

Whole School Risk Assessment: Bramley Park

March 2022

Completed by CG/LB/SW 19/07/2021



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

Risk Area	Hazards	Mitigation	Red, Amber, Green	Recording	Responsible Employee
General Health and Safety					
	Prevention of Covid-19	<p>Control measures</p> <p>You should:</p> <ol style="list-style-type: none">1. Ensure good hygiene for everyone.2. Maintain appropriate cleaning regimes.3. Keep occupied spaces well ventilated.4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>You must always:</p> <ol style="list-style-type: none">1. Ensure Carbon Monoxide monitors are constantly on in classrooms			All Staff

Opening and closing of the buildings	<ul style="list-style-type: none"> • Opens building at 7am before any employees arrive • Academy open 8:00 for breakfast club • Children to line up in the playground/outside classroom doors • Closes building at 5:30pm after employees leave • Should LK fall poorly, RC is key holder • Normal school times 			Lenny
Cleaning	<ul style="list-style-type: none"> • Site cleaned regularly, door handles, play equipment, handrails etc • Cleaners work individually • Classrooms are deep cleaned on Wednesday and Friday • Cleaning wipes still available in classroom 			LK and cleaning team All staff on site
Fire register	<ul style="list-style-type: none"> • Staff to sign in on Inventory • Register of children to be taken on Arbor registers closed at 9:15am • Fire registers to be kept on back of doors • Should the fire alarm sound, registers to be taken outside by LB/CB 			LB/CW/CB
Fire drill	<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 • LB/ CB to take registers 			LB/CB
Poorly children	<ul style="list-style-type: none"> • Children should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home • If a child shows symptoms in school should be collected by a member of their family or household. • When the child goes home, parent to be informed to seek a test 			All staff on site
Intimate care/ First aid	<ul style="list-style-type: none"> • Should a child require intimate care or first aid, staff should wear PPE 			All staff on site

		<ul style="list-style-type: none"> ● Thoroughly washed hands before and after dealing with incident 		
	Mental health and wellbeing of staff	<ul style="list-style-type: none"> ● Continued strategies for connectedness ● Facebook group ● Emergency contact whatsapp group ● Understanding and supportive of individual staff situations ● Emma the therapist available Wednesday after school 		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 ● Break out rooms if children needs time and space ● Regular updates on social media so that children and families feel connected ● Regular letters and communication to home ● Restorative/ relational approach to families 		All staff working with children
	Good hygiene practises	<ul style="list-style-type: none"> ● Good hygiene practice still in place ● hand washing/sanitising ● good practice when going to the toilet ● promote good respiratory hygiene 'catch it, bin it, kill it' approach 		All staff on site
	Behaviour policy	<ul style="list-style-type: none"> ● The school's behaviour policy will remain the same, however this may need amending when any issues have been identified. ● Restorative conversations should happen ● 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 ● Physical intervention and use of the 'hands on' team teach strategies are an absolute last resort. ● 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 8:00am for breakfast club, 8:30am for school. • Children to wash hands as soon as they enter school and go straight to their desk 			LK
	Classroom/ Corridor social distancing	<ul style="list-style-type: none"> • Movement around the school site kept to a minimum. • Social distancing posters to be displayed in corridors • All working areas must be well ventilated. 			All staff on site
	Transport/ Car Sharing	<ul style="list-style-type: none"> • No transporting of pupils 			
	Curriculum	<ul style="list-style-type: none"> • Outdoor sports prioritised. Only use large indoor spaces where ventilation flows. Hand washing before and after each session. 			
	Playtimes	<ul style="list-style-type: none"> • Hand-washing before and after breaks and lunchtimes 			All staff on site
	Lunchtime	<ul style="list-style-type: none"> • Lunches back in the hall • Hand-washing before and lunchtimes • Tables to be wiped down between classes 			Annie/Sod exo All staff on site
	Maintaining communication	<ul style="list-style-type: none"> • Emergency contact group if required 			
	School Visits	<ul style="list-style-type: none"> • All residential within year groups can go ahead • Places of visit must have strict measures in place • Considerations taken to transport 			
	Extra curricular provision	<ul style="list-style-type: none"> • Breakfast club and Rockets to be in the hall • After School clubs to go ahead 			
Attendance					
	Attendance	<ul style="list-style-type: none"> • All children must attend school. Fines will be issued for children not attending. 			
Staffing					
	Staff sickness	<ul style="list-style-type: none"> • should follow government protocol 			All staff Coordinate d by CG

Pregnancy & CEV	<ul style="list-style-type: none"> All clinically extremely vulnerable (CEV) children and young people should attend their education setting and follow additional advice they may be given from doctor 			
Staff deployment	<ul style="list-style-type: none"> Staff must be aware that school may need to alter the way staff are deployed. Staff to be ready for any agreed changes 			
Recruitment	<ul style="list-style-type: none"> Visitors to school for recruitment purposes must read risk assessment and confirm they have not had covid symptoms in the last 48 hours. 			
Visitor, peripartetic staff etc	<ul style="list-style-type: none"> School will welcome visitors Masks can be worn due to visitor choice Parent to contact school by email and telephone recommended 			
Full Closure or Localised lockdown				
Full Closure	<ul style="list-style-type: none"> In the event of a school closure on government advice. We will revert back to Google classroom learning and open for Key Worker children wherever possible. 			All Staff
Services				
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
Resource Provision				
Resource Provision	<ul style="list-style-type: none"> Launchpad to limit interactions with year group bubbles Launchpad will split into year group tables Staff to wear masks 			

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 into 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. 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>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 identified an unacceptable ‘residual risk’ which we then need to think differently</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 being responsible for thinking about and doing everything.</p> <p>This is common-sense.</p>

			<p>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>	
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I accept the details of the assessment and will ensure that any risk control actions identified and monitoring requirements are acted upon within the given time scales by myself.

I accept that it is my responsibility to inform the Executive Principal if anything in this risk assessment requires additional attention.

I understand and accept that the adapted ways of working that are contained within this Risk Assessment will remain current throughout the period of the Covid-19 outbreak and the guidance / ways of working may be adapted in line with updated Government guidance.

Signed  **Carrie Green Executive Principal**

signed _____ **Phil Whitehead Chair of Governors**