only.

Hazards	Control measures	Detailed action steps
Contractors	- Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site. - They will read and comply with all guidance and signs. - Staff and contractors are to maintain a safe separation distance (2 metres). - All contractors are to wash their hands upon entering the site. - Strict hygiene rules to be implemented, all will: - Wash hands on entry into individual work areas or use alcohol-based hand sanitiser. - Repeat the hand washing/sanitising every hour. - Site inductions are to be carried out following social distancing principles. - The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.	- All contractors to wash hands on arrival and departure using facilities directed - All contractors to be advised to maintain social distancing - All contractors to be advised to bring all equipment in on arrival. Where this is not possible, the contractor is required to wash their hands as if arriving or leaving. - Hand sanitiser will be made available in the area of works and contractors will be advised to use this once an hour, during extended visits. - Routine maintenance contractor BCM Reading, fully briefed re school requirements around hygiene and working practices.
Deliveries and Waste Collection	- If practicable drivers should wash/clean hands before unloading goods & materials - Do not approach delivery staff, allow packages to be left in a safe place. - Hands to be washed after handling all deliveries/waste. - Waste to bags & bins to be kept closed. - If possible, waste collections to be made with the min. number of persons on site.	- The SBM/School Administrator to advise suppliers of restricted opening hours, - All school deliveries will be made to the main reception and typically be left outside for retrieval. - In the event of a significantly sized delivery, access to the reception foyer will be decided by the School Administrator based on their knowledge of potential cross infection and the area's use. - Strict hand hygiene to be implemented upon receipt of, unpacking and stowing of goods. - Appropriate signs will be displayed to advise all of the measures in place. - The collection of waste does not impact on the school operation typically. - The collection of waste will be monitored and further measures put into place if required.

Hazards	Control measures	Detailed action steps
Fire	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).	In the event of an unplanned evacuation, fire safety must take priority over social distancing. - Class teams must familiarise themselves with the fire procedures for the room they are now working in. - Class bubbles remain together at all times. - Maintain social distancing when congregating on the playing field. - Staff will advise the SBM of any concerns regarding the exit strategy so these can be reviewed. - Below are the identified muster points to maintain class bubbles as much as possible in the event of an emergency:

Hazards	Control measures	Detailed action steps
Hygiene – PPE	PPE should only be worn by those • administering first aid • administering intimate care • supporting symptomatic pupils	• PPE referred to in this document is 1. A surgical style face mask 2. A full length face visor 3. Medical grade gloves 4. Disposable plastic aprons • PPE will be provided by the school for the use of 1. The primary first aider 2. The first aid manager 3. Class teams handling pupil's intimate care • Main supplies of PPE are held in the Admin team for first aid use • Class supplies are available in class hygiene kits and will be replenished upon request • Supplies will be replenished every Wednesday and Friday evenings. Should these be required sooner, a member of the class teams is to email admin@basildonprimary.org.uk • Staff are required to watch this short video on how to put on/off the masks provided: https://youtu.be/4xFY3aPF7E4 • This video is designed for those working in care homes – staff who have not received prior training on gloves, aprons and masks are also required to watch this: https://youtu.be/-GncQ_ed-9w • Staff are required to wash their hands before putting on their PPE. • Staff are required to double bag all items and waste. • Staff are required to wash their hands after removing their PPE. • Staff are requested to place the bag in the main external waste bin. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

Hazards	Control measures	Detailed action steps
Hygiene – Clothing	- All are advised not to wear the same clothes on consecutive days without washing said clothing. 'Dry Clean Only' clothing is not to be worn when in Tier 4 or higher	- Parents will be advised via school communications from the Headteacher that - Clothing should not be worn on consecutive days, without washing said clothing overnight - Clothing should be changed when their child(ren) gets home to avoid any cross contamination - Staff are advised that - Clothing should not be worn on consecutive days, without washing said clothing overnight 'Dry Clean Only' clothing should be avoided - Clothing should be changed when they get home to avoid any cross contamination - No additional measures are required with regard to immediate bagging or washing of clothes on return home, with the possible exception of a day when a class has been closed due to a confirmed case of Covid-19
Hygiene – Face Masks	WHEN IN TIER 4 OR HIGHER, face masks or visors MUST be worn where - Groups of adults congregate on the school premises - Whenever there is the chance of a face-to-face meeting, including when talking parents on the playground	- Parents will be advised via school communications from the Headteacher that masks MUST be worn - at drop off and collection times - whenever they are allowed to enter the building - whenever they are meeting face-to-face on the school site - Staff are advised that masks or visors MUST be worn - when travelling through the school's internal circulation areas - whenever a group of 6 or more staff meet in a classroom - whenever staff are required to work across bubbles and in small groups - whenever there is a chance of meeting face-to-face with a parent/visitor on the school site

Hazards	Control measures	Detailed action steps
Hygiene – First Aid Provision	It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <i>PPE guidance is on page 24</i>	• Cat Hadrill is the designated first aider. • Pam Slingsby is the designated first aid manager. • Stocked first aid bags and first aid slips issued to all class areas. • All minor first aid to be administered in the class room. • PPE to be used by staff administering first aid or intimate care involving bodily fluids. • PPE to be used by designated first aider and first aid manager. • The Headteacher to advise all parents of need for immediate collection (within 20 minutes of notification) of anyone exhibiting any illness that would ordinarily result in the pupil being collected. • Where extensive first aid is required, pupils should be collected from outside of their classroom by the designated first aider. • Pupils awaiting collection will be monitored in the main reception area. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

Hazards	Control measures	Detailed action steps
Hygiene – Handwashing & Hand sanitiser	- To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. - When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. - Do not use near heat sources. - Hand sanitiser must be stored in accordance with the manufacturer's instructions - Use of hand sanitiser by pupils must be supervised - A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school.	It is ALWAYS preferable to use soap and water rather than hand sanitiser Children will be reminded to wash their hands for at least 20 seconds Class bubbles will work together to develop a good hygiene routine - Mobile sink provided for class previously without sink: A black mobile sink on wheels with a silver faucet, a bottle of hand sanitiser, and a basin. A white jug is next to it. * Staff have been trained with regard to emptying, refilling and cleaning THE MOBILE SINK IS NOT A SOURCE OF DRINKING WATER Water bottles must be refilled by a member of staff using the staffroom taps. - Hand sanitiser will be available in every room. - The children's of use of hand sanitiser will be supervised. - The Health & Safety alert is displayed in every room.

Hazards	Control measures	Detailed action steps
Hygiene – Lateral Flow Device Testing	All need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.	- In line with DfE guidance, all staff are invited to complete lateral flow testing twice a week when working on site. - All staff have been issued with the following information: 20210128 LFD Testing - letter from the Headteacher; the declaration therein must be completed if staff are opting to participate in LFT 20210128 BPS Risk Assessment - Covid-19 LFT 1.0 (appended to this risk assessment) 202101 Privacy Notice – Covid-19 LFT - BPS Test Results Register v 1.0 - BPS Test Kit Log v 1.0 - this is a record completed and held at school - Staff are able to replenish supplies as and when required whilst kits are available.
Hygiene – Respiratory	All need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.	- Tissues will be provided in every classroom, communal and work space. - Tiger teams will supervise and embed good hygiene measures of 'Bin It, Catch It, Kill It' - Every child in Years 1-6 will - have a nappy sack in their tray to gather their tissues - tie their bag up and bin their bag at the end of the day, or when full - Class Teams will - embed a routine for the children's own management of tissue bags - replenish pupil trays with a new bag at the end of the day, or sooner if required - Adult tissues will be disposed of in lidded bins that will be emptied at regular intervals d - Adults tissues will be disposed of in lidded bins that will be emptied at regular intervals during the day. - Asthma inhalers will be securely stowed in class areas 'Bin It, Catch It, Kill It' posters will be displayed appropriately throughout the school. - Staff have access to the pictorial guides

Hazards	Control measures	Detailed action steps
Hygiene - Suspected Cases of Covid-19	If a person displays symptoms - A high temperature or a persistent cough, they should: • Notify the Headteacher immediately. • Avoid touching anything. • Move pupil to a separate room and contact parents for immediate collection. If a staff member needs to stay with them then they must remain 2m away. Follow guidance on safe fit, use, removal and disposal of PPE and RPE. • If a staff member shows symptoms, they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. PPE guidance is on page 24	• A member of the class team will alert the Admin team of the person with suspected symptoms • Person exhibiting symptoms will be collected and removed from their location by the primary first aider wearing full PPE. • The person with the suspected symptoms will be isolated in the vacant small room adjacent to the photocopier and where they can be monitored by the Admin team. • The area will be well ventilated. • A radio message will be broadcast to advise all staff that the photocopier is unavailable. • A member of the Admin team (or SLT, when Admin staff are unavailable) will contact the parent/carer using the designated script to ensure all of the correct information and guidance is provided. • Once the person leaves site, the area they occupied will be sanitised by the designated first aider. • All used items and detritus will be double bagged and dated, and kept on the shelf for 72 hours prior to placing in the waste. • A radio message will be broadcast to advise all staff that the photocopier is available. • The school will respond in accordance with the Action Card scenario one. • All stakeholders have been instructed to: ○ The person with suspected symptoms should be tested as soon as possible. ○ Once they have their results, a copy of the email should be shared with SLT • In the event that the test result is positive, the school will respond in accordance with the Action Card scenario two or three, the mid-sized bubble will be closed. • The Admin team and SLT, if required, will contact all parents/carers using the designated script to ensure all of the correct information and guidance is provided. What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf

Hazards	Control measures	Detailed action steps
Integrity of Class Bubbles	Cohort are segregated from each other to reduce social interaction	- All staff are aware that maintaining bubbles is paramount to control the virus - Bubbles may grow to include new members returning to school but will not exceed the present maximum size. - The integrity of the class bubble will only be impacted if - It is vital for a child's welfare that they move bubbles <i>This will only be the case where all other options to improve a child's welfare have been explored but have proven unsuccessful.</i> - The bubble staff team are all absent <i>In such unusual circumstances, the SLT will agree whether it is better to redeploy staff, engage a supply teacher or close the class. The decision will be based on the reason for absence, availability of staff and pupil welfare.</i>
Lack of awareness	- Posters will be displayed in the welfare areas and in suitable places around site. "Toolbox talks" will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.	- All staff are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - First Aid Policy - The SLT Covid team keeps up-to-date with advice issued by, but not limited to, the following: - DfE - NHS and Department of Health and Social Care - PHE - Posters promoting good hygiene and social distancing will be displayed around the school. - Class teams will embed handwashing routines. - Copies of all GOV.uk and DfE guidance will be available on the website, circulated to all staff and available in staff welfare areas & admin offices. - A FULL glossary of additional guidance is listed at the end of this document.

Hazards	Control measures	Detailed action steps
Music Lessons - including peripatetic and agency staff	• All lessons/ visits to site are approved and timetabled • All visitors to be made aware of site rules • Music staff will be responsible for maintaining hygiene standards that adhere to the school risk assessment • Class Maestros project groups will be held in a large capacity area • Areas used for lessons are to be well ventilated	• All visitors approved to attend site will be required to adhere to ○ the face mask requirements ○ the hand hygiene requirements • The school welcomes all peripatetic and agency staff who have an agreement to attend site for designated activities. All such staff are formally aware of the school's risk assessment. • The SBM reviews all risk assessments provided by external departments and agencies to ensure that: ○ there are no discrepancies in minimum protocol ○ the school adheres to any specific needs identified within the risk assessment • Music lessons will be held where they can be best socially distanced in the Hub. • Larger group lessons held in the Hub will require maximum ventilation and for the room to be treated by a member of the Admin team, with high contract cleaner prior to its use by other stakeholders. • Lessons which require a piano will be held in the small room in the admin area, adjacent to the photocopier. Additional high-level windows in the room and the window behind the photocopier are available for greater ventilation. The responsibility for opening and closing remains with the music teacher.
Parents' Evenings	• Classes and parents are segregated from each other to reduce social interaction. • Discreet entrances to maximise social distancing. • One-way system for parents' traffic where possible. • Provision of visors for staff. • Face coverings and sanitiser available for parents' use	• In order to maintain social distancing whilst protecting the teaching staff: 1. Tiger class appointments will be held in their classroom with parents accessing via Tiger playground 2. Lemur class appointments will be held in their classroom with parents accessing via the Tiger corridor 3. All other class appointments will be held in the hall with parents entering by the rear fire escape and exiting via the P.E. storeroom. • Parents will be sat at least 2 table widths away from the teacher during the appointment. • Staff will be provided with face visors for parents' evening face-to-face meetings. • Spare face coverings and hand sanitiser will be available at all entrances. • Information for parents will be displayed at entrances to remind parents of the process to be adhered to.

Hazards	Control measures	Detailed action steps
School Refreshments and Meals - Pupils	- Food and drink should only be consumed in areas that are suitable and can be easily cleaned - Break times should be staggered to reduce congestion and contact. Cohort groups should not mix. - Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. - All persons should sit 2 metres apart from each other whilst eating and avoid all contact. - Where catering is provided on site, it should provide pre-prepared and wrapped food only - Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. - Tables and chairs should be cleaned before, between and after use. - All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. - All areas used for eating must be thoroughly cleaned at the end of each break and between cohorts, including chairs, door handles etc.	- Parents will be advised that their child(ren) should - bring a snack in line with school food policy which will be kept on their desk - can opt to have a school catering contractor provided hot lunch - can opt to bring a packed lunch in line with school food policy in a wipeable lunchbox or disposable self-seal bag bring their named water bottle; this should be brought daily, cleaned and full of water only - Cutlery will be placed on tables by lunchtime staff, wearing gloves. - Pupils will be required to wash their hands before and after eating. Where this is not possible, hand sanitiser can be used. - All tables and surfaces will be wiped down before and after eating. - Social distancing will be maintained through. - School lunches are provided by Dolce. - Dolce have issued an updated Health & Safety policy and reinforced their PPE protocol. - Dolce will maintain their cashless ordering system. - Only Dolce staff will be allowed in the kitchen. - Dolce staff will be restricted from moving around the school. - Dolce staff will ensure their kitchen bins and recycling are stowed in the outside bins at the end of service.

Hazards	Control measures	Detailed action steps
Social Distancing	- Must be adhered to at all times - Appropriate signage will be posted around the site - Appropriate reminders will be issued to all stakeholders	- Parents will be advised via school communications from the Headteacher to maintain social distancing at all times on site - Staff are advised that social distancing between adults should be maintained whenever possible
Ventilation	- Areas are to be well ventilated whenever is possible - Class teams should consider outdoor learning whenever possible.	- Each class team is responsible to maintaining a well ventilated area by - Opening the windows on arrival - Closing the windows at the end of the school day
Visitors to Site – including peripatetic and agency staff	- Only essential visitors are allowed onto the school site. - All visits to site are by appointment only - All visitors to be made aware of site rules - Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.	- The School Administrator will isolate the main reception door between the hours of 9am – 3pm - Parents will be advised that they are only able to enter the school building by appointment only, when no other option is available - Signs will be displayed at each entrance to advise all visitors of the policy - All visitors approved to attend site will be required to adhere to the face mask requirements - All visitors approved to attend site will be required to adhere to the hand hygiene requirements - The school welcomes all peripatetic and agency staff who have an agreement to attend site for designated activities. All such staff are formally aware of the school's risk assessment. - The SBM reviews all risk assessments provided by external departments and agencies to ensure that: - there are no discrepancies in minimum protocol - the school adheres to any specific needs identified within the risk assessment
Volunteers on Site	- The school recognise the value of volunteer support in the catch-up and regular curriculum. - All visits to site are by appointment only. - All volunteers will receive the risk assessment and confirm its receipt and reading.	- The School Administrator will isolate the main reception door between the hours of 9am – 3pm - Volunteers will be advised that they are only able to enter the school building by appointment only - Signs will be displayed at each entrance to advise all volunteers of the policy - All volunteers on site will be required - to adhere to the hand hygiene requirements - practice good respiratory hygiene - hold an enhanced DBS clearance - Volunteers will typically work with children in the staffroom or the Hub - When in Tier 4 or higher, volunteers are not able to attend site unless an exception has been granted by the Headteacher (or in their absence, the School Business Manager)

Hazards	Control measures	Detailed action steps
Weather	• All persons to dress appropriately for the weather. • Facilities are provided to shelter from the elements.	• Parents will be reminded to apply sun cream to their child(ren) before coming to school, when needed. • Parents will be advised that should they wish to send sun cream in to school - it must be labelled - it must be kept in school - their child(ren) must be able to apply it without assistance • Spare clothes will not be provided by the school during this phased reopening; parents are encouraged to put any additional clothes in their child(ren)'s PE kit.
Wrap Around Care – Basildon Extra	• Extra care taken with food hygiene. • Pupils are not to share food or use communal utensils/equipment to prepare their own. • Numbers will be dependent on ability to social distance Measures taken should align with those taken during the school day	• Parents will be advised that - 3 bubbles will be operated in line with the definition on page 6 - the availability of places at BE Breakfast and BE Teatime are restricted - Last minute bookings WILL NOT be available • Breakfast/snacks will be provided by BE staff who are wearing appropriate PPE

Risk assessment completed by	Pam Slingsby	Signature	P. S. Slingsby.
Risk assessment sponsored by	Melissa Cliffe	Signature	M. Cliffe
Adopted by Full Governing Body		Signature	
Date assessment completed	24 August 2020		
Assessment name	20210308 BPS Risk Assessment - Covid-19 Reopening WBC 2.8		
Risk assessment communicated to relevant staff by	Briefing ☐ Email & Electronic Acknowledgement ☒ Copy & Signature ☐ Other ☐		

Review Date	Assessor	Signature	Sponsor	Signature
04.09.2020	Pam Slingsby	P. S. Slingsby.	Melissa Cliffe	M. Cliffe
18.09.2020	Pam Slingsby	P. S. Slingsby.	Melissa Cliffe	M. Cliffe
15.10.2020	Pam Slingsby	P. S. Slingsby.	Melissa Cliffe	M. Cliffe
01.12.2020	Pam Slingsby	P. S. Slingsby.	Melissa Cliffe	M. Cliffe
04.01.2021	Pam Slingsby	P. S. Slingsby.	Melissa Cliffe	M. Cliffe
01.03.2021	Pam Slingsby	P. S. Slingsby.	Melissa Cliffe	M. Cliffe
03.03.2021	Pam Slingsby	P. S. Slingsby.	Melissa Cliffe	M. Cliffe

Notes adhered to:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

Guidance Documents – Additional and Referenced:

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/covid-19-school-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomic_children_action_list_SCHOOLS_FINAL_17-09.pdf

APPENDIX I:

Basildon CE Primary School Risk Assessment: Coronavirus (Covid-19) National Lateral Flow Testing

This risk assessment considers the following activities and associated protective measures when implementing Lateral Flow Testing:

- Management in school
- Choosing not to take part in testing programme
- Inaccurate recording of results
- Incorrect use of test kits
- Kits missing parts or damaged
- Lost/misplaced/ incorrectly issued kits
- **POSITIVE** test results
- Storage of testing kits
- Unauthorised use of testing kits
- Void tests
- When to test
- Disposal of used kits – **POSITIVE** test
- Disposal of used kits – Negative test

CHANGE REGISTER				
Date	Version	Changes Made	Further to	Author
28 January 2021	20210128 BPS Risk Assessment - Covid-19 LFT 1.0	Initial write		PSS

Hazards	Control measures	Detailed action steps
Management in school	Adherence to the statutory guidance	- School has identified MC (Headteacher) as Covid-19 Coordinator, responsible for providing staff training materials, maintaining the logs, arrange/monitor the distribution and storage of kits in school and reporting of any incidents. This role will be supported by PSS (SBM). - Staff are responsible for reporting any incidents such as damaged/missing kits, void tests, issues with testing or reporting to the school Covid-19 Coordinator. - The Covid-19 Coordinator is responsible for communicating incidents to the DfE or via the DHSC/MRHA Yellow card system - The school will set up and maintain a test kit log and a results log in accordance with guidance and data protection rules. - Kits will be issued with the correct guidance and all staff given access to the training materials - The school will monitor stocks of kit and reorder as necessary - Kits should be issued in school while maintaining appropriate Covid-19 control measures of social distancing, wearing of face coverings and hand hygiene, in a well ventilated area. - Kits stocks in school should be stored securely, between 2-30c and out of direct sunlight.
Choosing not to take part in testing programme	- Adherence to the statutory guidance - Freedom of individuals	- The testing is designed to identify asymptomatic cases and taking part is not compulsory. - Staff who choose not to test can still attend school
Inaccurate recording of results	- Adherence to the statutory guidance - Record keeping	- Staff are responsible for reporting their own results to the website and school, the school cannot view staff results on the NHS website - School will put a system in place to allow staff to feed back their results confidentially to the school. - Confidential email address: LFT@basildonprimary.org.uk - School will put a system in place to allow staff to feed back their results confidentially to the school. - All results (void/positive/negative/inconclusive) must be logged on the NHS test and trace website or to 119
Incorrect use of test kits	Adherence to the statutory guidance	- The kits are for use by those who do not have symptoms of Covid-19. - If a person displays symptoms of Covid-19 they must book a PCR test as soon as possible and isolate pending the test and results. - Staff to receive the training materials, if the individual is unsure consider doing the first test in school - The kits are single use only and each pack should contain 7 test kits. - Ensure that the kits are issued with the correct current guidance - If the test is void then another test should be done - It is not advised to eat/drink or brush your teeth in the 30 minutes prior to testing - These test kits are not authorised for use to reduce self-isolation following a close contact, they are for identification of asymptomatic cases only - Kits should be used in accordance with the instructions given.

Hazards	Control measures	Detailed action steps
Kits missing parts or damaged	- Adherence to the statutory guidance - Record keeping	- Report to the school and website via DHSC/MRHA yellow card system or the DfE help line. - Staff member should use an alternative/replacement test kit
Lost/misplaced/incorrectly issued kits	- Adherence to the statutory guidance - Record keeping	- All serial numbers of kits arriving in school must be logged. - The serial numbered kit allocated to each individual staff member should be recorded. - All kits must be signed for by staff members and are for staff use only (they must not be used for anyone other than the individual). - Records of all kits issued must be kept by the school until further notice. - Kits issued should last for 3-4 weeks
POSITIVE test results	- Adherence of the statutory guidance - Record keeping	- If a staff member tests positive on a LFT then they must isolate immediately for 10 days, notify the school and book a confirmatory PCR test or use a postal one. - They must not attend school until the isolation period is over.
Storage of testing kits	Adherence to the statutory guidance	- Kits should be stored between 2-30c in the home, must not be stored in the fridge or freezer and out of direct sunlight. - Kits must be at room temperature for 30 mins prior to use
Unauthorised use of testing kits	Adherence to the statutory guidance	- Kits are authorised for the use by school staff only and must not be given to others or sold - All regular school staff including peripatetic staff should be given the opportunity to test twice weekly. - Staff who are permanently working from home do not need to take part in this programme. - Staff who have been vaccinated should still do these tests as they may still be able to transmit the virus to others. - It is safe to use the kits when pregnant.
Void tests	- Adherence of the statutory guidance - Record keeping	- Void tests this should be reported via DHSC/MRHA yellow card system or the DfE help line along with the serial number of the kit. - If a test is void then the staff member should use another test in the pack to replace it. - If a person gets 2 void tests in a row they should self isolate and book a PCR test.
When to test	Adherence to the statutory guidance	- There is no fixed time or schedule for testing. - Testing should be done 3-4 days apart, in the evening before attending school the next day (by 8pm) so that practical arrangements can be made in the case of a positive test.

Hazards	Control measures	Detailed action steps
Disposal of used kits – POSITIVE test	Adherence of the statutory guidance	- All kits are single use and come with a bag for disposal. - Used kits should be placed in the disposal bag provided, double bagged and placed aside for 72 hours. - Dispose of in your household waste after 72 hours.
Disposal of used kits – Negative test	Adherence of the statutory guidance	- All kits are single use and come with a bag for disposal. - Used kits should be placed in the disposal bag provided and put into your normal household waste.

Risk assessment completed by	Pam Slingsby	Signature	
Risk assessment sponsored by	Melissa Cliffe	Signature	
Adopted by Full Governing Body		Signature	
Date assessment completed	28 January 2021		
Assessment name	20210128 BPS Risk Assessment - Covid-19 LFT 1.0		
Risk assessment communicated to relevant staff by	Briefing ☐ Email & Electronic Acknowledgement ☒ Copy & Signature ☐ Other ☐		

Review Date	Assessor	Signature	Sponsor	Signature
01.03.2021	Pam Slingsby		Melissa Cliffe	

Notes adhered to:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
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