

Risk Assessment of buildings for a full return (sites as bubbles)

BUILDING: The Bridge Primary Centre

Assessment of room sizes, layout of building:

Area / space	Capacity permitted at any one time for safe social distancing
Main entrance reception / foyer	4 people
Main reception office	4/5 people
Hall	20 people
Average office	3/4 staff

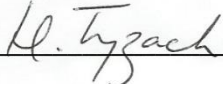
Have all offices and spaces for staff got a clear notice on the door stating the total permitted capacity at any one time? YES

Are there clear markers down in all corridors, in the hall, in the main reception area and strategically in outside spaces? YES

Have all learning spaces been considered to reflect the need for an appropriate distance between staff and pupils? YES

Entry and exit from the building:

Requirement	YES	NO
Is there a clear notice in the main reception asking visitors and pupils to sanitise their hands on entry?	YES	
Have reception staff been briefed about how to manage and address visitors and what to do if they have a concern?	YES	

Signed by:  (HEAD OF CENTRE) 7/7/20

 (BUSINESS MANAGER) 7/7/20

_____ (HEAD OF SERVICE). _____

Specific Risk Assessment for The Bridge Primary Centre

Risk Area	General measures in place	Risk Rating	Additional measures	Residual Risk Assessment
Risk of infection for staff and pupils in vulnerable categories	<ul style="list-style-type: none"> • Staff and pupils will not be attending sites unless government and / or local guidance specifies that it is safe to do so 	Low		
Risk of an infected person attending site	<ul style="list-style-type: none"> • Clear guidance to all staff, parents, carers, pupils and visitors - do not attend site if unwell with Covid-like symptoms • Strict adherence to government guidelines on isolation for symptomatic staff and pupils 	Medium	<ul style="list-style-type: none"> • Hand sanitising on entry to the building • Opportunity to take pupil and staff temperatures if in doubt and on entry • Clear protocol for dealing with a person with Covid-like symptoms • Clear protocols on visitors and meetings 	Low

<p>Direct person-2-person contact - direct transmission through respiratory droplets from an infected person</p>	<ul style="list-style-type: none"> • Staff and pupils not attending sites if they have symptoms • Guidance on good respiratory hygiene • Clear guidance published to staff, parents, carers, pupils and visitors 	<p>Medium</p>	<ul style="list-style-type: none"> • Appropriate distancing measures in place where possible • Heads of centre/AHT/Site Manager and class teachers have adapted classrooms and staff working areas to ensure an appropriate distance between staff, and between staff and pupils in all areas of the centre • Minimising staff numbers in office spaces • Staff briefings in halls • Minimising pupil movement where possible • Staggered start times, breaks, lunches and end of day times • Social distancing signage around buildings, in corridors and outside building • Preventing visitors, parents and taxis from congregating in numbers outside the building, in reception area 	<p>Low</p>
<p>Indirect transmission through touch</p>	<ul style="list-style-type: none"> • Clear guidance to parents, carers, pupils, staff and visitors • Presentation to pupils regularly • Enabling regular hand sanitising and washing for staff and pupils • Daily enhanced cleaning in place 	<p>High</p>	<ul style="list-style-type: none"> • Limiting the passing of objects • Removing unnecessary objects that children can touch and share • Limiting sharing of stationary and objects • Guidance on the management of extreme behaviours • Individual pupil risk assessments 	<p>Medium</p>

Direct and indirect transmission - extreme pupil behaviour	<ul style="list-style-type: none"> • Clear guidance to staff and leaders on risk assessing pupils. 	High - medium	<ul style="list-style-type: none"> • Clarity on what to do should a pupil begin to regularly engage in unsafe and unhygienic behaviours • Enhanced pupil risk assessments and guidance • Staff on duty available to ensure that a distressed pupil is not left to roam the site unchecked and to support staff in classes 	Medium to low
Direct and indirect transmission between pupils at breaks and lunchtimes	<ul style="list-style-type: none"> • Staggering breaks and lunchtimes • Distancing markers in halls for queuing 	High - medium	<ul style="list-style-type: none"> • Specifying specific areas at breaks and lunchtimes that specific pupils can use • Ensuring at least 1 seat space between people at dining tables • Individual pupil risk assessments 	Medium to low
Direct and indirect transmission - risk areas of buildings and sites	<ul style="list-style-type: none"> • Staggering start and end times of day • Distancing markers in halls for queuing 	High - medium	<ul style="list-style-type: none"> • Social distancing signage outside of building • Preventing visitors, parents and taxis from congregating in numbers outside the building, in reception area 	
OTHER SITE SPECIFIC ISSUE:				

Direct and indirect transmission from regular transient visitors, employees	<ul style="list-style-type: none"> • Clear guidance provided to all visitors to site • Guidance on safe school-school, home-school staff visits • Catering, cleaning and contracting staff being clear on expectations when they are unwell with Covid-like symptoms and on hand hygiene and social distancing • All staff and pupils will have their temperature taken and hands sanitised when entering the site. 	Medium	<ul style="list-style-type: none"> • Enhanced cleaning regime in place • Heads of Centre and Business Manager being aware of all changes in transient workers and on all visitors / meetings on site on any given day • Specific guidance on meetings 	Low
Direct and indirect transmission - staff moving sites	<ul style="list-style-type: none"> • No site changes during a day for non-leadership staff • Robust cleaning and hygiene protocols in place • All cross-site meetings to take place remotely using IT 	Low		
Direct and indirect transmission - risk areas of buildings and sites	<p><u>Corridors</u></p> <ul style="list-style-type: none"> • Clear guidance provided to all students, staff and visitors on social distancing measures in place. • Where possible outside spaces will be used to move around the centre rather than corridors. • Staggered breaks and lunchtimes • Limiting movement around the building 	Medium	<ul style="list-style-type: none"> • Clear signage on door of shared rooms to indicate number allowed in • Individual pupil risk assessments if required • Limit sharing of equipment 	Low

	<p><u>Dining hall</u></p> <ul style="list-style-type: none"> • Limiting number of people allowed in the hall at one time • All trays, cutlery and salad bar will be kept in the kitchen and handled only by the kitchen staff who have a comprehensive risk assessment from Chartwell's • Individual Risk assessments for high profile pupils • All tasks and activities risk assessed <p><u>Communal areas and outdoor space:</u></p> <ul style="list-style-type: none"> • Clear guidance provided to all students, staff • Limiting number of people allowed • Minimizing movement between spaces • Clear expectations 	Medium	<ul style="list-style-type: none"> • Ensuring 1 seat space between people 	Low
	<ul style="list-style-type: none"> • Clear guidance provided to all students, staff • Limiting number of people allowed • Minimizing movement between spaces • Clear expectations 	Medium	<ul style="list-style-type: none"> • Removing unnecessary objects that children can touch and share • Creating distinct spaces and activities that can take place 	Medium to low
Direct and indirect transmission – use of resources	<ul style="list-style-type: none"> • Staff will risk assess all resources and any that cannot be cleaned thoroughly will be locked away during the restrictions. • Soft toys and resources that are not able to be cleaned thoroughly will be stored in locked cupboards • Pupils will be assigned to 	Medium	<ul style="list-style-type: none"> • Each classroom will have sealed boxes for resources to be kept in so there is no cross contamination. Teachers will only bring out the resources needed for each session. Following their use, resources will be wiped down with anti-bacterial wipes and stored safely 	Low

	<p>specific groups and will where possible stay within this group the whole time they are on site.</p>		<p>in a locked cupboard.</p> <ul style="list-style-type: none">• Each child will have their own pencil case which will be put away at the end of every session.• Zip wallets will be given to each pupil to store their personal belongings. These will be put away till the end of the session.• Daily briefings will look at any additional procedures that need to be put in place if and when they arise.	
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