

GGLV Federation						
Topic:	Bubble Classes (September Reopening) – During Covid 19 Pandemic			People at Risk:	Staff / Pupils	
Assessment carried out by:	EHT, HoS and EBM		Date:	July 2020	Date of Review:	On-going, September 10 th

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
Corona Virus How: Spread of corona virus due to staff member / pupil displaying symptoms.	Staff member to leave school <u>immediately</u> if any staff display symptoms of the virus and book a test. If a pupil displays symptoms of the virus the “Pupil Presenting with Covid 19 Symptoms” procedure will be initiated. (see appendix 1)	H	Staff will wear face shields when meeting parents. They will not hug parents or other staff. Staff will maintain social distancing procedures when in school.	July 2020 Sept 2020	L
Corona Virus How: Spread of corona virus due to staff member / pupil testing positive	The Executive Business Manager to contact PHE. PHE TO ADVISE THE SCHOOL ON THE NEXT STEP AND WHO SHOULD BE SENT HOME WITHIN THE BUBBLE TEMPLATE LETTER ISSUED TO PARENTS AND STAFF (IF REQUIRED)	M	Formal guidance will be followed- whatever that guidance may be. Plans for following the guidance well known to office and SLT.	July 2020	L
Corona Virus How: Pupils coming into contact with an infected person (outside of their bubble). No information available for PHE if a positive test is confirmed.	Class teacher to keep a register of any pupils that leave the bubble to attend: <ul style="list-style-type: none"> Sessions run by external organisations – music, therapy, language, etc School to keep a register of all pupils that attend wraparound care bubbles – breakfast and afterschool clubs in school.	M	Wraparound care will be run in bubbles, and children not allowed to cross bubbles to play with siblings. Wraparound funding changed to discourage short-term drops offs to reduce overall numbers.	July 2020	L
Corona Virus How:	School staff permitted to enter class bubbles ensuring social distancing is maintained and hand washing /	M	Visitors from external agencies issued with Visitors guidance (appendix 2).	Office Staff	L

Persons outside the bubble contracting or transmitting corona virus	sanitising undertaken before and after the visit. Teachers and support staff to reduce the number of classes they work with.		Risk assessments may be requested by the school prior to any external agencies coming on to the school site.		
First Aid How: Inadequate first aid provision. No first aid materials available. Staff within bubble not aware of how to summon assistance in the event of an accident / incident. No PPE available. Parents not informed of any accidents.	Completed Bubble Checklist available in each class which details the names and locations of first aiders and the first aid kit. A phone is available in each class to call for assistance if required. Support staff within the bubble available to obtain assistance if required. Adequate PPE available in each class. Office Managers to ensure that PPE is available in class. Face shields to be worn if any child is unwell, or if close contact with a child.	M	The school procedure to be followed to contact parents/carers of accidents in school. Procedural check list has been created in case of an emergency.	First aiders	L
Fire How: Staff and pupils unaware of the fire evacuation procedure including their evacuation route and assembly point. No fire marshal available to undertake sweeping. No arrangement in place to evacuate persons that may require assistance.	Completed Bubble Checklist available in each class which details the fire evacuation route and assembly point. The person(s) within the bubble with responsibility for sweeping the class and dedicated areas is named on the Bubble Checklist . Any adult / pupil that may need assistance in the event of a fire evacuation, will have a Personal Emergency Evacuation Plan in place, which is appended to and noted on the Bubble Checklist .	M	Training provided for all staff.	3 Sept	L
Intimate Care How: Employees & other pupils exposed to bodily fluids and infectious diseases. Safeguarding allegations. Inadequate cleaning.	All school staff aware of the Intimate Care Policy. All school staff aware of the Safeguarding Policy and the names of the persons identified as Safeguarding Leads Any pupils that have intimate care plans are identified on the Bubble Checklist . School staff to clean and sanitise the area after intimate care procedures have been undertaken.	M	Copies of intimate care plans are shared with relevant school staff. All care plans have been created. PPE available in each class for use by persons undertaking intimate care procedures – the requisite PPE will be	June 2020	SEN-co

No PPE available. No waste procedure in place.			identified by the individual pupil's intimate care plan. Any waste procedures for the disposal of contaminated waste will be detailed on the pupil's intimate care plan and the school Waste Policy.		
Lunch / Break Times How: Pupils and staff from one bubble meeting pupils and staff from another bubble during lunch and break times (risk of spreading the virus)	Details of the staggered lunch and break times are detailed on the Bubble Checklist . Staggered rota in place to reduce the risk of bubbles meeting each other. Areas in the outside playgrounds zoned for different bubbles. Bubbles to be socially distanced in the dining hall.	M	Trail run first week, to be reviewed afterwards. Parents to be communicated with at the end of the first week.	June 2020 Sept 2020	HoS
Social Distancing How: Staff and pupils (from the bubble) contracting the virus due to lack of social distancing in the class and other rooms / areas including outside spaces. Unable to social distance during first aid and intimate care procedures.	The numbers of persons within each bubble has been set to reduce the number of persons each person within the bubble comes into contact with. Staff to stand above the pupils when instructing and no face to face interaction (at the same level) Staff to minimise the time spent within 1 metre of anyone. Staff to regularly remind pupils of the need to maintain social distancing. Staggered lunch and break times in place. Early years classes to encourage pupils to play in the outside areas. See First Aid and Intimate Care Risk Assessments	M	Younger pupils not expected to maintain social distancing. Tables in classes to be positioned so they face the front and chairs sat side by side if possible. Consideration given to removing furniture to allow more space within the classroom. Social distance markers placed outside the class where pupils line up. Staff to supervise areas where there is close contact – toilets, cloakrooms to ensure pupils maintain distance.	July 2020	HoS EHT
Cleaning How: Inadequate cleaning systems in place to reduce the risk of the virus spreading. Insufficient	Cleaning / sanitising checklist available in each bubble. Times agreed with cleaning and bubble staff when the class will be sanitised. Cleaning / sanitising times documented on Bubble Checklist	M	PPE will be available for staff to wear when using chemicals if identified in COSHH safety data sheet or risk assessment. Premises Assistants to supply cleaning products to class staff. Extra cleaning	Sept 2020	L

cleaning supplies available in the class. Pupils accessing cleaning materials. No PPE available.	Class staff to assist with the cleaning of surfaces / contact points during the school day. TAs and Teachers to inform Premises Team of any shortfalls in cleaning equipment in class. A COSHH Safety data sheet is available with the <u>Bubble Checklist</u> for any chemicals held in the class. A copy is also held by the Premises staff. Class staff to ensure all chemicals are stored out of the reach of children and never left unattended. No extra cleaning products to be brought in by well meaning staff.		stations have been set up around the school.		
Hygiene How: Spread of the virus due to poor hygiene arrangements in the classroom.	Pupils will be reminded regularly to sneeze or cough into the elbow or use tissues. The school strongly promotes the 'catch it, bin it, kill it' approach. All classes have a dedicated bin for tissues used by pupils and staff. Cleaning regime in place for wiping down the commonly used surfaces. Pupils reminded regularly to not touch their face. Pupils will be assisted by staff if required to undertake handwashing and sanitising.	M	Hand washing demonstrations will be provided to pupils on how to adequately wash their hands. First week explanation expectations have been set. Face masks to be worn in class by teachers if doing closer 1:1 work with a pupil.	Sept 2020	L
Face Coverings and Masks How: Incorrect use and removal of face coverings and masks exposing others to the virus and not protecting the user.	Pupils instructed not to touch face when wearing face covering or mask. Staff and pupils to wash their hands immediately after removing face covering / mask. Disposable masks will be placed in the lidded bin. Reusable masks placed in a plastic bag and taken home with user. Staff and pupils to wash hands before placing on their masks or face covering. Sanitising stations to be at entry points, to be used after taking off face masks.	M	Regular monitoring and follow up lessons if required.	Sept 20	L
Medications How:	Pupils with medications will be identified on the <u>Bubble Checklist</u> and all relevant staff made aware.	M	Relevant school staff trained in Anaphylaxis and asthma.	June 2020	L

<p>Staff not aware of pupils that require medications. Staff not aware of pupils with allergies. No medications available. Medications out of date. Staff not trained in administering specific medications. Unauthorised access to pupils' medications.</p>	<p>The details will include the name of the pupil, the medication required, where it is stored and when it must be administered. Pupils with allergies will be identified on the <u>Bubble Checklist</u> including what they are allergic to. Care plans will be in situ with the medications. Emergency medications will be available in the class and in the reception office. Medications will be stored out of the reach of pupils to prevent unauthorised access. A system is in place to remind parents to bring into school replacement medications – before they are due to expire.</p>		<p>If any medication requires specific training, relevant staff will be trained prior to the pupil returning to school.</p>		
<p>Pupils How: Class staff unaware of pupils with SEN and behavioural issues. Pupils that display violent and aggressive behaviours cause disruption to class. No staff trained in positive handling / deescalating aggressive behaviours.</p>	<p>All class staff aware of pupils with Special Educational Needs and behavioural issues. Any pupils on 1:1 support will be identified on <u>Bubble Checklist</u>. Risk assessments undertaken for pupils that may not be able to maintain social distancing due to their complex needs / behaviour. Class staff able to call for assistance if a pupil becomes violent / aggressive or disrupts the other pupils. Staff to contact SENDCo for support in this instance. Other adults in the bubble able to move the class if necessary, to a safe area if required.</p>	M	<p>SENco has advised and made staff aware. Previous class teachers have followed up cohorts were possible, so are aware of children's individual needs.</p>	June 2020	L
<p>Toilets How: Insufficient cleaning and sanitising of the toilet and sink areas – to reduce the risk of spreading the virus.</p>	<p>Cleaning regime in place for all the toilets and sinks (including contact points) Pupils supervised when using the toilets to prevent them congregating and not maintaining social distancing. No more than 5 pupils in a toilet with 5 sinks, 3 pupils for 3 sinks etc. Adequate supplies of cleaning materials available – held in a secure area.</p>	M	<p>Increased cleaning regime of the toilets and sink area (including contact points) now guidance relaxed about bubbles having dedicated toilets and no sharing. Extra cleaners employed or longer cleaning time by the schools.</p>	Sept 2020	

<p>Pupils congregating in toilets and no social distancing. Inadequate cleaning supplies/ towels / bins available.</p>	<p>Premises Team to ensure that cleaning supplies are replenished in the toilets. Specific lidded bins available in each toilet and each class.</p>				
<p>Water How: No availability to drinking water. Transmission of virus on plastic cups and at water machine / fountain</p>	<p>Pupils instructed to bring in their own water bottles each day. Dedicated tap outside available for pupils to refill water bottle which will be sanitised after use as identified on the Cleaning / Sanitising Checklist. No plastic cups available. Water fountains taken out of use.</p>				
<p>Resources / Equipment/ Furnishings/ Displays/ Soft Toys How: Virus transferred to others by sharing play equipment and resources.</p>	<p>Equipment and resources can be shared by all staff and pupils within the bubble. Equipment and resources will be cleaned regularly. Where possible, frequently used resources will be per individual – a pot for each pupil with regularly used stationery (pen, ruler, rubber etc) All soft furnishings removed. All soft toys removed and stored. Interactive displays removed and or kept to a minimum. Books and shared resources (from the bubble) can be taken home by pupils but will be cleaned, stored and rotated on return. Pupils own books can be brought between home and school, but not shared between others. Pupils are not permitted to bring in resources / toys from home.</p>	M	<p>Equipment and resources shared between bubbles/ classes will be cleaned frequently and rotated to allow them to be unused. Equipment and resources will be kept out of use for a period of 48 hours (72 for plastics). Teachers to wash hands before and after marking pupils’ books.</p>		
<p>Play Equipment How:</p>	<p>External play equipment only used by the bubble, will be cleaned and sanitised regularly as part of the bubble cleaning regime.</p>	M	<p>Sanitising hands after the end of break too by all pupils regardless of whether they have used the equipment or not.</p>	Sept 2020	L

<p>Virus transferred to others by sharing external play equipment.</p>	<p>The children will sanitise hands after using external play equipment.</p>				
<p>Ventilation How: Poor ventilation and air circulation causing virus to remain airborne for longer.</p>	<p>Doors held back (see the Fire RA) and windows within the classrooms kept open where possible. Consideration given to the use of ceiling and desk fans as long as there is good ventilation in the class / room. Consideration given to the use of air conditioning (see guidance on the systems that can be used) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<p>M</p>	<p>Teachers have had time to understand the positive effects of effective ventilation. Staff will remind each other to ventilate rooms.</p>	<p>Sept 2020</p>	<p>L</p>