

Scope of this Risk Assessment

The health and safety of everyone across the New Bridge Group is of the utmost importance.

We also want to ensure that any visitors to our sites can be assured that their safety is of equal importance.

In order to prepare for a full return to school in September there are a number of changes and adaptations we need to introduce to our buildings to ensure everyone who learns in them, works in them or visits them can do so in the knowledge that they will be as safe as practicable.

Our work to date, at every stage, has been informed by the latest guidance issued by central and local government, Public Health England and the National Health Service. We have also developed these guidelines based on a secure knowledge of our buildings and the young people and staff within them.

This risk assessment provides practical guidance on infection prevention and control with particular regard to COVID-19 in New Bridge Group. Its prime purpose is to support you in your work over the coming weeks and months and to ensure that we are all working in a safe way. It covers the measures that all our sites will undertake to:

1. plan and organise provision, including capacity of rooms and areas.
2. support the health and well-being of all staff and pupils and keep everyone safe.
3. manage facilities and logistical arrangements, including buildings, cleaning and transport.
4. have regard for hygiene, social distancing, self-isolation and testing if a person shows symptoms.

These measures are critical in our defence against COVID-19 and are the most effective ways of reducing the risk of transmission.

We have worked closely with the DfE, local authorities and unions to compile this assessment and we will continue to do this as we update and move forwards.

To be valid this risk assessment must be made by the Head of Site and their Leadership Team alongside Health teams etc..

Organisation / Site :	Assessment done by:	Date:
Spring Brook Lower	Toni Thomason	16 th July 20 - 27 th August 20
Task / Process Being Assessed:	Approved by:	Date:
COVID 19 – September 2020 - Full Return to School	Moira Thompson- on behalf of the Executive Team	27 th August 2020

LIKELIHOOD	SEVERITY				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
1. Rare	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Possible	3	6	9	12	15
4. Likely	4	8	12	16	20
5. Almost Certain	5	10	15	20	25
Green : All ok		Yellow : Change if you can		Red : Don't do	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Compulsory for all settings, all of the time									
Minimising contact with unwell individuals	Staff / Young People	2	2	4	<p>A separate self-contained COVID 19 medical area has been set up to support the containment of any infection until the unwell person leaves site.</p> <p>PPE has also been made available for use by the supervising staff member and training has taken place in the correct use of PPE.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms.</p>	<p>No - This will be the Community Room as has own toilet and opening windows for ventilation.</p> <p>PPE is stored in the First Aid room and the office.</p>			16 th July 2020
Hand cleaning	Anyone within the building	2	2	4	<p>Hand sanitiser is freely available and must be used at all entry / exit points at the time of exit and entry by everyone entering and exiting.</p> <p>All staff and young people must regularly wash their hands. They must be washed with soap and running water for at least 20 seconds. We have uploaded recommended methods for handwashing to NewTube and this is also available on the ipad.</p> <p>Pupils must be supported with effective handwashing. As a minimum we expect that handwashing will be undertaken:</p> <ol style="list-style-type: none"> 1. on arrival at and when leaving the site 2. before and after handling food 3. before and after handling objects and equipment that may have been used by others 	<p>Wall mounted hand sanitiser units ordered for all entrance/exit doors.</p> <p>Ensure handsoap available in each classroom - check that hot water is</p>	<p>TTN emailed staff.</p> <p>Class 1, Class 3 and Class 6 have been checked by the</p>		27/8/20

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					<p>4. where there has been any physical contact 5. after people blow their nose, sneeze or cough. Disposable paper towels for drying hands are provided as this is recommended rather than electric hand dryers.</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	<p>working in all classrooms? - This has been checked and all within the range. Class 6 is being sorted before we return.</p>	<p>plumber.</p>		
Respiratory hygiene		2	1	2	<p>We will promote the “Catch it, bin it, kill it” procedure and work with students to ensure it is implemented as fully as possible.</p> <p>Supplies of tissues will be freely available and in all rooms.</p> <p>Catch it, bin it, kill it posters will be in situ.</p>	<p>Order additional boxes of tissues</p> <p>Individual bins with lids ordered for each classroom with bin bags. To be disposed of daily in yellow bin in 1st Aid room.</p>			27/08/20
Enhanced cleaning		1	3	3	<p>Our building is cleaned regularly throughout the day and at the end of day.</p>	<p>All our rooms are used daily</p>	LCK	End Aug 20	

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(surfaces, detergents etc.)					<p>All allocated rooms will have a red / green tag on the door. Green will mean that room has been cleaned and no-one has entered it since.</p> <p>The first person to enter a room should leave the tag on the door but turn the sign around to show red</p> <p>There are additional red/green tags allocated to each bubble and staff in that bubble will place a red tag where extra care is needed re cleaning high-touch areas – eg. computer keyboard, certain objects or equipment.</p> <p>Once the area has been cleaned the cleaner will turn the tag to green.</p> <p>This ensures that:</p> <ol style="list-style-type: none"> 1. Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used 2. You have the confidence of knowing that much used areas have been made clean and safe ready for use. <p>Hard surfaces will be cleaned with warm soapy water or the normal cleaning products used.</p> <p>Particular attention will be given to clean 'high-touch' areas and surfaces. These areas will be cleaned at least once a day and more frequently in high-use areas based on local assessment by our facilities team, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.</p>	<p>but red / green tags will be available for high-touch areas.</p> <p>Additional cleaner has been employed for 10am – 2pm</p> <p>Supply of signs ready to be displayed and master copies emailed to LCK by JHP. Signs need to be displayed.</p>			

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					<p>Additional full time cleaners have been allocated to all sites and cleaning schedules have been implemented. Cleaning staff will maintain social distancing from you, young people and each other at all times.</p> <p>All rubbish and waste will be disposed of in line with procedures laid down by our facilities team. It will be removed daily.</p>				
Social distancing		2	3	6	<p>It is important that social distancing measures are in place.</p> <p>We have put in place the following advice-</p> <p><i>“To avoid the risk of transmission to you and your colleagues, you should ensure that you follow social distancing advice both in and outside the workplace (https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing):</i></p> <ol style="list-style-type: none"> 1. <i>Where possible, stay at least 2 metres away from everyone when you are not wearing PPE,</i> 2. <i>If you need to come within 2m of anyone at any time, please ensure that you put on PPE as per the guidelines, if appropriate</i> 3. <i>Try not to share transport with people from outside your house when travelling to and from work.</i> 4. <i>Try to avoid public transport, where possible.</i> 				16/07/20

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					<p>5. <i>Maintain social distancing when outside your home, staying at least 2 metres from people when in shops and other indoor and outdoor public places,</i></p> <p><i>Following this guidance as far as is possible will keep everyone safe and well including your family. These measures help ensure that the chain of infection is broken.”</i></p> <p>In our schools, we recognise that it is not practicable to expect pupils to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between themselves and pupils. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.</p>				
PPE, where appropriate		2	2	4	<p>There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities at any of our sites.</p> <p>The list below is a guide to when PPE may be required:</p> <ol style="list-style-type: none"> 1. Routine activities 2. No PPE is required when undertaking routine educational activities in bubbles. 3. Suspected coronavirus (COVID-19) <ol style="list-style-type: none"> a. Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person 	<p>PPE is available and stored in First Aid room and office in case of need.</p> <p>No intimate care needs at SBL, but may be needed if child in crisis or in the case</p>			16/07/20

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					<p>becomes unwell with symptoms of COVID-19 and needs direct personal care.</p> <p>b. Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</p> <p>c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</p> <p>1. Intimate care</p> <p>a. Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.</p> <p>b. Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</p> <p>c. Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction</p> <p>Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</p>	of a toileting accident			

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					<p>If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.</p> <p>The use of PPE within our sites is based on a clear assessment of risk, taking into account each individual setting and the needs of the individual young person. We already have risk assessment processes in place which will continue be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided.</p>				
Engage with the NHS Test and Trace process		1	4	4	We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.	LCK will set up a recording system – via FM sign in sheets	LCK	End of August	
Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community		1	4	4	We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.	Obtained local numbers that are needed in case of confirmed cases	TTN emailed HHN 16/7		27/08/20
Contain any outbreak by following local health		1	4	4	Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet.				16/7/20

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protection team advice					Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.				

COVID 19 Prevention

Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting		3	3	9	<p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. We will continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if</p>				16/7/20
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					necessary, in line with routine public health outbreak control practice.				
If someone becomes unwell in the setting		2	4	8	<p>We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is :</p> <ol style="list-style-type: none"> 1. Immediately move the suspected infected person to the designated area reserved for this scenario. 2. Get a message to the senior person on-site. 3. The senior person on site will: <ol style="list-style-type: none"> a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person. b. arrange for all areas used by the suspected person to be locked off for cleaning c. ensure premises staff are aware of areas where a clean down is required before re-opening d. complete a “COVID-19 Case” form: e. ensure track and trace is fulfilled where appropriate f. ensure tests are arranged where necessary <p>If there are multiple cases of COVID-19 at our sites we will work with experts from across the NHS and local government to work together to prevent ongoing transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.</p>				16/7/20

School Organisation

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Student Attendance									
Expectation of pupil attendance		1	2	2	We will take responsibility to record attendance and follow up absence.	Normal procedure followed for attendance			16/7/20
Local Lockdown									
Cross borough pupils re local lockdown					We will follow any guidance from local authorities / gov				27/08/20
Cross borough staff re local lockdown					We will follow any guidance from local authorities / gov				27/08/20
Student Arrival									
Start Times – fixed / staggered		1	1	2	<p>Site leaders will risk assess safety and social distancing during arrival and collection times of young people and social distancing regulations will also be in place in the school grounds</p> <p>If required, we will attempt to stagger arrival and departure times as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised.</p>	Site will operate as one bubble therefore staggered start times not required			16/7/20
Vehicle Management		1	3	3	Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.	Parents and buses			27/08/20

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					All supervising staff will wear high-vis jackets.	dropping off will be instructed to stay in the vehicle and we will collect them.			
Meet and greet		2	2	4	We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.	Parents walking to school will be reminded about social distancing protocols outside of school. Only ONE person in entrance hall at a time. Include in letter on 17 th August to parents/carers.			27/08/20

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Cross borough pupils and staff re local lockdown					We will follow national guidance				27/08/20
Break times									
Indoor break		1	1	2	In classes or on corridor as usual as one bubble				16/7/20
Outdoor break		1	1	2	Changed times to fit in with Lyndhurst bubbles	No			16/7/20
Wet break		1	1	2	As per indoor break. Gym space will also be available	No			16/7/20
Outdoor equipment		1	1	2	One bubble – will be cleaned by cleaner after each break period	Need a way of ID'ing what has been used that day	JSN	End of Aug 20	
Lunch times									
Menu options		1	1	2	Main courses will be pre-ordered from menus sent through in advance.	Lisa will ensure we have options in advance LCK to produce order sheet.	TTN/LC K & Lisa (Cook)		27/08/20
Serving arrangements		1	1	2	Agreed that mobile hot bed trolley required (they will source) and school dinners will be served by SBS staff within our own bubble.	Yes - trolley ordered (due before end of Aug) Food to be served by	TTN	End of Aug 20	27/08/20

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					TTN sourced and ordered trolley. Have asked T&D to allocate food hygiene certificate to TTN/JSN/LCK/LLE	staff with food hygiene cert.			
1:1 support					n/a				
Supervision / Lunch duties		2	2	4	<p>As whole school assembly has been removed from timetable, we need to allocate a 20 minute slot when teaching assistants can take their unpaid break.</p> <p>Teachers will eat in class with children whilst TAs can take their paid break in the staffroom. Can then swop over after 20 minutes so TAs can take children outside to play.</p> <p>TAs will need to bring in their own lunches and eat in staff room with own cutlery and cups etc...</p>		TTN	17 th Aug	27/08/20
Student Departure									
End Times – fixed / staggered		1	1	2	Same as now – no change	No			16/7/20
Vehicle Management		1	1	2	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>All supervising staff will wear the red high-vis jackets.</p>	No	TTN	End of Aug 20	27/08/20
Meet and greet		1	1	2	We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.	Signs to put up wc 31/8	TTN	02/09/20	

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						Was included in ltr to parents on 17/8			
First Aid									
		2	4	8	<p>When approaching a casualty there is always a risk of cross contamination – especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing.</p> <p>We recommend to our first aiders in line with First Aid training:</p> <p>Keep yourself safe</p> <ol style="list-style-type: none"> 1. <i>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</i> 2. <i>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website..</i> 3. <i>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</i> <ol style="list-style-type: none"> a. <i>Wear gloves or cover hands when dealing with open wounds</i> b. <i>Cover cuts and grazes on your hands with waterproof dressing</i> c. <i>Dispose of all waste safely</i> d. <i>Do not touch a wound with your bare hand</i> 	Will include in INSET days			16/7/20

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					<p>4. Do not touch any part of a dressing that will come in contact with a wound.</p> <p>Give early treatment The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</p> <p>Keep yourself informed and updated As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.</p> <p>a. Click here to visit NHS 111</p> <p>b. Click here to visit Gov.uk</p> <p>c. Click here to visit Resuscitation Council</p>				
Administering Medication									
Administering Medication					LCK and JSN will continue to administer medication				27/08/20
Grouping Students - Bubbles									
Group Design									
Standard Group eg.		1	1	2	All class groups to be static as per usual arrangements	Monitor reaction of children			16/7/20

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Primary / secondary									
Group eg. Discrete groups / specialised classes					n/a				
Staff deployment		2	4	8	1 TA and 1 Class Teacher per classroom LET to be based in intervention room TTN, JSN to be support on corridor if needed LCK in office LCK/TTN/JSN will be needed during lunchtimes as support as TAs will be taking their paid break. Serving of lunches to be by staff with food hygiene certificate.	LCK/TTN/JSN to complete food hygiene course.			
Temporary supply staff	N/A								
Bubble containment									
Bubble structure eg. Key stage, year groups		2	3	6	Whole of primary will be one bubble. Lyndhurst will have three bubbles – EYFS, KS1 downstairs and KS2 upstairs. Catering staff will be own bubble so although they can hand over the trolley to SBL, they will not be able to serve.				16/7/20
Related bubbles					All one bubble				
Placing vulnerable children		3	4	12	Personalised risk assessments will be in place where required. None identified at SBL. TTN to include pupils who may spit or scratch	Ensure those who may become distressed			16/7/20

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						<p>have appropriate ra - staff to update on ongoing basis</p> <p>TTN has amended behaviour policy – will include in updates on Inset day.</p>			
Placing vulnerable adults		1	1	2	<p>Groups have been carefully matched.</p> <p>Mitigations etc have been explained to staff. None identified at SBL.</p>				16/7/20
Shared spaces		2	2	4	<p>Shared spaces have been used to a minimum.</p> <p>Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff :-</p>	<p>SBL will have sole use of the gym & community room.</p> <p>Lyndhurst will have sole use of the hall.</p>			16/7/20

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						<p>Lift will be out of bounds to all unless exceptional circumstances where staff may need use of.</p> <p>Front stairs for use by SBL staff.</p> <p>Lyndhurst will utilise back gate near garage before and after school to enable a 1-way system for their parents dropping off.</p>			
//Equipment and resources									
Individual equipment packs		1	1	2	<p>Individual resource packs are allocated to pupils.</p> <p>Pencil boxes ordered that are plastic and washable.</p>	Boxes received to make up	LCK / CFR	End Aug 20	27/08/20

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						individual resource packs. Additional stock of erasers/glue sticks/scissors etc...ordered			
Shared equipment & resources		1	1	2	<p>Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.</p> <p>Each classroom has it's own resources</p> <p>Playtime apparatus will be cleaned after each use.</p>	Sufficient stock of hand soap in place already.			16/7/20
Outdoor Learning		1	1	2	<p>Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:</p> <ol style="list-style-type: none"> 1. evidence indicates that the risk of infection is reduced outdoors 2. evidence suggests that the virus does not survive long for long periods in sunlight. <p>Social distancing is easier to observe and maintain outside. However, as outside space is shared with Lyndhurst, this will require prior agreement with them.</p>				16/7/20

Measures within the bubble

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Maintaining distance		1	3	3	As detailed in protocols document				27/08/20
Seating arrangements		1	1	2	<p>Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.</p> <p>Desks and tables are positioned so that no-one is sitting face-to-face where possible.</p> <p>Classrooms are small at Lower and screens are not appropriate. Distance will be maintained between pupils as much as is possible / practical. It is possible to place 7 individual tables for children but this can make it difficult for staff to navigate. If tables are positioned in a group arrangement, there can be at least a meter between seated positions and this will make it easier for adults to maintain distance from the group.</p> <p>Staff to determine the best working arrangement for their own class and age group.</p>				16/7/20
Staff space		1	1	2	<p>Staff will use the same desk/table and chair at all times. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant.</p>				16/7/20
Behaviour expectations		3	3	9	A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations.	Yes – TTN has amended policy in line with lower school practice			27/08/20

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					There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.				
New Schooling Offer									
Onsite curriculum									
Subject delivery		1	1	2	Delivered by class teachers as normal				16/7/20
Specialist curriculum areas		2	2	4	Yoga Teacher – (Monday all day / Community room) James Hopkins – PE (Tuesday all day / gym) Scott Challinor – Music Interventions (Tuesday all day /Community room) Manchester City (Wednesday all day / Gym)				16/7/20
Educational Visits		1	1	2	None arranged for first half term to any indoor establishments. Any visits will be to outdoor parks etc... and observe social distancing rules in place at the time				16/7/20
Offsite education		1	1	2	Class 5 Monday afternoons Rota for every class each Friday				16/7/20
Remote Learning									
Assigned staff					None in place				16/7/20
Remote curriculum									
Meeting places									
Premises									

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Circulation / movement		1	1	2	<p>We have implemented a clearly marked system where corridors are too narrow to allow for distancing. In areas of the building where a one-way system doesn't work, there will be clearly identified refuge areas.</p> <p>2m distancing markers will be applied.</p> <p>Some building areas may be closed off and not available for use until a change in national guidelines. These will be clearly marked with no entry signs.</p>	Narrow corridors so not able to fully implement a one-way system. Will mark out corridor to encourage a 'walk on the left' policy.	TTN	3 rd Sept	Signs ready to display on 1 st Sept.
Lifts		1	1	2	Lifts will be assessed and markers will clearly show the accepted use of the lift or whether it has been taken out of action for the foreseeable future.	Lift will be out of bounds to SBL pupils and staff/visitors Signs to be displayed by Lyndhurst			27/08/20
Stairs		1	1	2	Staircases are clearly marked to indicate the safe way to move up and down.	Walk on the left policy – SBL to use staircase next to the lift, Lyndhurst to use the one opposite the hall.			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Toilet areas		1	1	2	<p>The use of allocated toilets is managed to allow social distancing, while ensuring everyone is as free as possible to use them. Toilets are allocated to each specific bubble.</p> <p>There is a maximum of 1 person per toilet area. If a toilet area is entered where someone is present that person must exit and wait outside the outermost door.</p> <p>Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff.</p>	Staff toilet on corridor, plus one in community room. Separate toilets upstairs for when in staffroom.			27/08/20
Staff room		1	2	2	<p>Staff spaces have been allocated that maximise protection for all adults. Any provided equipment will be PAT tested and must be cleaned after each use. Wipes will be available for the kettle and it will be the responsibility of the user to do this.</p> <p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p> <p>The use of the site's knives, forks, plates, cutlery is prohibited and no-one should leave any in a dishwasher, as this puts others at risk.</p> <p>The microwave must not be used.</p>	Awaiting additional wipes for staffroom for kettle.	JHP	1 st Sep	
Printer rooms		1	1	2	Document printing/copying/scanning should only be undertaken when absolutely necessary. The printer must be wiped before using and must be wiped after using. This is the responsibility of the user. Wipes will be available next to the machine.	Wipes and signage in place. Will reiterate to staff that			27/08/20

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						children will not be allowed in photocopying room to minimise contact between classes.			
Entrances & Exits									
Dealing with visitors		1	1	2	<p>Signage is in place to direct to the appropriate area.</p> <p>Screens are provided in open reception areas to protect all school staff.</p> <p>Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.</p> <p>Pens for signing in will be wiped after every use by the visitor. Wipes will be provided and it will be the responsibility of the visitor to wipe the pen.</p>	<p>Screen already in place</p> <p>Wipes and handgel already in place.</p> <p>Need storage tub for lanyards and for receiving children's belongings from the bus. No children or classroom based staff will</p>	LCK	3 rd Aug	27/08/20

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						be allowed into the office to preserve LCKs working space.			
Dealing with deliveries		1	1	2	Signage is in place to direct to the appropriate area.				21/7
Extended schools					Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.	n/a			21/7
Admin									
Offices & hubs									
Seating / desk positioning		1	1	2	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other.				21/7
Separation in open spaces		1	1	2	Clear indication of seating arrangements is in place. Signage is available around all seats etc.	Soft seating in open spaces (reception & corridor) has been removed and stored in community room			21/7
Access arrangements		1	1	2	An instruction sheet is provided with building and circulation arrangements for external staff.	Will include the 3 staff who will be working weekly on site			27/08/20

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						in our comms on 17 th Aug			
Non classroom based staff expectations					Non-class based staff are working from home where possible. When guidance changes this will be re-assessed.	N/A			21/7
Staff									
Staff Travel									
Public Transport (bus/tram)		1	1	2	Face coverings are required at all times on public transport.	Been communicated to families.			21/7
Car Sharing		1	1	2	We recommend face coverings at all times when car sharing.				21/7
Own transport		1	1	2	Guidance is in place for staff parking their cars as per normal practice.				21/7