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Buckden Church of England School Health and Safety RISK ASSESSMENT for BOSS

		<p>boss time to minimise exposure.</p> <ul style="list-style-type: none"> The hall will be divided into 4 section EYFS, Y1 &2, Y3&4, Y5&6 there will be no mixing of these group bubbles at any point. The TV KG room) Room will be rotered. Parents will collect via the Hall door which will be marked with social distancing guidance signs. Permenantly closed and a door bell to ring. Areas of the playground to be designated for groups, EYFS not to come onto the main playground to play to use the area outside of the hall. furniture will need to beplaced in a position to reduce pinch points, ensuring that free movement is possible. <i>Consider the Manual Handling implications of this activity and how this will be achieved.</i> and all soft items stored away. All meetings are done remotely via Teams or telephone No visitors will be admitted into BOSS with the exception of professional visitors such as social workers, educational phycolgists 				
Cleaning	Pupils, Teaching Staff and School Staff could be exposed to inadvertingly exposed to Covid 19	<ul style="list-style-type: none"> In-house cleaning team continue to deep clean More frequent cleaning procedures should be in place across BOSS, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates,, All areas used for eating must be thoroughly cleaned at the end of 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. Government guidance for cleaning is saved on the server on: staffshare/schoolclosure/ge 	CS	01/06/20	



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		<p>each break, including chairs,</p> <ul style="list-style-type: none"> ○ Telephone equipment – one person allocated to the BOSS phone ○ Keyboards, toys and equipment, classroom desks and chairs. <ul style="list-style-type: none"> • Each 'Group Bubble' area to be issued with a Health and Safety Box identified by the number, which will contain a cleaning pack consisting of antibacterial spray, gloves, clothes, bin liners, first aid pack, antibacterial gel, soap, paper towels (a list will be added to the box and staff to leave a note for site manager if running out of supplies) and they will be responsible for wiping down all surface areas a minimum of 2 times over the day. <i>These boxes to be kept out of reach of children.</i> 	<p>neral/health and safety</p> <ul style="list-style-type: none"> • Staff will ask children to visit their designated toilets when collecting them before bringing them to the hall. The two staff toilets opposite the hall will be used during BOSS EYFS in one and KS2 in the other and the cleaning of these toilets at the beginning and the end of each session. • School staff to be informed that these toilets are out of use for staff while BOSS is in session. • Ensure the COSHH risk assessment for cleaning activities has identified the correct process and PPE to be worn. • Consider which outdoor play equipment could be used and ensure pupils wash their hands afterwards. • New boxes to be made up for the group bubbles • Ensure staff are aware in 	<p>MH/CS</p> <p>CS</p> <p>MH</p> <p>CS</p> <p>AD</p> <p>AD</p> <p>AD</p>	<p>08/07/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>15/07/20</p>	
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			<p>Health and safety Guidance that they must check their Health and safety box to ensure sufficient supplies</p> <ul style="list-style-type: none"> Children not to bring in their own toys from home. 			
Catering facilities	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> Breakfast and Snack will be served in each bubble All children to wash their hands before and after eating. Any person preparing food needs to adhere to Health and Safety guidelines for preparing food All food will be prepared in line with Health and Safety preparation. Hands to be washed before and after preparation in the sink at the rear of the hall All surface to be cleaned before and after preparation. 	<ul style="list-style-type: none"> AD to check and familiarise herself with any new regulations in light of COVID 19 and ensure that all staff preparing food understand and adhere to these guidelines Staff to serve the children in their bubble 	AD	01/09/20	
Fire Safety	Pupils, Teaching Staff and School Staff	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> Plan a fire drill for the first full week Site manager to do a check of fire routes prior to opening 	CS CS	01/09/20 01/09/20	
Access/Egr	Pupils,	<ul style="list-style-type: none"> To avoid congestion around the school there will a clearly labelled queueing system for 	<ul style="list-style-type: none"> Staff only to enter through reception 	AD	01/09/20	



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ess of school building	Parents/carers, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> dropping off and collection. One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. 	<ul style="list-style-type: none"> Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements via a leaflet Parents asked to wear a mask on collecting and standing 2m back from the door 		1/09/20	
First Aid	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> First Aid to be administered insitu whenever possible, PPE to be worn If isolation is needed for any suspected cases of COVID 19 Use the school isolation rooms and parent/carer to be called to collect and testing to be done Room to be closed and taped off and all PPE and dressings etc to be double bagged and left inside the room. Not to be reopened until it has been deep cleaned – Office to be informed to ensure class are aware a child is awaiting a test If positive family isolation and SLT to be informed so that they can close down down the child's class bubble and other contacts are made aware. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control 	<ul style="list-style-type: none"> The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid PPE use to be part of the returning HSE guidance to staff Review of BOSS First Aid policy to include consideration of the risk of infection of covid-19. AD to ensure fist aid kit is 	AD	01/09/20	



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		applied, to include the use of PPE if required.	<ul style="list-style-type: none"> up to date All staff to watch this video before using PPE. Changes to first aid practice to be shared in the HSE guidance to staff-such as cleaning down of all areas after each child 			
Waste	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in hall and classrooms that are in use in order that waste materials can be managed safely Bins should be emptied daily by staff and put in the external bin outside the school gate 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Lidded bins have arrived and the catch it, bin it, kill it message should be given to all pupils on the first day and continually reinforced. All bins to be lined 	BOSS Staff	01/09/20	
Resources	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> Each bubble to have allocated equipment this may be rotated on a weekly basis but must be cleaned thoroughly on the Friday if moving Each Group to have allocated IT equipment which will be collected from the classes by the bubble leader. 	Each group to have its own cupboard of equipment and toys	Teaching staff	01/06/20	
Deliveries	Pupils, Teaching Staff and School Staff could	<ul style="list-style-type: none"> All deliveries should be either left for 48 hours or wiped down before opening, hands should be washed once packaging is disposed of. 	Ensure that staff are aware of these procedures	AD	01/09/20	



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	be exposed to inadvertently exposed to Covid 19					
Staff/Pupils within the shielded group	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Ensure that they are included in all communication and that continued guidance is given regarding working from home. Check that we have nobody that fits this category and if so inform HT 	AD	10/07/20	
Property Compliance	Pupils, Teaching Staff and School Staff	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools site manager and appropriate steps are in place to ensure the safety of all building occupants. 	CS	01/06/20 & ongoing	
Hygiene	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> Boss has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands when entering and exiting BOSS following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Staff to be informed in Health and Safety Guidance leaflet Guidance for hand washing to be practiced and signs up at all hand washing stations 	AD		



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Accident reporting Covid-19 incidents	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 	<ul style="list-style-type: none"> CS, MH and GM to ensure that they have read and understand their obligations and these are relayed in the next SLT meeting 	CS, MH & GM		
Personal Protective Equipment	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> To be included in the Health and Safety leaflet 			
Behaviour	Pupils, Teaching Staff and School Staff could be exposed to inadvertently exposed to Covid 19	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Risk Assessments to be put in for those children who it is deemed will not be able to adhere and behaviour policy to be reviewed in line with Health and safety of pupils and staff regarding Covid 19 AD give staff Health and Safety Risk assessment Ensure all staff are aware that they and members of 	Risk Assessments RB	01/09/20 10/07/20	



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			their should download the app for contact tracing once in full operation			
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Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)