



## COVID 19 – School General Risk assessment proforma

School: Beech Hill School

Date of Risk Assessment: 8.6.20 (last updated 9.9.20 and 7.10.20)

This risk assessment has been completed in line with Government guidance for the particular challenges to our school. It will be reviewed regularly as and when circumstances change.

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<b>General controls to prevent risk of infection.</b>	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school: - <ul style="list-style-type: none"> <li>- Children allocated classrooms and remain in their allocated classes or year group 'bubbles' to prevent mixing.</li> <li>- Increased cleaning regime – midday and end of day (following the guidance from Calderdale).</li> <li>- Hand washing facilities in toilets/classrooms in place and pupils encouraged to use these – poster to remind in each classroom.</li> <li>- Staff or pupils who may become symptomatic to be reminded to stay home and self isolate for 14 days.</li> <li>- Following guidance from government regarding the phased return for school</li> </ul>	<ul style="list-style-type: none"> <li>- Establish a record of cleaning.</li> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing.</li> <li>- Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school.</li> <li>- Parents informed of the procedures in relation to COVID19.</li> <li>- Door stops to be purchased and fitted for</li> </ul>	<b>ALL staff</b>	<b>8.6.20</b>  <b>Ongoing</b>	<b>8.6.20 &amp; 15.7.20</b>



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		<p>children.</p> <ul style="list-style-type: none"> <li>- Non-fire safety doors can be propped open to allow ventilation.</li> <li>- Windows to be opened each morning to allow adequate ventilation.</li> <li>- Staffrooms for different year groups – staff to sit at table labelled with their name to ensure social distancing and limiting the use of chairs.</li> <li>- School will have automatic sanitiser dispensers at main entrances, exits and corridors</li> <li>- Protective gloves in bum bags provided for each classroom</li> <li>- Regular cleaning of key touch points such as door handles/plates – will be continually done by the site manager during the day</li> <li>- Any equipment passed between teachers will be cleaned before use</li> <li>- Staff in each classroom given paper towels and anit-bac spray to clean surfaces/chair backs regularly</li> <li>- Prevention of materials being taken home by pupils or brought in to mitigate the risks</li> </ul>	<p>fire doors that need to be kept open.</p> <ul style="list-style-type: none"> <li>- Ensure sufficient PPE and gel dispensers in stock.</li> <li>- Sanitiser used at times for younger pupils where handwashing is available</li> <li>- Parents to encouraged to wear face mask in school grounds where social distancing is not possible - 7.10.20</li> </ul>			



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<b>Clinically vulnerable staff</b>	Staff	<ul style="list-style-type: none"> <li>- Clinically vulnerable (but not clinically extremely vulnerable) individuals will be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</li> <li>- Staff will be briefed before they return to work.</li> </ul>	<p>Individual risk assessments completed for all those shielding to reassure them and put extra measures/PPE into place for their safety.</p> <p>Other staff to carry on with admin tasks away from others or remain off site.</p> <p>Advice taken from Health Improvement Team regarding Pregnant staff.</p>	<b>JL/SH</b>	<b>7.10.20</b>	<b>15.7.20</b>
<b>Use of Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classroom furniture reorganised with desks facing the front and pupils in rows</li> <li>- Windows are opened every morning for good ventilation.</li> <li>- Classes to be limited with same/regular staff and pupils to prevent mixing and reduce contact.</li> <li>- Any additional staff to keep 2m away from pupils and other adults</li> <li>- Classrooms to be regularly cleaned, throughout the day, deep clean at end of day.</li> </ul>	<p>Children to be given their own equipment to keep on their tables.</p> <p>No carpet areas used except for small group work –will need to clean before next group’s use</p> <p>Children be given a designated seat/table and will remain at that table.</p> <p>Classroom exits to be used for</p>	<b>SB/AL/SLT /staff</b>	<b>1.9.20</b>	<b>1.9.20</b>



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		<ul style="list-style-type: none"> <li>- Social distancing to be promoted while in these smaller groups where possible.</li> <li>- Classrooms that can be accessed/egressed from playground to use these access points instead of going through school.</li> <li>- Phones – Landlines will be wiped down after every use.</li> </ul>	<p>entry and exiting the room Antibacterial wipes provided to clean down electronic equipment</p>			
<b>Provision in Early Years</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- EYFS ratios still to be met</li> <li>- Groups to be reduced with regular staff and pupils to prevent mixing.</li> <li>- Personal contact can not be avoided in such setting.</li> <li>- All soft furnishings have been removed as per guidance.</li> </ul>	<p>No sharing of equipment Regular disinfecting of the areas/equipment Regular handwashing Keep group with key worker Reception classes to spread pupils out and use adjoining New Zealand classroom.</p>	<b>EH/SH</b>	<b>Ongoing</b>	<b>1.9.20</b>
<b>Use of Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Limit children passing in corridors –try and avoid as much as possible even though this is low risk.</li> <li>- Where possible establish a one way system to prevent crossing on the corridors.</li> </ul>	Use exits in the rooms rather than exits	<b>All staff/ pupils</b>	<b>Ongoing</b>	<b>1.9.20</b>



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<b>Use of toilets and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Groups to use the toilets in their designated area.</li> <li>- Available hand washing facilities with encouragement to use these facilities regularly and prior to eating.</li> <li>- Children encouraged to use hand driers</li> </ul>		<b>All staff</b>	<b>ongoing</b>	<b>1.9.20</b>
<b>Use of the playground and outdoor play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Stagger break/ lunchtimes where available to do so or segregate into different areas of playground.</li> <li>- Continue to promote social distancing where possible.</li> <li>- Specific groups or take out their own box of equipment to use if necessary.</li> <li>- Toys and equipment should not be shared toys and equipment unless cleaned in-between.</li> </ul>	<p>Playground zoned into 3 areas Reception pupils to stay in their own outdoor area Ensure a cleaning regime includes the playground equipment is cleaned and kept in the room with each group Contact sports such as football and basketball are being played in class bubbles.</p>	<b>SB/All staff</b>	<b>10.6.20</b>	<b>1.9.20</b>
<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- Parents/ carers informed of their pick up/ drop off times and points.</li> <li>- One way system in place. Entry via Pellon Lane/exit via Mount Pleasant</li> <li>- Open gates fully to utilise playground space to prevent adult to adult interactions</li> </ul>	<p>Establish a plan for collection and drop off and communicate this to parents. Parents to enter via Pellon Lane and exit via Mount Pleasant Av – gate opens at 8.30am and locks</p>	<b>SB/AL/SLT</b>	<b>10.6.20</b>	<b>1.9.20</b>



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		<ul style="list-style-type: none"> <li>- Mark playground pick up point with 2m separation distance (use spray paint)</li> <li>- Parents to remain outside the building at all times.</li> </ul>	at 9.00am <ul style="list-style-type: none"> <li>- Nursery to start at 8.45am</li> <li>- 2 years old starting at 9am</li> <li>- Video sent to parents showing collections</li> <li>- Parents to communicate as via phone – not to enter the building</li> <li>- Mount Pleasant Av – blocked off at start/finish times to discourage parents parking.</li> </ul>			
<b>Catering and use of exiting food hall</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>- Deliveries of food stuff (in the Beech Hill kitchen) to be contactless where possible, delivery driver not to enter buildings, designated drop off point.</li> <li>- Hygiene standards and HACCP to be maintained as usual in kitchen to ensure bacteria contamination and hygiene are controlled effectively.</li> <li>- Regular hand washing in hand wash sinks and specific protective clothing/gloves to be used as necessary (already standard</li> </ul>	<ul style="list-style-type: none"> <li>- Stations to be marked out to ensure social distancing to be adhered to in kitchen.</li> <li>- <b>Delivery drivers to not enter the main school site buildings</b></li> <li>- Arrangements to be made with each school on best procedure to safely</li> </ul>	<b>All staff</b>	<b>11.6.20</b>	<b>15.7.20</b>



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		<p>practice in the kitchen).</p> <ul style="list-style-type: none"> <li>- Drivers to be provided with hand sanitisers for van, will sanitise hands before and after each drop off/pick.</li> <li>-</li> </ul>	<p>handover food (e.g. designated drop off point) Receiving schools to clean thermal boxes upon receipt (wearing disposable gloves)</p> <ul style="list-style-type: none"> <li>- Thermal boxes and tins to be cleaned by schools before pick up next day.</li> <li>- Hall to be split into 2 zones to manage the pupils lunch and ensure cleaning can be done before next year group enters.</li> </ul>			
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- Parents informed first point of contact is to call the school instead of face to face.</li> <li>- Children to enter the school via class exits where possible</li> </ul>	<b>Parents encouraged to use Seesaw/ email/ phone rather than visit.</b>	<b>FH/SLT</b>	<b>1.6.20</b>	<b>1.9.20</b>
<b>Critically vulnerable and extremely critically vulnerable</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Those staff critically vulnerable, if they return to school to conduct work which allows for social distancing (individual risk assessments to be undertaken).</li> <li>- Those who are extremely critical vulnerable are not to return to work.</li> </ul>	<ul style="list-style-type: none"> <li>- Request information from staff and parents to identify those in these categories.</li> <li>- Keep in contact with those who are shielding.</li> </ul>	<b>JL/SLT</b>	<b>25.5.20</b>	<b>1.9.20</b>





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<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff.</li> <li>- Testing of staff can be done via employer portal to quickly assess if positive or negative.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure staff are aware of the reporting procedure to highlight if they have any symptoms.</li> <li>- Staff to follow normal procedure of calling sick line to inform Head.</li> <li>- Testing procedures for staff/pupils to be used as necessary.</li> </ul>	<b>SLT</b>	<b>25.5.20</b>	<b>1.9.20</b>
<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>- Empty office in main entrance area to be used as isolation room if pupil has been identified as an appropriate area in which will be used for first aid and maintain cleaning standards and clean after each treatment.</li> </ul>	<ul style="list-style-type: none"> <li>- Empty office in main entrance area be used as isolation room/with disabled toilet as separate toilet for any pupils showing symptoms. Upon parents arrival, taken straight out the fire exit door into the courtyard for parental collection</li> </ul>	<b>All staff</b>	<b>25.5.20</b>	<b>1.9.20</b>





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<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- Empty office in main reception area is available for anyone who is symptomatic so they can wait in isolation for a parent to collect.</li> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>- Staff and Children can be eligible for testing via self reporting and trace system now up and running with NHS England and employer portal set up.</li> <li>- Those staff who require close supervision while awaiting collection will be provided with PPE i.e. face shield, respirator FP3, gloves and apron, this PPE will be kept in the room.</li> <li>- Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID19</li> <li>- Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms</li> <li>- Class teacher to contact any visitors that have been in close contact with the member of staff/child</li> </ul>	<ul style="list-style-type: none"> <li>- Interview to be completed prior to staff returning to school to highlight they are well to attend school.</li> <li>- Review where in school this would be best located</li> <li>- Establish a clear procedure of how to access testing and when someone should be tested.</li> </ul>	JL/SLT	8.6.20	10.9.20



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<b>Assembly &amp; gatherings/meetings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- Where possible assemblies for the school will be avoided and done in classrooms virtually via Seesaw/zoom</li> <li>- If need to have gatherings, ensure the groups are maintained and where physically possible social distancing is adhered to.</li> </ul>	If possible the schools will conduct gatherings outside to allow for social distancing.	<b>SLT</b>	<b>ongoing</b>	<b>1.9.20</b>
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal care only.</li> <li>- PPE to be sourced prior to opening.</li> <li>- PPE signed out when used.</li> <li>- Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way)</li> <li>- Government advice not to use face masks or visors in this situation</li> </ul>	<ul style="list-style-type: none"> <li>- Inform staff of the requirements for PPE and provide information for their safe usage.</li> <li>- Individual risk assessments to be conducted.</li> <li>- Staff able to wear masks when going out in the playground to collect children.</li> </ul>	<b>SLT</b>	<b>18.5.20</b>	<b>15.7.20</b>
<b>Home visits into the property</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- No home visits to be conducted for those who are symptomatic.</li> <li>- Hand sanitiser provided for staff required to conduct home visits and social distancing.</li> </ul>	Home visit to be kept to 2m distance outside property.	<b>All pastoral/admin staff/SLT</b>	<b>ongoing</b>	<b>1.9.20</b>



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		<ul style="list-style-type: none"> <li>- Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner)</li> </ul>				
<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Where possible avoid visitors and contractors from attending the school</li> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19 (pro-forma to be filled in by all visitors).</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m.</li> </ul>	<ul style="list-style-type: none"> <li>- Aspects relating to COVID to be included in the contractor rules for the school.</li> <li>- Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in.</li> <li>- Risk Assessments sent out prior to visitor attending site where possible.</li> </ul>	<b>SLT/JL/SB</b>	<b>ongoing</b>	<b>1.9.20</b>
<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure wash facilities are available after a close contact event.</li> </ul>		<b>All staff</b>	<b>ongoing</b>	<b>1.9.20</b>



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		<ul style="list-style-type: none"> <li>- No child or member of staff should be in school if they are symptomatic.</li> <li>- Head teacher to reassess inclusion policy based on each case as it arises.</li> </ul>				
<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> <li>- Use of clinical waste bins as necessary to be removed by appropriate contractors</li> </ul>	<ul style="list-style-type: none"> <li>- If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection.</li> </ul>	<b>Cleaners /MDS</b>	<b>ongoing</b>	<b>1.9.20</b>
<b>Health and Safety general considerations</b>	Staff and pupils	<ul style="list-style-type: none"> <li>- School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc.</li> <li>- Site inspection to be conducted prior to reopening of any section of the school.</li> <li>- Fire drills conducted to test new arrangements and prevent congregations of people</li> <li>- Security on site maintained as main entrance locked by 9.15 when all pupils are in. Late pupils to enter via new office area.</li> </ul>		<b>JL/SB/AL /Admin /SLT</b>	<b>ongoing</b>	<b>1.9.20</b>



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		<ul style="list-style-type: none"> <li>- Lockdown procedure has been reviewed and the new arrangements have been given to staff</li> </ul>				

Assessors Name: Shameem Hussain .....

Assessment Review Date: 10.11.20