

## Covid 19 – Safe Return to School - Risk Assessment

Site / school name:	Pantiles Baptist Church – Tunbridge Wells (The Mead School)		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Staff</li> <li>▪ Parents</li> <li>▪ Visitors</li> </ul>		
Tasks and activities covered by this risk assessment:	<p>This risk assessment covers all activities and processes required to allow safe return of children and staff to school provisionally from 22<sup>nd</sup> June 2020 for Year 3</p> <p>This risk assessment should be read in conjunction to the School’s COVID (return of pupils) risk assessment and identifies those risks specific to the site named above.</p>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ Pantiles Baptist Church</li> </ul>		
Name of person completing this risk assessment:	Ceri Stammers (SBM)	Date of completion:	12.06.20
Risk assessment approved by:	A Webster (Headmaster)	Date of approval:	13.06.20
Date risk assessment to be reviewed by:		Risk assessment no:	

### Record of risk assessment reviews

Date of review:	26.06.20	Reviewed by:	A Webster	Comments / date of next review:	<ul style="list-style-type: none"> <li>▪ No further review planned as the arrangement ends on the 10<sup>th</sup> July but all staff will remain vigilant of any new risk</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>

***The School has remained open to provide care for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in occupation of the premises and staff implementing alternative working patterns, including working from home and the provision of remote learning. From the week commencing 15th June 2020 the government are asking that in England: nurseries and other early years settings to open to all children; primary schools to welcome back all pupils where it is deemed safe to do so.***

# The Mead School

*This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School in line with the government guidance. The use of off site satellite premises is required to meet social distancing guidelines.*

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<p><b>Security of Site and Safeguarding</b></p>	<p>Pupils and Staff</p>	<p>The site is secure and no visitors are allowed inside the building or past the side gate.</p> <p>The children will be split into three bubbles, each with it's own access to the teaching areas.</p> <p>All three bubbles enter the premises via the same route, which is outdoors. Children say goodbye to their parents on the pavement, where they are received by a member of staff. They then make their way to the side access double gate (carpark gate). Here they have hand sanitiser applied by a member of staff and make their way down to the playground where they are received by two further members of staff, registered and directed to their own bubble's play area to wait until all children have arrived. Children then lead into their classrooms via their separate bubble's route.</p> <p>Children are dismissed in the same way, reversing the process. The bubbles line up separately outside in the space on the inside side of the gate where there is enough space for 2m social distancing between the 3</p>				



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		<p>bubbles. Each child is called by the member of staff on the gate, and the remainder are supervised in their bubbles by the other 3 members of staff. Children are released in ones, twos or threes.</p> <p>There is sufficient space at the front of the church for parents to wait at drop off and pick up to allow for 2m distancing.</p> <p>The Church's front door is not electronically locked so will be manually locked during the day and the exit point supervised throughout. The carpark gate will be locked once all the children are onsite.</p> <p>There are two fire exits from the main church hall which lead directly outside to the assembly point. Staff will be briefed upon security of the site and will be vigilant of children near the doors. Children do not have access to the front of the church or the road via the fire exits. Staff will have keys to external gates/doors.</p> <p>There will be no visitors on site. The only exception is to be the Pastor and his family who need access to the church office in the playground. They will make themselves known to staff and children from distance on the first day.</p>				



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		<p>All Mead School staff will wear their school lanyards for identification.</p> <p>The Pastor is DBS checked.</p>				
<b>Evacuation</b>	Pupils and Staff	<p>In the event of fire, the fire alarm will sound and pupils and staff must evacuate through the nearest emergency exit.</p> <p>Bubble 1 and 3 will exit through the side emergency doors and walk to the rear of the building to assemble at the assembly point in the playground.</p> <p>Bubble 2 will evacuate through the main door of the Green Hall to the assembly point on the playground.</p> <p>The Pastor will contact emergency services.</p> <p>At no point must a member of staff re-enter the building.</p> <p>A fire drill will be undertaken on the first day of occupation.</p>				
<p><b>Suspected/ confirmed case of COVID-19 on site.</b></p> <p><b>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and</b></p>	<i>Potential spread of COVID-19 to other staff, pupils and others on site.</i>	<p><i>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature whilst on site they must be sent home and advised to follow the <a href="#">stay at home guidance</a>.</i></p> <p><i>If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence</i></p>				



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<p><b>may subsequently test positive for COVID-19.</b></p>		<p><i>that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent</i></p> <p><i>If a member of staff, pupil, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible to an empty room where they can be isolated behind a closed door, mindful of individual pupils' needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p> <p><i>If they need to go to the bathroom while waiting to be collected, they should use the staff bathroom which will be cleaned and disinfected using standard cleaning products before being used by anyone else.</i></p> <p><i>The school rightfully takes a cautious approach to the above and so a child or member of staff will be sent home for testing if displaying even one mild symptom. In light</i></p>				



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		<p><i>of this, the relevant bubble or wider school will not be informed until a positive test result is returned, in which case, the entire school community will be told. The Head may choose to communicate early with a bubble or the wider school if multiple staff/children display symptoms before any COVID infection is confirmed.</i></p> <p><i>Where a pupil or member of staff tests positive for COVID-19, the rest of their class or group within the school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</i></p>				
<p><b>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</b></p>	<p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p>The year group will be divided in to three bubbles. Each bubble will enter the buildings as described above and go directly to their desk and chair. The pupil will stay at the same desk and chair throughout all lesson time.</p>				

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		<p>When walking around the rooms each bubble will keep to their own dedicated spaces.</p> <p>The shared spaces – ie toilets will be sanitised during the day.</p> <p>Each bubble has a separate route to the shared toilets.</p> <p>There is a girls toilet and a boys toilet. The children will also be expected to wash their hands before and after each visit and reminded of this when leaving and returning to their bubble. Hand sanitiser will also be made available.</p> <p>Only one child at a time will be allowed in to the toilet. There is a spacious waiting area and pupils waiting for the toilet will do so in 2m spaces, marked out by signs. Children will return to their bubble if they can wait until there is no queue. Children will be sent to teachers to the toilet on rotation to avoid botte necking at play time.</p> <p>No child will be dismissed without a parent to collect them.</p> <p>Signs and markings will be used to remind pupils and staff of the 2m rule.</p>				



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		<p>Staff will maintain social distancing at all times. Staff will inevitably have some transition contact with children across the three bubbles and it is therefore important that they maintain their distance. The one member of staff teaching across the bubbles will also maintain social distance and teach outdoors whenever possible. Staff will wear ppe if they have to make contact with a child in a medical emergency.</p> <p>Staff on-site will have contact with each bubble but will adhere to social distancing regulations. Marking will be done via verbal feedback or self assessment. Staff breaks will be undertaken separately and shared areas such as kitchen (kettles etc) will be wiped down by the employee after use.</p>				
<p><b>Teaching Areas – ‘Bubbles’</b></p>	<p>Pupils and teacher – spread of virus</p>	<p>Year groups will be divided into small groups of a maximum of 15 pupils.</p> <p>Bubble 1 will be located in the main church hall.</p> <p>Bubble 2 will be located in the church.</p> <p>Bubble 3 in the Green Hall.</p>				



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		<p>All bubbles will have access to the playground. It has been divided into 3 with each area cordoned off by a rope. Children will be supervised at all times.</p> <p>Ball games will be allowed on the playground but each bubble must use only equipment allocated to them.</p> <p>Gentle non-contact playground games will also be allowed in this outdoor area, e.g. 'what's the time Mr Wolf'</p>				
<b>Cleaning</b>	Pupils and teacher – spread of virus	<p>School staff will ensure toilet facilities are constantly cleansed, all hand rails and door handles, will be wiped regularly.</p> <p>All play equipment in the classes will be sanitised over night in Milton liquid. Staff will be advised how to use the Milton liquid according to directions or COSHH instructions.</p> <p>School cleaning staff will ensure that the church hall, Green Hall, main church, reception area and entry walkway, staff breakout area and children's toilets will be cleaned daily and kept to a high standard of cleanliness.</p>				

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		<p>School staff will ensure that all desks and chairs are cleaned and sanitised each evening.</p> <p>Cleaning materials and equipment will be kept on site at the Church but locked away from the children.</p>				
<b>Teaching areas – managing resources</b>	Pupils and teacher – spread of virus	<p>There will be no soft furnishings or hard to clean resources in the learning spaces.</p> <p>Limited resources will remain in class. All resources to be washed thoroughly each evening/ morning with Milton sterilising liquid.</p> <p>Children to be allocated zip wallet with individual writing equipment, glue, scissors etc. This is to be retained by the child and used only by each child.</p> <p>School desks will be separated to accommodate just two pupils at least 1.5m apart</p> <p>Each child will stay in the same desk all day and each day.</p>	■			
<b>Lunch</b>	Pupils and teacher – spread of virus	School lunches will be provided by the school. The Catering team will be located in	■			



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		<p>the drama studio at the school. Lunches will be brought to the Church by the Catering Manager.</p> <p>Lunches will be stored in the welfare room fridge until needed, collated by a member of staff in each bubble.</p> <p>Lunches will be eaten outside whenever possible, in the bubble's allocated outside space.</p> <p>Children will be required to bring in named water bottles each day.</p> <p>Lunches will be served in named picnic bags to avoid allergen contamination.</p> <p>A lunch choice register will be sent out each afternoon by the school office for pupils and staff to choose the following day's lunch. This must be completed and emailed back to Elizabeth by the end of the teaching afternoon.</p>				
<p><b>Hand washing/ sanitisation</b></p>	<p>Pupils and teacher – spread of virus</p>	<p>All pupils and staff will be required to sanitise their hands on arrival at the Church.</p> <p>Children will be encouraged to wash hands at least hourly, plus on arrival at school,</p>				



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		<p>before and after eating, and before and after playing outside.</p> <p>All classrooms will be provided with hand sanitiser.</p> <p>All facilities will be topped up daily by the school cleaning team.</p>				
<b>First Aid</b>	Pupils and teacher – injury	<p>All bubbles will be provided with first aid boxes to deal with minor first aid</p> <p>All teaching staff will be first aid trained</p> <p>All first aid must be recorded as per normal, and bumped heads/ medication must be dealt with as per school policy.</p>	▪			
<b>Symptoms of Covid - 19</b>	Pupils and teacher – spread of virus	<p>Any pupil/ staff member showing signs of Covid will be required to leave the site immediately.</p> <p>Tracing and notification to other pupil families and staff will be undertaken as per school code of practice determined from government guidelines as set out at that point in time.</p>				
<b>Wellbeing/ Welfare of Staff</b>	Pupils and teacher – spread of virus	<p>Staff will be allowed breaks details tbc</p> <p>Staff are expected to distance themselves within the welfare area and wipe down shared equipment after use.</p>	▪			

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		<p>Signage will be placed around the Church halls to remind and instruct pupils and staff regarding distancing, cleaning etc</p> <p>SLT to ensure continued pastoral care to all staff and pupils (whether working at home or in school)</p> <p>No face to face meetings to take place – all meetings to continue remotely via teams.</p> <p>Staff to adhere to social distancing with each other.</p>				
<b>People on site</b>	Pupils and teacher – spread of virus	<p>No visitors will be allowed on the site</p> <p>No parents allowed within the Church premises.</p> <p>Regular contractors will need to confirm they are not with symptoms and adhere to government guidelines regarding social distancing, PPE and safe working practices.</p> <p>Parents will be directed to 2m distancing at drop off through sign posting.</p>				



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<b>Communication with school</b>	Pupils and teachers	<p>Personal mobile phones will be allowed to be used for contact with the school office as follows:</p> <ul style="list-style-type: none"> <li>• Where a child is ill and needs to go home. The teacher will call the school office, informing Elizabeth of the symptoms. Elizabeth will call the parent and email any response back to the teacher.</li> <li>• If a child or member of staff requires urgent medical attention then paramedics will be called.</li> </ul> <p>All other communication will be via teams or email.</p> <p>Mobile phones may be left on in case the school office needs to contact the bubble.</p> <p>However, safeguarding regulations will still apply and no photographs will be allowed to be taken using personal phones.</p> <p>A daily register must be completed on site and emailed to Elizabeth by 10am.</p>				
<b>Other considerations:</b>	Pupils and teacher – spread of virus	<b>PPE</b> – staff will not be required to wear PPE in class or on premises, but may do so if they wish, unless instructed to do so by government advice.				

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**Appendix 1 The latest government guidance document [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) states:**

- Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work;
- Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying alert and safe (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk;
- If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting; and
- If a member of staff lives in a household with someone who is clinically extremely vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

**Appendix 2 [The latest government guidance document Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) states:**

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- *Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible;*
- *Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category;*
- *If a child or young person lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting; and*
- *If a child or young person lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.*