

Buriton Primary School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements. From 19th July 2021 the nation will move to Step 4 but all protective control measures in place previously will remain until the end of term on 23rd July.

The following document has been used:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002322/Schools_guidance_Step_4_update_for_14_July.pdf

This risk assessment will show the hazards in Buriton Primary School that have been identified due to the COVID 19 outbreak in England, it will identify who might be harmed, what measures are in place to control the risk and additional control measures required. The system of controls (control and additional control measures) is the set of actions that the school MUST take to reduce the risk for preventing Covid-19 from coming into the school environment and also responding to any infection should confirmed cases be reported in school.

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<p>Site and its Environment Size of the school and the people using the school. The movement around the school and the rooms used within the school.</p>	Children, staff, visitors and parents may contract COVID-19.	<ol style="list-style-type: none"> 1. Visitors to site reduced to essential only. 2. If visitors enter the site, such as the E.P., then face masks or protective face coverings must be worn at all times. 3. Hand sanitizer is provided for all visitors as they enter and leave each area in the building. 4. Visitors may be asked to have their temperature taken as an added precaution. (especially during a lockdown) – raised temperature will not be allowed access. 5. Social distancing must be followed where possible 6. Furniture to be used by visitor must be disinfected prior to and after use. 7. Toilets may be used provided the visitor disinfects the area after use with detergents provided. 	<ol style="list-style-type: none"> 1. Ensure that these visits are prearranged, with dates and approximate times to be on site – preferably out of school hours. Signage to be put up on school gates 2. Signage displayed on main school entrance. Anyone displaying signs of a temperature will have their temperature taken before entering the school. They will not be able to enter school if temperature is high. Contactless thermometer is kept in the reception area on the first aid cupboard. 3. Protocol for drop-off and pick-up routine will be given to parents and carers of all children 4. Staff to be informed of the revised routine, for drop-off and pick up. 	<p>Admin SMT</p> <p>All staff</p> <p>J.E & DB</p> <p>DB & JE</p>	Ongoing	

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		<p>8. Parents/carers/visitors/staff told not to enter school building, if they are displaying any symptoms of coronavirus.</p> <p>9. Parents told that although they can now enter the grounds, they may not enter the classrooms or the school building without a good reason. Masks should be worn if they enter the building.</p> <p>10. Parents told their allocated drop off and collection times and the process for doing so.</p> <p>11. The gates will be locked each morning and teachers will unlock the gates to allow children to enter the site. The gates will remain locked during the school day.</p> <p>12. Health and Safety policy is in place which all staff have had a copy of.</p> <p>13. Full site inspection and run through of procedures has been carried out. The school has been operational since 8 June 2020 and procedures have been working effectively and efficiently.</p>	<p>6. Review Health and Safety policy & make amendments as necessary.</p> <p>7. Continue to review this risk assessment and procedures accordingly.</p>	<p>All Staff</p> <p>DB/JE</p> <p>All staff, Govs</p>	<p>Every day</p> <p>ongoing</p>	
<p>Underlying Health Conditions</p>	<p>Pupils, Staff or visitors who have underlying health conditions, may be more susceptible to catching COVID-19</p>	<p>1. Staff classed as vulnerable health conditions will be socially distanced from all staff and pupils.</p> <p>3, Clinically extremely, vulnerable pupils</p>	<p>1. Regular checks of vulnerable staff in school ensure that they are safe from contact with other staff and children. As a result the admin office and</p>	<p>SLT</p>	<p>ongoing</p>	

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		4. If required, the school will engage with NHS Track and Trace system.	4. Ensure all stock levels for PPE, first aid and cleaning items are maintained.	JE		
Cleaning and Hygiene	Children, staff or visitors could contract COVID-19 through touching surfaces/communal objects	<ul style="list-style-type: none"> • Discuss with cleaning company and staff the additional cleaning requirements. • A deep clean of the school will take place during the holidays. • Daily cleaning includes wiping down of frequently touched areas e.g. door handles, chairs tables. • Ensure that sufficient handwashing facilities are available for staff, children and visitors. Hand sanitizer will be in reception area for staff and visitors. • Provide hand sanitiser in classrooms and other learning environments e.g outside. • Every child will use hand sanitiser before entering the school in the morning and when leaving at the end of the day. The hand sanitiser will be based outside the children's entrance for Diamonds, Sapphires and Pearls class. Year 6 will have a hand sanitiser outside their class entrance door • Clean surfaces that children and young people are touching, such desks, chairs, doors, sinks, toilets, light switches. 	Continue with existing protocols.	JE and Ellack Cleaning Class-based staff	19.07.2021 and ongoing	

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		<p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly ○ clean their hands before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> ● Ensure that help is available for children and young people who have trouble cleaning their hands independently. ● Ensure that bins for tissues and paper towels are emptied throughout the day if necessary. ● Where possible, all spaces should be well ventilated using natural ventilation by opening windows & doors. ● Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 				
First Aid and Medicines in schools	Staff, Visitors and Children	<ul style="list-style-type: none"> ● Each class will always have access to a member of staff who will be first aid qualified. ● Each class will have their own first aid kit and PPE equipment. 	<ul style="list-style-type: none"> ● Supplies of first aid and PPE materials will be available from the reception area, to enable staff to top up their provisions. ● Class room staff must record use of inhalers 			

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		<ul style="list-style-type: none"> All asthma inhalers will be kept in the classroom for use by children. Any child who is prescribed or requires medication must be able to self-administer, otherwise the child may need to stay at home. 	on the pupil's record sheet.			

Risk Assessor Joanna Eades	Signature <i>Joanna Eades</i>	Date 23.07.2021
Responsible Manager Danielle Brown	Signature <i>Danielle Brown</i>	Date 23.07.2021

Date Reviewed	Signature	Role
26.02.2021 Approved by Governors	Tom Cooper	Chair of Governors

			<ul style="list-style-type: none"> • Ensure that the hand sanitizer is set up each day and refilled when necessary. • Ensure all surfaces are wet before cleaning – do not clean/polish with a dry cloth. Procedures for cleaning to be given to all staff and provided with equipment in classes to clean when necessary. Ensure that we have enough replacement stock. • Reiterate to staff that face masks/shields & gloves are only needed when children are ill or showing symptoms of COVID-19 • Ensure sufficient pedal bins in classrooms • Remind staff to avoid eye level communication with pupils • Prop open doors and open windows at the start of the day. • Close all windows and doors after children have left • Provide staff with guidance about using staff room and the equipment. 			
5.	Staffing Arrangements		<ul style="list-style-type: none"> • Continue to monitor staff wellbeing • Have arrangements to cover staff if a teacher has to self isolate 	SLT	ongoing	
6.	Pupils Wellbeing including Behaviour		<ul style="list-style-type: none"> • Review our school behaviour policy to reflect any new rules & routines necessary to reduce risk in our setting • Ensure online home learning continues to be offered to all pupils not able to attend school due to self isolation. • Inform parents and staff about procedure should a child soil themselves 	SLT		
8.	First Aid and Medicines in School.		<ul style="list-style-type: none"> • Supplies of first aid and PPE materials will be available from the reception area, to enable staff to top up their provisions. Stock of cleaning and PPE/first aid equipment to be maintained. • Class room staff must record use of inhalers on the pupil's record sheet 	SLT		

Responsible Manager Danielle Brown	Signature <i>Danielle Brown</i>	Date 23rd July 2021 Updated 01.11.2020 Updated 05.01.2021 Updated 26.02.2021
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