

Risk Assessment

School operation during the Covid 19 pandemic

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Please personalise the risk assessment to reflect you school's environment and context

Section 1

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| <p>Lighthouse Schools Partnership Federation of Bishop Sutton and Stanton Drew Primary Schools</p> | <p>Date of Assessment: 8th September 2020 (updates highlighted in pink)</p> | <p>Review date: (Complete once the action plan section below is addressed)</p> |
| <p>Assessed by: Dieter Cook Please note all those involved should sign up to this assessment. Print below: NAMES: DATE: 8th September 2020 Dieter Cook Andy Marriott Steph Tucker</p> | <p>Staff signatures: Staff training was delivered on Tuesday 1st September Staff will complete MS survey form to say that they have attended H&S training and understand the implications for safe working practices "I have read and understood this RA and our role in its implementation."</p> | |

B&NES have produced a range of documents etc to support schools in managing Coronavirus (both generally and in the circumstance of a suspected/confirmed case)

<http://thehub.bathnes.gov.uk/Page/11013>

BACKGROUND AND CONTEXT:

From 1 September 2020 all schools are required to reopen for all pupils.

This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It has now been updated to reflect updates published on 28 August 2020. It is available here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Control measures in this risk assessment reflect government guidance for schools that are not in areas with additional local restrictions as of 1 September 2020.

We have included sections 2 and 3 from our previous risk assessment covering term 6 of the 2019-20 academic year as these could be of use if schools are required to close or partially close in response to a local outbreak of coronavirus.

Guidance published on 28 August 2020 advises of the circumstances required for the full or partial closure of schools if this becomes necessary. <https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we receive. We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

<https://mail.google.com/mail/u/0/?tab=rm0#inbox/FMfcgxwHNMZTbVpxnwzhbjRTNhHdvrR?projector=1&messagePartId=0.1>

The World Health Organisation (WHO) published a [new statement](#) on the 21 August on when children should wear face coverings. They now advise that "children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area"

Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances. This will be detailed in this risk assessment.

Examples of where education leaders might decide to recommend the wearing of face coverings - for pupils and staff - in communal areas of the education setting include:

- where the layout of the school estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises
- where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school

On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

Part 1: Reopening schools from 1 September 2020

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults"

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. The updated risk assessment has been organised to relate to the system of controls.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) where recommended, use of face coverings in schools.
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible

7) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

| What is the Task/Activity or Environment you are assessing? | What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified | Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.) | What Severity of Harm can reasonably be expected? (See Definitions Table 1) | What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening? | What Likelihood is there of an accident occurring? (See Definitions Table 1) | What is the Risk Rating ? (See Risk Rating Matrix Table 2) |
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| Prevention | | | | | | |
| 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school | | | | | | |
| Contact with infected persons/ exposure to the virus within the school. | Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises. | Pupils and staff | Fatal/Major | Guidance has been issued to the entire school community. Anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days. Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus. | Low | Medium 1 |
| | Contact with those developing symptoms of the virus during the | Pupils and staff | Fatal/Major | Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal | Low | Medium 2 |

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| | working day. | | | <p>sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. At BS this will be in the group room (The Burrow) opposite Kingfisher classroom as this room is easy to isolate; at SD this will be the staff room or by the canopy at the top of the steps. (The key principle here is isolation).</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. At BS this will be the toilets by The Burrow. At SD this</p> | | |
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| | | | | <p>will be the toilets in the corridor by the school office.</p> <p>PPE will be worn by staff caring for the child while 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).</p> <p>In this case the supervising staff member should wear a fluid-resistant surgical face mask if they can't keep 2 metres away from the pupil. If the staff member can't avoid contact with the child, they should wear:</p> <ul style="list-style-type: none"> • Disposable gloves • A disposable apron • A fluid-resistant surgical face mask • Eye protection (if there's a risk of coughing, spitting or vomiting) <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive or they are contacted by NHS Test and Trace</p> | | |
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| | | | | They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance . | | |
| Provision of first aid | Inadequate first aid treatment exacerbates injury or pre-existing conditions. | Pupils and staff | Serious | <p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p> | Low | Low |
| Provision for first aid in the EYFS | Inadequate first aid treatment exacerbates injury or pre-existing conditions. | EYFS pupils | Serious | <p>EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov't stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site.</p> <p>We also note the requirement is modified where children aged 2-5 are on site (with no children under 24 months) to a 'best endeavours duty' to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at: https://www.gov.uk/government/publications/early-years-foundation-stage-</p> | Low | Low |

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| | | | | <p>framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>we will carry out a written risk assessment (content specified in link above) and ensure that someone with a current First Aid at Work (3 day) or emergency PFA certificate is on site at all times.</p> <p>We note and have actioned where necessary that if PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended to 25 November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020.</p> <p>If asked to do so, we will be able to explain why the first aider hasn't been able to requalify and demonstrate what steps have taken to access the training.</p> <p>(NB: Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.</p> <p>The EYFS: coronavirus disapplication guidance will be updated shortly to reflect the recent extension of the validity of PFA certificates.)</p> | | |
| Administration of medication | Illness or injury to those who are unable to access their medication | Pupils and staff | Fatal/ major | <p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school;</p> | Low | Medium 3 |

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| | | | | <p>we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch, rubbish</p> | | |
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| | | | | disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary | | |
| 2) where recommended, use of face coverings in schools. | | | | | | |
| Use of face coverings | Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community. | Pupils and staff | Serious | <p>Government guidance is reproduced in full below and should be tailored at the discretion of the headteacher. It is recommended that all schools take a pragmatic approach to this and adopt the use of face coverings as per the requirement for schools in areas of local restriction.</p> <p><i>The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.</i></p> <p><i>In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises,</i></p> | | Low |

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| | | | <p><i>for example, corridors.</i></p> <p><i>In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</i></p> <p><i>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</i></p> <p><i>Where local restrictions apply</i></p> <p><i>In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</i></p> <p><i>In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face</i></p> | | |
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| | | | | <p>coverings in certain circumstances.</p> <p>Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> | | |
| | <p>Students/ staff do not have face covering.</p> <p>Face covering is damaged or otherwise unsuitable for use.</p> | Pupils and staff | Serious | <p>Requirements for students to have a face covering will be communicated to parents/carers.</p> <p>It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources</p> | | Low |

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| | | | | <p>on how to make a simple face covering.</p> <p>However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p> | | |
| | <p>Students, staff or visitors exempt from wearing a face covering</p> | <p>Pupils Staff Visitors</p> | <p>Serious</p> | <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.</p> | | |
| <p>Safe wearing and removal of face coverings</p> | <p>Potential of contamination if face coverings are removed or disposed of incorrectly.</p> | <p>Pupils and staff</p> | <p>Serious</p> | <p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process has been communicated clearly to pupils and</p> | | |

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| | | | | <p>staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> | | |
| 3) clean hands thoroughly more often than usual | | | | | | |
| Hand hygiene | Poor hand hygiene increases the likelihood of infection from coronavirus | Pupils and staff | Serious | <p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Paper towels will be used to dry hands in</p> | Low | Low |

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| | | | | <p>preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display throughout both school sites and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p> | | |
| | Use of hand sanitiser potential for improper use and ingestion. | Pupils and staff | Serious | <p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed'.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p> | Low | Low |

| 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach | | | | | | |
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| Respiratory Hygiene | Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus. | Pupils and staff | Serious | Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils. Covered bins are available for the disposal of used tissues. | Low | Low |
| Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building) | Falls from height (open windows) | All premises occupants | Serious | Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed. The upstairs rooms as BS are 'out of bounds' to children and signage in place to indicate (and part of staff training provided). | Low | Low |
| | Use of air conditioning accelerates the spread of coronavirus | All premises occupants | Serious | We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action: The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. | No air conditioning units at either site | |
| | Additional doors and windows are left open compromising site security/fire | All premises occupants | Serious | We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. | Low | Low |

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| | safety. | | | <p>For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. Staff have been briefed with removing it if the alarm goes off and at the end of the day.</p> <p>Door stops etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles). A fire drill will be run with all staff, before pupils return, to make sure everyone is clear about the importance of safely closing doors and windows, including any temporary 'hold open' measures as part of leaving the building.</p> <p>We have reviewed and updated our fire risk assessment accordingly</p> | | |
| 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach | | | | | | |
| Cleaning | Person contracts COVID19 as a result of inadequate cleaning | Pupils and staff | Fatal/Major | <p>For schools with contract cleaning: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>For schools employing their own cleaners: Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-</p> | Decision to be made – could be 'in-house' cleaning depending on staff availability | |

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| | | | | <p>healthcare-settings</p> <p>Guidance has now been updated see links above.</p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>Our document stating how this will be applied and inspected in practice has been shared with relevant staff and is available here:</p> <p style="text-align: center;">  Cleaning doc.docx </p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> Door handles Kettles Taps Switches Phones Laptops / | | |
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| | | | | <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>Janitorial services will be available during the school day for this purpose.</p> <p>Lids on toilets, where available, will be closed when not in use</p> | | |
| | <p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p> | Pupils and staff | Serious | <p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p> | Low | Low |
| Measures to reduce contamination from coronavirus. | Use of shared resources | Pupils and staff | Serious | <p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to</p> | Low | Low |

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| | | | | <p>be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>Playpod at BS will not be in use. A rota is in place for the play area equipment at both schools and details responsibility for cleaning after each daily use. (The rota specifies only one bubble to use each day followed by cleaning).</p> | | |
| | Harder to clean items | Pupils and staff | Serious | <p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p> | Low | Low |
| | Items from home to school and vice versa | Pupils and staff | Serious | <p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> | Low | Low |
| | Items requiring laundry | Pupils and staff | Serious | <p>We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared</p> | Low | Low |

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| | | | | by children between washes. | | |
| 6) minimise contact between individuals and maintain social distancing wherever possible | | | | | | |
| Individual pupil medical requirements | Pupils (or their family members) in identified groups are vulnerable to contracting Coronavirus. | Extremely clinically vulnerable pupils (shielded) | Fatal/ Major | <p>These pupils may return to school on 1 September 2020. However, if local infection rates rise, they could be advised to shield again.</p> <p>We note that where pupils are no longer required to shield but generally remain under the care of a specialist health professional we may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). See: COVID-19 - 'shielding' guidance for children and young people.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to the Trust's Home Learning Offer.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> | Low | Medium 4 |
| | | Clinically vulnerable pupils | Serious | These pupils should attend school | Low | Low |
| | | Pupils living in a household with a person who is extremely | Serious | These pupils should attend school | Low | Low |

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| | | clinically vulnerable. | | | | |
| | | Those living in a household with a person who is clinically vulnerable. (Including pregnant) | Serious | These pupils should attend school | Low | Low |
| Individual staff requirements | Concerns from staff in identified work groups | Clinically extremely vulnerable (Shielding) | Fatal/ Major | <p>We note that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff in this category may still be at risk of severe illness if they catch coronavirus, so they should stay at home as much as possible and continue to take precautions when they do go out. They can do this by washing their hands regularly, avoiding touching their face and keeping 2 metres away from people outside of their household or bubble wherever possible and in any case at least 1 metre with protective measures in place.</p> <p>Staff in this category can go to work, as long as the workplace is COVID-secure but should</p> | Low | Medium 5 |

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| | | | | carry on working from home if they can. This may be possible for non pupil facing roles but will not be possible for the majority of pupil facing roles. We will be as flexible as possible in how these members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. | | |
| | | Clinically vulnerable including pregnant women | Serious | <p>May attend work but should follow advice https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people (NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).</p> <p>We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Government advice is that employers and pregnant women should follow this advice and to continue to monitor for future updates to it.</p> | Low | Low |
| | | Those living in a household with a person who is extremely clinically vulnerable. | Serious | The current advice is that 'shielding' will pause on 1st August 2020. This will enable you to go to your workplace, as long as you maintain strict social distancing (of 2 metres) and the school is Covid safe. | Low | Low |
| | | Those living in a | Serious | These staff members are attending work. | Low | Low |

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| | | household with a person who is clinically vulnerable. (Including pregnant) | | | | |
| Use of supply teachers and other temporary or peripatetic staff | Potential for the introduction of coronavirus into the school | Staff and pupils | Serious | <p>We note that it is permissible for supply staff and other temporary works to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>All casual staff will be required to read and agree to the actions in this risk assessment</p> <p>Where possible we will endeavour to engage staff on a consistent basis – e.g. current part-time staff who are available or known supply teachers</p> | Low | Low |
| Use of trainees and students | Potential for the introduction of coronavirus into the school | Staff and pupils | Serious | <p>Trainees and students may be able to work at the school, as would usually be the case, as long as they are attached to a consistent group or bubble</p> <p>All trainees and students will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of trainees or students across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p>All trainees and students will be required to</p> | Low | Low |

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| | | | | read and agree to the actions in this risk assessment | | |
| Use of volunteers | Potential for the introduction of coronavirus into the school | Staff and pupils | Serious | <p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p>All volunteers will be required to read and agree to the actions in this risk assessment</p> | Low | Low |
| Social distancing across the site | Too many people on site increases likelihood of exposure to coronavirus | Pupils and staff | Serious | <p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Staggering opening and departure times</p> <p>Opening up playgrounds etc, to increase opportunities for parents to wait separately.</p> <p>Advising parents that only one person should attend to deliver/pick up their child.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Using a two gate entry and exit system at SD at the start and end of the day (ie both front and side gates open).</p> <p>Using a one way system at BS for the front gate for start/end of the day access. Parents and children will come in via the narrow path (but can social distance) and exit via the double gates. A member of staff will be</p> | Low | Low |

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| | | | | <p>on duty by the double gates at all times.</p> <p>(Y6 and secondary) Pupils will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised.</p> | | |
| | Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus | Pupils and staff | Serious | <p>Assemblies, performances, visiting groups etc will not take place until further notice.</p> <p>Microsoft Teams etc will be used as an assembly replacement</p> | Low | Low |
| Grouping pupils and social distancing of pupils: Early Years | Exposure to infection | Pupils and staff | Serious | <p>We will minimise the opportunities for children to mix within the setting. For instance, ensure that, where there are different rooms for different age groups, and that these groups are kept apart as far as possible.</p> <p>Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).</p> <p>We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In line with the control measures set out in the guidance below we will ensure:</p> <ul style="list-style-type: none"> that individual groups use the same area of the setting/school throughout the day as much as possible | Low | Low |

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| | | | | <ul style="list-style-type: none"> that sharing of toys and resources is reduced that any toys or resources that are shared can be easily cleaned between different groups' use. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-b541-6b62ca6930f8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> | | |
| Grouping pupils and social distancing of pupils: | Exposure to infection Classroom teaching Primary | Pupils and staff | Serious | <p>We are following government guidance as follows:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group based on the schools class structure (usually no more than 30 pupils) and that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA as well as shared leadership across the Federation. Groups will use the same room or area of the school. Where staff need to move across bubbles, we will minimise this and remind staff on social distancing and PPE and the use of sneeze screens.</p> <p>We note the recommendation for the</p> | Low | Low |

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| | | | | <p>arrangement of classrooms with forward facing desks.</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible.</p> <p>We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p> <p>The rationale for our approach is set out below:</p> <p>At BS, each bubble will be the seven classes with main classteacher(s) i.e. 7 bubbles.</p> <p>At SD each Key Stage will be a bubble i.e. two bubbles. (We may adjust the bubbles at SD at a later date but only if there is a reduction in risk from coronavirus.)</p> | | |
| Small Group Work | Exposure to infection | Pupils and staff | Serious | <p>Where small group work is undertaken pupils and staff members will remain 2 metres apart wherever possible. Where this is not possible, or where work is required to be undertaken in close proximity to another, additional precautions, such as the use of PPE (visors, screens etc) will be deployed to reduce the risk of exposure to infection</p> <p>SP HAS ORDERING x5 and x2 screens for 1:1/SMALL GROUP WORK ARRIVING IN AUGUST</p> | Low | Low |
| Curriculum delivery: | Increased likelihood of infection from | Pupils and staff | Serious | We have an operating procedure for cleaning any shared instruments. | Low | Low |

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| <p>Music</p> | <p>coronavirus from playing musical instruments and singing.</p> | | | <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space. • If indoors using a room with as much space as possible eg: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow (at least 10l/s/person for all present including audiences) and strict social distancing is in place. • In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons eg: conductors or | | |
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| | | | | <p>accompanists must be observed. Current guidance is that if the activity is face to face and without mitigating actions 2m is appropriate.</p> <ul style="list-style-type: none"> • Pupils should be positioned back to back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. • Microphones will be used where possible or singing to be carried out quietly <p>When handling instruments:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. • Sharing equipment will be avoided. Any shared equipment including cases, props, chairs and microphones must be disinfected regularly and always between users. • Instruments should be cleaned by the pupils playing them where possible. • Handling of music, parts and scripts to be limited to individual using them only. Pick up and drop off points to be set up rather than passing equipment | | |
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| | | | | <p>etc hand to hand.</p> <p>Schools are able to work with external organisations for the delivery of music lessons where they are satisfied that this is safe to do so and where it meets the guidelines above. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> | | |
| <p>Curriculum delivery: Drama and dance</p> | <p>Increased likelihood of infection from coronavirus</p> | <p>Pupils Staff</p> | <p>Serious</p> | <p>In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing.</p> <p>Staff will not physically correct pupils.</p> <p>Lessons will be devised that do not incorporate opportunities for contact between pupils</p> <p>Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones will be used to reduce the need for shouting/ raised voices. If it is necessary to share these they will be cleaned between use by individuals.</p> | | |
| <p>Curriculum delivery:</p> | <p>Increased likelihood of infection from</p> | <p>Pupils and staff</p> | <p>Serious</p> | <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned</p> | <p>Low</p> | <p>Low</p> |

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| Physical Education | coronavirus | | | <p>between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for</p> | | |
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| | | | | curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. | | |
| Staffing availability and ratios | Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements. | Pupils and staff | Serious | Utilise other suitably qualified members of staff within the school alongside casual staff/agency staff to cover absence. | Low | Low |
| | Daily variation in staffing means that the school is unable to operate safely for all groups of pupils. | Pupils and staff | Serious | <p>Staff have been advised that they must inform their line manager (teachers and office staff– DC and LSA/support staff – AM) as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>Your appropriate lead to identify the Chief Executive/Chief Financial and Operating Officer if part closure is necessary due to insufficient staff available. The school will work with the Trust to put in place alternative arrangements e.g. the Trust's home learning for any period of temporary closure.</p> <p>We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice i.e. via email and text message as well as website (as per a snow closure day).</p> | Low | Low |

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| Emergency Evacuation and lockdown | Failure to follow procedures leads to injury or loss of life. | Pupils and staff | Serious | <p>Measures necessary for additional ventilation of the building have been advised and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily</p> | Low | Low |
| Arrival and departure from school | Exposure to infection from inadequate social distancing | Pupils and staff | Serious | We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time. | Low | Low |
| Circulation within the building | Exposure to infection from inadequate social distancing | Pupils and staff | Serious | <p>We will arrange for pupils to access rooms directly from outside where possible and circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.</p> <p>At BS all classes in the new block will access via the path and field side. The two groups in the older block will access via the white door leading from playground (one-way door) and exit up the sloped corridor to the doors opposite the hall to access the playground space. (This one-way route also to be used for visits to the toilets). The stairs leading to the new build will only be used as an exit way in an emergency. At SD, Meerkats will</p> | Low | Low |

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| | | | | <p>access via the outside cloakroom door, Chinchillas via the blue classroom door and Lemurs by the blue door by photocopier.</p> <p>Detailed arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes</p> | | |
| Lunchtimes and break times | <p>Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)</p> | Pupils and staff | Serious | <p>Liaison with catering contractors is in place.</p> <p>ASPENS?</p> <p>KITCHEN SIZE AT BS IS SMALL DETAILS TOBC WITH LSP AND ASPENS</p> <p>Plans currently mean that 2/3 hot meals and easy to eat would be prepared and served to children in classrooms. Other meals would be sandwich meals.</p> | Low | Low |
| | <p>Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements</p> | Pupils and staff | Serious | <p>Children at both schools will eat lunch in their classrooms. Cleaning of tables will take place before and after the consumption of food.</p> | Low | Low |
| | <p>Exposure to infection from inadequate social distancing: breaktimes</p> | Pupils and staff | Serious | <p>Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously.</p> <p>Adequate arrangements have been made for staff to maintain social distancing during breaktimes; at BS the school hall will be used as a staff room.</p> | Low | Low |

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| <p>Afterschool and Breakfast Clubs</p> | <p>Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.</p> | <p>All members of the school community</p> | <p>Serious</p> | <p>Guidance for September 2020 may be found as follows:</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>If an external provider (Energykidz) is used on school premises:</p> <p>We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p> <p>We will share information re; grouping our grouping of pupils so that these are maintained where possible.</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p> Covid 19 Risk Analysis.docx</p> <p> Covid 19 Daily checklist-cleaning s</p> | <p>Low</p> | <p>Low</p> |
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| | | | |  Covid 19 Case Management form.c | | |
| Public performances | Exposure to infection from inadequate social distancing. | Pupils Staff Wider community | Serious | If planning an indoor or outdoor face-to-face performance in front of a live audience, we will follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance we will also give particular consideration to the guidance on delivering outdoor events. | | |
| Educational visits | Exposure to infection from inadequate social distancing etc | Pupils and staff | Serious | We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings . In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). Our risk assessment for carrying out these visits will be carried out in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination and wider advice on visiting indoor and outdoor venues. Any visits/trips | Low | Low |

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| | | | | <p>may go ahead based on similar principles to this RA. The standard Federation RA has an extra section for providing additional details regarding Covid-19 – copy on the one drive for staff to access.</p> <p>We will also make use of outdoor spaces in the local area to support delivery of the curriculum if this can be carried out in line with the implementation of the protective measures outlined in this risk assessment. (See https://oeapng.info/downloads/download-info/4-4k-coronavirus/)</p> | | |
| Social distancing with other children/young people | Attendance at multiple settings (eg wrap around care or Early Years attendance at LA and private provision on different days of the week). | Pupils and staff | Serious | <p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHP). In these circumstances we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p> | Low | Low |
| School Reception areas | Exposure to infection from inadequate social distancing: visitors to school. | Pupils and staff | Serious | <p>Any visitors to site are to be by appointment only. Parents have been advised that they should call or email the office rather than coming into school.</p> <p>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p> <p>Signage has been erected to advise visitors</p> | Low | Low |

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| | | | | <p>of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> | | |
| | Exposure to infection from deliveries arriving at the school. | Staff | Serious | <p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p> | Low | Low |
| | Violence and aggression towards school staff causes injury and distress | Pupils and staff | Serious | <p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour</p> | Low | Low |

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| | | | | remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action. | | |
| Other work areas e.g. Offices | Exposure to infection from inadequate social distancing: other work areas | Staff | Serious | <p>There may be business reasons for allowing some non-pupil facing staff to work from home, such as the building not sufficiently allowing the control measures to be put in place. However, we are encouraging all employees to return to work where possible, to support the effective running of the school.</p> <p>Staff meetings will be held in line with the 1-metre-plus rules or via MS Teams</p> <p>Furniture will be reconfigured/adapted in staff areas to allow social distancing e.g. screens between office workers or 1 metre plus seating</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p> | Low | Low |
| Contractors working on the premises. | Exposure to infection from inadequate social distancing/ hygiene arrangements | All | Serious | <p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school</p> | Low | Low |

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| | | | | community. | | |
| Travelling to and from school | Risk of exposure to coronavirus whilst using dedicated school transport. | Pupils and staff | Serious | <p>We will ensure that transport providers are aware of any changes to start and finishing times.</p> <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>Our approach to dedicated transport will follow government guidance set out in: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Our expectations are that for dedicated transport parents and transport providers will consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school Ensuring the same children sit together will minimise the number of contacts a child has • use of hand sanitiser upon boarding | Low | Low |

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| | | | | <p>and/or disembarking</p> <ul style="list-style-type: none"> • additional cleaning of vehicles • organised queuing and boarding where possible to ensure that distancing is maintained • distancing within vehicles wherever possible • PHE advice (update for Sept 2020) set out in: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 <p>That children and young people over the aged 11 and over wear a face covering when travelling on dedicated school transport.</p> <p>We note Public health advice that staff should wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face covering, or when their task makes it sensible (based on a risk assessment) for them not to wear a face covering.</p> <ul style="list-style-type: none"> • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do | | |
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| | | | | <p>not normally meet</p> <ul style="list-style-type: none"> • face coverings to be brought from home where not provided by the transport provider <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers.</p> <p>(See link above to transport guidance published on 11/08/20)</p> <p>AWAITING UPDATES ON RA AND PROCEDURES FROM B&NES SCHOOL TRANSPORT IF CV STUDENTS WILL BE USING THE SD MINIBUS BEFORE SD CHILDREN USE</p> | | |
| | <p>Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school).</p> <p>(Predominantly applicable to secondary pupils)</p> | Pupils | Serious | <p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> • We will encourage pupils to walk or cycle to school where possible. • Reviewed numbers of pupils travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school | Low | Low |

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| | | | | <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p> <p>NB 13th July We have been informed that CV students will be using the minibus ahead of transporting SD pupils. DC to contact LSP /School Transport for additional guidance</p> | | |
| | Risk of exposure to coronavirus whilst using school vehicles. | Pupils and staff | Serious | <p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p> <p>Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles.</p> | TO BE DECIDED | |
| | Potential for increased exposure to coronavirus (and | All staff | Serious | Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of | Low | Low |

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| | potential for introduction into the school) through staff use of public transport at peak times. | | | parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible. | | |
| 6) where necessary, wear appropriate personal protective equipment (PPE) (A face covering is technically not PPE because they are not designed to protect the wearer from infection from coronavirus). | | | | | | |
| Use of Personal Protective Equipment (PPE) (Mainstream) | Incorrect use exacerbates the risk of further infection. | Pupils and staff | Fatal/Major | <p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a | Low | Medium 6 |

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| | | | | <p>disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn"</p> <ul style="list-style-type: none"> • Where an individual risk assessment has identified PPE as a specific control measure for you. • In areas where the transmission of the virus is high (defined as areas of national government intervention as listed on gov.uk) face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain • It may also be necessary to wear PPE if working in very close proximity to another e.g. in one to one or small group work with children, particularly if the children are normally in different groups/bubbles <p>Any staff that wish to use PPE outside of the scenarios listed above will be provided with PPE by the school on request or permitted to use their own appropriate PPE. Staff should discuss this with their line manager.</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach</p> | | |
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| | | | | <p>our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</p> | | |
| <p>Use of Personal Protective Equipment (PPE) by pupils (over the age of 11) and staff arriving at school.</p> <p>NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.</p> | <p>Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.</p> | <p>Pupils (in Secondary schools) and staff</p> | <p>Serious</p> | <p>It is vital that that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <p>Pupils (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Guidance on safe working in education, childcare and children's social care provides more advice.</p> | <p>Removed as replace by the insertion of the wearing of face coverings as number 2 in the system of control</p> | <p>Low</p> |
| | <p>The layout of the school makes it particularly difficult to maintain social distancing when staff and pupils are moving around</p> | <p>Pupils (in Secondary schools) and staff</p> | <p>Serious</p> | <p>The layout of both schools (with current one way systems and entrance/exit routes) enables social distancing to be maintained when staff, pupils or visitors are moving around the site</p> | <p>Removed as replace by the insertion of the</p> | |

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|--|---|-------------------------------------|---------|--|--|-----|
| | the site increasing the likelihood of infection from coronavirus | | | All staff/visitors/pupils in Secondary Schools (delete as applicable) are required to wear face coverings in communal areas and moving around the site. | wearing of face coverings as number 2 in the system of control | |
| General | | | | | | |
| Management of expectations within the school community | Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures. | All members of the school community | Serious | <p>Our communication with parents and pupils prior to our return in September will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • How we are permitting/requiring the use of face coverings for staff, pupils or other visitors • What will happen if there is a case | Low | Low |

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| | | | | <p>of coronavirus at the school.</p> <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at:</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</p> | | |
| Pupil wellbeing | Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school | Pupils and staff | Serious | <p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available. Teachers will use this information to inform their teaching priorities and learning sequences as well as practical arrangements e.g. the child's place in the class.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.</p> | Low | Low |
| | Anxiety re: coronavirus and constraints of new learning environments | Pupils and staff | Serious | <p>Pupils will have been pre-warned about what to expect when they return to school.</p> <p>Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding</p> | Low | Low |

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| | | | | that it is safe to be in school. | | |
| | School is unable to meet the needs of pupils with an EHP | Pupils | Serious | We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual pupils as far as possible. https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance | Low | Low |
| | Inadequate understanding or enforcement of pupil behaviour expectations. | Pupils and staff | Serious | The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules. Consistent methods of communication ensure that staff, pupils and parents are aware of these. | Low | Low |
| | Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils | Pupils and staff | Serious | As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area. We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required. | Low | Low |
| | Pupils behaviour escalates and presents a risk to staff and other pupils | Pupils and staff | Serious | We have identified a 'safe space' in each class area (additional table with SEMH resources to support) for pupils who need to leave the lesson rather than having a 'meltdown' which could be likely after 6 | Low | Low |

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|-----------------|---|-----------|---------|---|-----|------------|
| | | | | months without schooling. | | |
| Staff wellbeing | Staff anxiety re: returning to work and potential exposure to the virus. | All staff | Serious | <p>Individuals have been encouraged to discuss this with their line manager and have been signposted to the Employee Assistance Programme which provides telephone counselling and support for Mental Health and Wellbeing.</p> <p>HR advice is available if required.</p> <p>We have consulted with trade unions, via the Employee Liaison Committee, on the template risk assessment and our advice to staff.</p> | Low | Low |
| Staff training | Staff are not aware or do not understand the requirements for working safely. | All staff | Serious | <p>In preparation for a full return on 1 September 2020 training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: | Low | Low |

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|---|---|------------------|---------|---|--|------------|
| | | | | <p>recording concerns, contacting DSL (or Deputy).</p> <ul style="list-style-type: none"> • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). • How we are permitting/requiring the use of face coverings for staff, pupils or other visitors | | |
| Lettings | Potential for the introduction of coronavirus into the school | Staff and pupils | Serious | <p>Lettings of school facilities can happen from September subject to a written confirmation from the hirer that they have undertaken a risk assessment, that they will be Covid safe and comply with all government guidelines.</p> <p>If the area used by the letting is not cleaned before it is next used through the schools routine cleaning arrangements, an additional clean will be required to ensure that the area is safe for the school to use. Any additional cleans will be chargeable to the hirer</p> | We will not use either premises for lettings | |
| Response | | | | | | |
| 7) engage with the NHS Test and Trace process | | | | | | |
| Engagement with the NHS Track and trace Process | Failure to follow PHE/ NHS Track and Trace procedures increases the | Pupils and staff | Serious | Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team . We will ensure that staff | Low | Low |

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| | <p>likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p> | | <p>members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible,</p> | | |
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| | | | | <p>fast and convenient.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <p>if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of</p> | | |
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| | | | | smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. | | |
| 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community | | | | | | |
| Management of confirmed cases of coronavirus | Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent within the school community | Pupils and staff | Serious | <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with</p> | Low | Low |

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| | | | | <p>the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents</p> | | |
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| | | | | <p>and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ | | |
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| | | | | <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> | | |
| 9) contain any outbreak by following local health protection team advice | | | | | | |
| Containing any local outbreak | <p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p> | Pupils and staff | Serious | <p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must 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 schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> | Low | Low |

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| | | | | <p>In consultation with the local Director of Public Health, where an outbreak in a school 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 school if necessary, in line with routine public health outbreak control practice.</p> <p>We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include support in the use of the Trust's Home Learning Offer.</p> | | |
| Part 2: Maintaining educational provision in the event of a local outbreak | | | | | | |
| Maintaining contact with pupils staying at home | Safeguarding concerns are not reported; pupil/student is placed at risk. | All | Serious | <p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contacting school DSL/ Deputies during any full or partial closure period.</p> | Low | Low |
| E-Safety | Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school | Pupils | Serious | <p>School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.</p> <p>School to make parents aware of sites they are asking their children to use and school staff their child will interact with.</p> | Low | Low |

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| | E-Safety. Inappropriate staff contact with pupils/ students | Pupils | Minor to Serious | School E-Safety Polices continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc. | Low | Low |
| Home visits | Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc. | Visiting staff | Serious | Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well. | We will NOT be using home visits for YR children in the first weeks of T1. | |

PART 3: Arrangements for staff working from home e.g. during a local outbreak

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| Use of display screen equipment eg: laptop, desktop etc. | Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of | Staff working from home | Serious | We follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home | Low | Low |
|--|--|-------------------------|---------|--|-----|------------|

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| | time. | | | <p>workstation assessments.</p> <p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. | | |
| Data protection | Data breach exposes staff or students to risk of harm. Data breach is undetected. | All | Serious | All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. School Data Protection Policies and Procedures apply. Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required. | Low | Low |
| Workplace stress exacerbated by social isolation. | Depression Anxiety and other forms of mental illness | Staff working from home | Serious | <p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided through the Employee Assistance Programme. All staff have been provided</p> | Low | Low |

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| | | | | with details of this for use at home. | | |
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Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. There may be a small number of hazards where it is not possible for the school to take any further actions to reduce the risk rating below amber. In these circumstances schools need to be satisfied that they have taken all actions possible and that any further actions that would lower the risk are beyond their control. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

| What is the Hazard you need to Control? (high or amber from the risk rating column above) | What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level. | Who is Responsible for implementing these controls? | When are these controls to be implemented (Date)? | When Were these controls implemented (Date)? |
|---|--|--|--|---|
| HIGH item 1 | No items | | | |
| MEDIUM item 1 | LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the Federation is able to take. | | | |

References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. .
2. .

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

| Potential Severity of Harm | Meaning of the harm description | Likelihood of Harm | Meaning of likelihood |
|----------------------------|---|--------------------------|--|
| Fatal/Major Injury | Death, major injuries or ill health causing long term disability/absence from work. | High (frequent) | Occurs repeatedly/ to be expected. |
| Serious Injury | Injuries or ill health causing short-term disability/absences from work (over three days absence) | Medium (possible) | Moderate chance/could occur sometimes. |
| Minor Injury | Injuries or ill health causing no significant long-term effects and no significant absence from work. | Low (unlikely) | Not Likely to occur |

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

| | + High (Likely) | + Medium (Possible) | + Low (Improbable) |
|---------------------------|-----------------|---------------------|---------------------|
| Fatal/Major Injury | VERY HIGH Risk | HIGH Risk | MEDIUM Risk |
| Serious Injury | HIGH Risk | MEDIUM Risk | LOW Risk |
| Minor Injury | MEDIUM Risk | LOW Risk | No Significant Risk |

Table 3: Action required: Key to Ranking and what action to take.

| | |
|-----------------------|--|
| VERY HIGH Risk | STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before |
|-----------------------|--|

| | |
|--------------------|---|
| | proceeding. |
| HIGH Risk | Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue. |
| MEDIUM Risk | Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency. |
| LOW Risk | Monitor and review your rolling programme. |



LIGHTHOUSE
SCHOOLS PARTNERSHIP

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