

Whole School Risk Assessment: Bramley Park

8th June 2020

Completed by CG/LS/SW 1.6.2020

**Guidance for completion at the bottom of the document*



Risk Area	Hazards	Mitigation	Red, Amber, Green	Recording	Responsible Employee
General Health and Safety					
	Opening and closing of the buildings	<ul style="list-style-type: none"> ● Opens building at 7am before any employees arrive ● LK to place cones on the playground 2m apart. Bottom for Y1, top playground for Y6 and MUGA for reception ● Children to enter bubble room directly from their classroom door ● Closes building at 5:30pm after employees leave ● Opens the rooms that are in use only ● Should LK fall poorly, PH is key holder 			Lenny
	Cleaning	<ul style="list-style-type: none"> ● Academy open 8:50am-2:50pm to allow for more detailed cleaning schedule ● Cleaners work individually ● They work after the staff and children have gone ● Signage on doors if been in use that day ● Classrooms that have been used for 'bubbles' are deep cleaned each Wednesday ● All surfaces and door handles to be wiped down frequently (at least every hour) ● Cleaning products keep safely in classrooms 			LK and cleaning team All staff on site
	Fire register	<ul style="list-style-type: none"> ● Staff to sign in on paper form and register with LB/CB to add their name to fire reg. ● Register of children to be submitted to KT/LB and DfE by 9.30am ● Fire registers to be kept on back of doors ● Register should be printed and held in the main office ● Register spreadsheets to be held on Google Drive ● Should the fire alarm sound, registers to be taken outside by LB/CB 			LB/KT/CB
	Fire drill / Fire Marshall	<ul style="list-style-type: none"> ● A fire marshall will always be resent on site to coordinate any evacuation 			LB/CB

		<ul style="list-style-type: none"> When the fire alarm sounds, all children and staff to leave using their nearest exit and meet at the fire drill muster points as normal for the identified room This should be done at a social distance - each identified classrooms to have stack of cones LB/ CB to take registers 			
	Poorly children	<ul style="list-style-type: none"> Should a child begin to show symptoms, they will be moved to quarantine room (Caretakers house) with a staff member supervising Staff member should wear PPE - Grab bags available in each identified classroom and caretakers house Parents contacted When the child goes home, parent to be informed to seek a test if confirmed the whole 'bubble' must isolate for 14 days 			All staff on site
	Intimate care/ First aider presence	<ul style="list-style-type: none"> A qualified first aider will always be on site. Should a child require intimate care or first aid, staff should wear PPE PPE grab bags will be available on both sites Visors to be available 			All staff on site
	Mental health and wellbeing of staff	<ul style="list-style-type: none"> Continued strategies for connectedness Facebook group Emergency contact whatsapp group google hangouts Regular emails Phone calls to staff Micro-teams Well being coffee mornings Understanding and supportive of individual staff situations 			CG/SW/KL
	Mental health and wellbeing of children	<ul style="list-style-type: none"> Warm welcome to children coming into the building - recovery curriculum to be deployed Regular breaks and check-ins Break out rooms if children needs time and space Regulation toys should they be needed (washed after use) Safe and well checks welfare visits if required LB/CG FSM vouchers Home learning packs delivered if required 			All staff working with ch

		<ul style="list-style-type: none"> ● Online classroom - staff communicating/ giving feedback so children feel a sense of connection and pride ● Regular updates on social media so that children and families feel connected ● Regular letters and communication to home ● Restorative/ relational approach to families ● Direct phone numbers for families to contact us on 		
	Good hygiene practises	<ul style="list-style-type: none"> ● Powerpoint information shared with parents before return ● Appendix to behaviour policy created and shared with staff, pupils and parents ● Adults discuss good hygiene practices with 'bubbles' during the first session (and intermittently repeat as appropriate) including... <ul style="list-style-type: none"> - hand washing/sanitising - good practice when going to the toilet - social distancing when in corridors, playground, classroom etc. 		All staff on site
	Behaviour policy	<ul style="list-style-type: none"> ● The school's behaviour policy will remain the same. ● Restorative conversations should happen at a social distance ● Member of SLT on hand to support with this however; the adult involved should try to restore in the first instance to support with building and maintaining relationships ● We still believe that behaviour is communication ● If children use regulation toys, these must be washed afterwards in hot soapy water ● Physical intervention and use of the 'hands on' team teach strategies are an absolute last resort. It is strongly advised that staff avoid these completely and use the de-escalation techniques instead ● If a child goes into crisis and you are unsure what to do to help, get a member of SLT ● All staff to keep their mobiles and utilise the emergency contact group if required, as per emergency lockdown procedures. 		All staff and SLT
Physical Environment				
	Entrance and exit to school	<ul style="list-style-type: none"> ● Gates to be opened at 8:50 Separate drop off points for all 'bubbles' ● Cones mark two metre distancing outside entrances ● Children to wash hands as soon as they enter school and go straight to their desk 		LK
	Classroom/ Corridor	<ul style="list-style-type: none"> ● No more than 8 children per class ● Each child to have own desk 		All staff on site

social distancing	<ul style="list-style-type: none"> ● Each child to have own chromebook ● Children to be escorted down corridor to toilet to ensure social distancing ● Social distancing posters to be displayed in corridors ● Teachers/ TAs to remain at the front of class ● Google classroom to be used rather than books 		
Classroom set up	<ul style="list-style-type: none"> ● No soft furnishings ● 2 metre distancing at all times ● No sharing of equipment ● Learning to be accessed via the classroom 		All staff on site
Playtimes	<ul style="list-style-type: none"> ● Staggered playtimes as normal for each 'bubble'/year group. Key Worker/vulnerable group KS2 break times, to go on KS1 playground at break and lunch time ● social distancing rules apply at playtime ● Equipment will be minimal. Outside equipment not to be used. ● Hand-washing before and after breaks and lunchtimes 		All staff on site
Lunchtime	<ul style="list-style-type: none"> ● Lunchtimes as normal -key worker/vulnerable to go at KS2 time ● Grab bags so no need for washing plates etc ● Lunch to be eaten in classroom 'bubbles' ● Tables to be wiped down before and after lunch 		Annie/Sode xo All staff on site
Maintaining communication	<ul style="list-style-type: none"> ● Emergency contact group if required 		
Outdoor play equipment	<ul style="list-style-type: none"> ● Outdoor equipment out of use due to plastic and metal sections that would need to be wiped down after every use. Estate team to tape off 		All staff/Estate s team
Staffing			
Breaks	<ul style="list-style-type: none"> ● Breaks at normal times ● Key worker/vulnerable group to go at KS2 times 		All staff on site
Rota's	<ul style="list-style-type: none"> ● Rota in place all staff to be aware ● Staff to be mobilised and ready to be deployed each day 		CG/SW
Staff sickness	<ul style="list-style-type: none"> ● Should a staff member begin to show symptoms, they should immediately leave and message SLT to inform ● They should follow isolation Government protocol ● Seek a test if confirmed whole bubble must isolate ● Clear protocol for this shared with staff 		All staff Coordinate d by CG

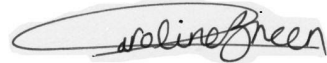
Services					
	Catering	<ul style="list-style-type: none"> In grab bags One person working in the kitchen with separate entrance and exit Back up staff if cook falls poorly Staggered lunchtimes for grab bag collection 			Annie
	Cleaning	<ul style="list-style-type: none"> Discussed at hub meeting - standard of cleaning needs to be high Cleaning - deep clean every Wednesday to the highest standard, all touch surfaces and designated rooms cleaned. 			Cleaning team

Guidance

Risk Area	Hazards	Mitigation	Red, Amber, Green	Recording	Responsible Employee
<p>This builds on the <i>Future Planning Considerations</i> document.</p> <p>By structuring your considerations in to these broad themes, your planning, monitoring and responding activities will be easier.</p>	<p>Think about the Hazards associated with Covid-19 and safe operation</p> <p>How might employees, pupils, visitors be harmed?</p> <p>Use this to engage with employees at the appropriate point. What are their views</p>	<p>How likely is it that harm will occur?</p> <p>Detail mitigations you have designed/implemented to minimise the likelihood of occurrence.</p> <p>Be clear – other than the most extreme risks, it is not practicable to eradicate risk, particularly re Covid-19.</p> <p>Our responsibility is to minimise the likelihood of harm caused by the identified hazards.</p> <p>If you identify extreme risks you cannot control – you have identified a reason to stop what you are planning to do.</p> <p>Different ways of working are the tools we have here. A simple example is, it is extremely unsafe to re-open to all pupils.</p>	<p>Engagement with staff and stakeholders is supported by simple visual aids.</p> <p>Highlight your initial Hazards in a R, A or G and then highlight your Mitigation in the same way.</p> <p>You should see more R and A in your Hazard section, and only A and G in your Mitigation section.</p> <p>If you are left with R in your Mitigation section, you have</p>	<p>This document will help you to plan, monitor and respond to the risks Covid-19 is presenting.</p> <p>It is good practice to record material incidents or amendments to your Mitigations over time.</p> <p>You could simply use this box to keep a track/chronology, with any material incidents reported via usual channels/processes.</p>	<p>It is worth structuring your risk management activities.</p> <p>Use this box to record the member of staff responsible for planning, monitoring, responding and reviewing the specific Hazard(s) and Mitigation(s) identified.</p> <p>This gives structure, clarity and avoids you</p>

		<p>So we are not doing so. This represents a departure from normal practice to mitigate an extreme risk.</p> <p>Be practical and pragmatic.</p>	<p>identified an unacceptable 'residual risk' which we then need to think differently and creatively about.</p> <p>This should be a helpful process to support your planning, not a bureaucratic exercise.</p> <p>It is also a very useful communication and engagement tool.</p>		<p>being responsible for thinking about and doing everything.</p> <p>This is common-sense.</p>
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Signed



Carrie Green Executive Principal

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Scott Jacques Chair of Governors