

COVID-19 Risk assessment – operating schools during the coronavirus (COVID19) pandemic

The DfE guidance updated on 27th August 2021 applies to primary, secondary (including sixth forms), and school-based nurseries and boarding schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The link to the revised guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Separate guidance is available for early years:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

It is a legal requirement that schools should have revisited and updated their risk assessments (building on the learning to date and the practices they have already developed) in advance of the start of the autumn term. Schools should have also reviewed and updated their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should also have ensured that they have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools to be found here:

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

Personal Protective Equipment (PPE) including face coverings and face masks:

Face coverings are no longer advised for pupils, staff and visitors – either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where people may come into contact with others they don't normally meet. This includes public transport and dedicated transport to school or college.

Staff may choose to wear a face covering, this should be plain. Whether synthetic or cloth these should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.

If there is a substantial increase in the number of cases in one school, a director of public health may advise that face coverings should temporarily be worn by pupils, staff and visitors, unless exempt).

In these circumstances, transparent face coverings which may be worn to assist with communication with someone who relies on lip reading, clear sound or facial expression.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

PPE is only needed in a very small number of cases including:

- Pupils 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 pupil becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a facemask 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.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here: [use of PPE in education, childcare and children's social care settings](#)

The system of controls:

Protective measures

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.

Prevention

The system of controls which should be followed is:

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes.
- 3) Keep occupied spaces well ventilated.
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

In specific circumstances:

- 5) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 6) Promote and engage in asymptomatic testing, where available.

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

Number 6 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.

Engage with the NHS Test and Trace process:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Dedicated school transport – no public use

The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- Use of hand sanitiser upon boarding and or disembarking and this will be encouraged in communications to parents/carers and pupils.
- Additional cleaning of vehicles
- Organised queuing and boarding where possible

Sharing Coronavirus (COVID-19) risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

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|--------------------------------------|---|-----------------|------------------------------------|--|-------------------------------|
| Academy / School | BMAT EDUCATION | | | Assessment No. | 34 |
| Site | BMAT Schools | Location | Primary | | |
| Subject of Assessment | Operation of schools from Wednesday 1 st September 2021 until further notice | | | | |
| Assessed by | LUCIA GLYNN | Date | V34 1 st September 2021 | Review date | Weekly until 20.7.2022 |
| Details of workplace/activity | Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school. | | | Persons Affected (Who may be harmed) | |
| | Remote Learning for CEV children (this should now be a very small number, as shielding has been paused) | | | Pupils, Employees, Contractors and Visitors. | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|---|---|--|--|
| 1. | Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information. | <ul style="list-style-type: none"> • Staff are advised to take twice-weekly Lateral Flow tests, using kits provided by the NHS/DfE and available in school. They should report their results via the NHS website and to their school's COVID lead. • Day visitors/ contractors may take a LFD test in school supported by the school's COVID lead prior to entry, if this is considered a suitable action to take e.g. supply. • Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school. • No visitors to school without a prior appointment. • The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection) • All visitors to school asked to read a declaration which asks them if they are experiencing any symptoms of COVID-19 - or have done within the last 14 days. | H | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|--|--|--|--|
| | | <ul style="list-style-type: none"> Guidelines issued to essential visitors from external agencies on entry to the school. COVID RA to be requested from each agency. PPE to be issued to visitors where necessary. Appropriate public health posters and notices are displayed around the school building and regularly updated in accordance with government guidance. | | |
| 2. | Stress or Anxiety caused due to lack of support, information or staff consultation | <ul style="list-style-type: none"> Parents issued specific school protocols for school attendance for them to explain to their children; Parents of SEN pupils and/or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; Staff are briefed and consulted on school procedures and the plans for re-entry of pupils; This risk assessment and accompanying guidance will be available on the Intranet and schools' websites. Coronavirus policies and safety procedures are available to all staff which set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe. Staff with medical conditions that are especially vulnerable to Covid-19 have been identified and, where necessary, individual risk assessments have | | |

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
|-------------------|--|---|---|
| | <p>been completed and regularly reviewed.</p> <ul style="list-style-type: none"> • The Trust will try as far as practically possible to be flexible and accommodate additional measures for staff who fall into the Government’s category of “Clinically Extremely Vulnerable” where appropriate and after shielding ends. • Employees have had sufficient training and briefing regarding infection control and school protocols; • Employees working closely with High Needs Children and undertaking intimate care will be provided with and trained in the use and disposal of PPE. • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to pupils; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and easily accessible; • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications. | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
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| | | <ul style="list-style-type: none"> Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made. Specific risk assessments for new and expectant mothers are completed. All staff and pupils travelling to England must adhere to government travel advice (https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england) Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home. <p>Staff who travel abroad follow the government guidance on self-isolation before they return to work. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home or take unpaid leave.</p> | | |
| 3. | Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Drop off / entry to the school. | Drop off (primary): <ul style="list-style-type: none"> Risk Assessments have been obtained from school transport and school crossing patrol. | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
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| | <ul style="list-style-type: none"> • Infra-red thermometers have been purchased for each school. Temperatures will not be taken for all at the start of the day. These will be used in line with our first aid policy and response to COVID symptoms. • Medical waste bins will be provided to dispose of any face coverings/ PPE safely and in accordance with government guidelines. • Parents are reminded to leave the site once their children have entered the building; <p>Entry to the school:</p> <ul style="list-style-type: none"> • Pupils will be collected in the playground by their Teacher; OR • Pupils will be met at the designated classroom door / entrance by their Teacher; • Parents/Guardians are NOT permitted to enter the school buildings unless in emergency situations and with the permission from the Headteacher/Head of School; • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (hand sanitiser) on entry to the school; • Good hand washing signage to instruct pupils how to do this effectively is displayed; • Help is available for children and young people who have trouble cleaning their hands independently; | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|--|---|--|--|
| | | <ul style="list-style-type: none"> Hand washing demonstrations have been provided to pupils on how to adequately wash their hands. Toys and other items should not be brought in from home unless absolutely essential. In these cases, items will be appropriately sanitised on arrival. Staff may sign in using the Visitor Entry system – swiping a pre-printed pass as they enter and exit the building. | | |
| 4. | Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Pickup / leaving the school. | <p>Pick up (primary):</p> <ul style="list-style-type: none"> Parents are reminded to leave the site once their children have been collected; Risk Assessments received from School Transport <p>Leaving the school:</p> <ul style="list-style-type: none"> Parents/Guardians are NOT permitted to enter the school buildings unless in emergency situations after permission from the Headteacher/Head of School; Pupils are reminded to wash hands as they leave the school building; Hand-wash stations are located at the exits from the school (classroom or other); Help is available for children and young people who have trouble cleaning their hands independently; Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; Good hand washing signage to instruct pupils how to do this effectively is displayed. | M | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
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| 5. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Classroom use / activities. | <ul style="list-style-type: none"> • Hand washing is completed on entrance to the class and between specific activities; • Soiled laundry will be bagged and sent home for laundering. • The school will limit the amount of equipment pupils bring to school to only essentials such as lunch boxes, water bottles, hats and coats. These should be clearly named. • On PE and extra-curricular club days, children will come to school wearing PE kits to eliminate the need to use changing rooms. • Individual Risk Assessments will be in place for all pupils who exhibit anti-social behaviour e.g. biting, before being admitted under the new arrangements. • Pupils are regularly reminded not to touch their or other pupils' faces; • Teachers' desks will be provided with Sneeze screens as a protective measure. • Teachers' desks will be positioned 2m from the nearest pupil desk. • ICT Suites, where computers are facing each other, will be furnished with appropriate screening. • Every classroom to be supplied with hand gel sanitiser, cleaning fluid, cloths and wipes for pupils and staff to use. | <p>M</p> <p>M</p> | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|---|---|--|--|
| | | <ul style="list-style-type: none"> Staffing will be consistent each day in every class, absence allowing. Where possible, all spaces are well-ventilated using natural ventilation (opening windows) or ventilation units. | | |
| 6. | Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. | <p>Primary:</p> <ul style="list-style-type: none"> Pupils are reminded about behaviours e.g. spitting. Pupils are advised to clean hands before and after eating any snacks in the classroom. Day cleaners will be employed across all schools to ensure classrooms, dining areas and toilets are cleaned throughout the day. Tables are wiped clean with appropriate disinfectant before and after lunch; Water fountains will have a supply of hygiene wipes/spray and cloth placed next to them for pupils to clean after each use. <p>Moving around the school:</p> <ul style="list-style-type: none"> Suitable external doors are used to move pupils from one area to another, effectively creating external corridors in the open air; | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|---|--|--|--|
| | | <ul style="list-style-type: none"> Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; Additional furniture, coats, bags are not permitted in the school corridor; <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Daily inspection and enhanced cleaning programs in place for external areas and equipment; All pupils must have own water bottle that they will need to bring into and out of school. | | |
| 7. | Spread/contraction of COVID-19 due to lack of social distancing measures outside of the school day including: <ul style="list-style-type: none"> Breakfast Clubs; Extra-Curricular Clubs After-School Clubs Premises Lettings | <ul style="list-style-type: none"> On-site Breakfast, After-School and Extra Curricular Clubs will resume in line with Government guidance. Internal and external facilities hires, including swimming pool hire, may resume subject to additional cleaning between public and community use. | | |
| 8. | Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene. | <p>Primary (early years):</p> <ul style="list-style-type: none"> Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; Hand washing stations are positioned at each student, staff and visitor entrance to the school; All those entering the school are required to wash/sanitise their hands; Soap and warm water will be available in the current washrooms and sink facilities, with continuity of supply of sanitiser and paper towels. | | |

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
|-------------------|--|---|---|
| | <ul style="list-style-type: none"> • Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Pupils and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ On entry to the dining hall; ➢ Before and after eating; ➢ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Staff have been advised of additional measures such as to tie shoulder length hair back, to refrain from wearing ties and to only wear watches/jewellery that can be washed/cleaned. • Lanyards to be sanitised at home, daily. • Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed, occupants are reminded to cough or sneeze into their arm; • Toilets and wash stations have single use paper towels for drying hands, or hand driers switched on. | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
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| 9. Spread/contraction of COVID-19 due to lack of adequate cleaning measures. | <ul style="list-style-type: none"> • Increased cleaning regime across all sites which is managed, monitored with a quality management system in place, including spot checks and cleaning audits completed by Senior Estates and Facilities Manager, Head of Operations and Ridgecrest Cleaning Ltd. This includes the following: • More frequent cleaning of classrooms, Toilets, common areas and dining halls; • More frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, indoor and outdoor play equipment and toys. • Day cleaning introduced in some schools; • Adults should ensure that pupils wipe their desks, chairs and any equipment used on EXIT. • Teachers are asked to take responsibility for cleaning the teaching PC, mouse, door handles and anything else. • Classrooms will be cleaned daily; • All bins will be emptied regularly throughout the day; • Toilets will be cleaned during and at the end of the day; • Common areas will be cleaned at least once a day; • Equipment used by the pupils and staff will be suitably cleaned at the end of each day or before it is used by another person; • Regular site walks and inspections by Senior Estates and Facilities Supervisors and Head of Operations to ensure standards remain high and any concerns by staff are swiftly rectified. | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|--|---|---|
| | <ul style="list-style-type: none"> • Head of Operations and ACEOs to monitor the use and set up of the new changes and how staff and pupils are adhering and managing with these. • IT - if IT staff have to give user support, where possible, they will not touch the mouse, desk, keyboard or screen, but instead ask the person follow their verbal instructions. • Hand sanitiser/wipes need to be placed beside every printer, so that hands can be cleaned before use and the interface and surface of the printer can be cleaned after use. • Staff asked not to print unless it is not possible to send the same information by email/in teams (e.g. notices in the school). • IT teams provided with wipes and sanitiser for their offices, to clean cables and equipment should they be needed for replacements/fixes. • Water fountains will have a supply of hygiene wipes/spray and cloth placed next to them for pupils to clean after each use. • Pupils to bring their own water bottles. • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be deep cleaned as per the Government's guidance. • | | |

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
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| <p>10. Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. | <ul style="list-style-type: none"> • A specific First Aid needs' assessment has been completed. • The FA assessment takes into account numbers and ages of pupils, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision; • Qualified First Aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision. • The school has two specific rooms dedicated for suspected cases of COVID-19; • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron. Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided. • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|--|--|--|
| | <ul style="list-style-type: none"> • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer. • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to pupils should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|--|--|--|
| | <ul style="list-style-type: none"> • Where appropriate, pupils should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. | | |

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
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| 11. Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel | <ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect; • For those who have to enter the school reception, Sneeze screens/counter-top Perspex shields have been installed to reduce the risk to school staff; • Visitor Lanyards to be sanitised after each use by the Receptionist. • The Receptionist will be responsible for signing all visitors in. • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • A record of all visitors, including contractors, to site will be kept and maintained; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible, social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|--|--|--|--|
| | | <ul style="list-style-type: none"> • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. • COVID-19 Risk Assessments requested from all contractors. • Holding essential meetings in well-ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc. • Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc. • Providing hand sanitiser at meetings • Carrying out any essential training/ recruitment by using email/online e-learning wherever possible rather than bringing people together face to face. | | |
| 12. | Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed. | <ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|---|---|---|
| | <ul style="list-style-type: none"> • The Trust Operations Team has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a confirmed case. • The school keeps informed of Government and Department for Education guidance and updates • In the event of a confirmed case, we will seek advice from PHE. Contacts of the confirmed case may be asked to self-isolate. This will depend on the specific advice received from the Local Health Protection team and guidance from the DfE, relating to each individual confirmed case. • To avoid attendance to the school, remote education plans are in place for pupils or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. • In the event of a confirmed case, if we do not have enough staff to safely open the school, we will move to remote education until it is possible to re-open. • We will offer assistance to staff and parents/carers who may be eligible to apply for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from the local authority. | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|-------------------|--|---|--|--|
| 14. | Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets. | <ul style="list-style-type: none"> • Toilet use protocols are managed by Teachers and communicated to pupils; • 'Toilet in use' signs are in use; • Toilets are cleaned throughout the day. • Paper towels provided in all toilets to promote hand drying incorporating the 'catch it, kill it, bin it' ethos • Pupils and staff are encouraged to close toilet lids where applicable, before flushing. | | |
| 15. | Spread/contraction of COVID-19 due to parent/carer or staff member refusal to take a COVID19 test | <ul style="list-style-type: none"> • Follow Government "Stay At Home guidance, with pupil/ staff member self-isolating for 10 days. | | |
| 16. | Spread/contraction of COVID-19 due to someone entering our schools with COVID-19 – contaminated school | <ul style="list-style-type: none"> • Extra Hygiene measures in place as stated above. • Confirmed cases of work-related COVID-19 to be reported via a BMAT Accident Report. RIDDOR report to be completed. • Confirmed cases of pupil or staff COVID-19 to be reported to local Public Health England and the DfE. • A pre-agreed cleaning regime in place with Ridgecrest Cleaning Ltd in the light of a potential confirmed outbreak. <p>Following the Government's Test and Trace protocols and ensuring all staff, pupils, parents and carers are aware.</p> | | |
| 17. | Lack of suitable premises management | <ul style="list-style-type: none"> • The Trust adheres to the government guidance on managing buildings that are partially open; • Operations staffing levels are maintained and suitable for the use of the building; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|-------------------|--|--|---|---|
| | | <ul style="list-style-type: none"> Contingency in place for sudden Operations staff absence; Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air. | | |
| 18. | Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire. | <ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer and other cleaning chemicals is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning, including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. | | |
| 19. | Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place. | <ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Safe exit via the nearest final exit; ➤ Training occupants of any changes to evacuation; regular fire evacuations will take place to ensure all site users are familiar with changing protocols. | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions √/X (If √ See Actions) |
|-------------------|---|--|--|--|
| | | <ul style="list-style-type: none"> ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ➤ Fire Warden training issued to staff at request of Headteachers/ Heads of Schools <ul style="list-style-type: none"> • All other fire system testing and maintenance has continued as normal. | | |
| 20. | Difficulties communicating to staff due to staff absence, rota working etc. | <ul style="list-style-type: none"> • Regular bulletin from CEO • Senior staff visibly present daily at each school site. • Regular E-mail communication • TEAMS Meetings for specific groups of staff and all staff. • Welfare calls with members of staff who are not in school e.g. furlough, shielding etc. • Maintain regular communication with employees and reiterate information previously provided regarding BMAT's Employee Assistance Programme (EAP). • Encourage staff to maintain regular contact with their Line Manager and/or colleagues throughout pandemic to share any anxieties/worries they may be experiencing. | | |
| 21. | Managing pupil and staff well-being and mental health. | <ul style="list-style-type: none"> • Behaviour policies have been updated to reflect guidance around the pandemic and to take into account disruption. | | |
| 22. | Communicating with parents | <ul style="list-style-type: none"> • Senior staff on duty at school gates. | | |

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
|---|--|---|---|
| | <ul style="list-style-type: none"> • Regular parental/carer letter from Headteacher/Head of school outlining plans for the next week • School email contact available for parents/carers to speak to all members of staff. • Main reception on duty from 8am to 4pm each day to allow parents/carers to communicate with school only by phone/email. • Social media communication updates. | | |
| 23. Spread/contraction of COVID-19 during an educational visit. | <p>In line with the roadmap, schools can resume educational day visits and UK residential overnight visits.</p> <p>Any educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits</p> | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Further Actions ✓/X (If ✓ See Actions) |
|--|--|--|--|
| 24. Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed. | <ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The Trust Operations Team has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a confirmed case. • The school keeps informed of Government and Department for Education guidance and updates. • In the event of a confirmed case of COVID 19, we will seek advice from PHE. The whole bubble may be sent home to self-isolate, or we may ask only close contacts of the confirmed case to self-isolate. This will depend on the specific advice received from the Local Health Protection team and guidance from the DfE, relating to each individual confirmed case. • In the event of a confirmed case of COVID19, staff will not necessarily be asked to self-isolate because we will assume they have followed the DfE/ PHE guidance on keeping a 2m distance from pupils, and been socially-distanced from other staff. • To avoid attendance to the school, remote education plans are in place for pupils or groups that need to self-isolate. | | |

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions ✓/X <i>(If ✓ See Actions)</i> |
|-------------------|--|---|---|
| | <ul style="list-style-type: none"> • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. • In the event of a confirmed case, if we do not have enough staff to safely open the school, we will move to remote education until it is possible to re-open. • To avoid attendance to the school, remote education plans are in place for pupils or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. | | |

Home Working Risk Assessment (**Contingency Framework**)

| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions √/X <i>(If √ See Actions)</i> |
|--|---|---|---|
| <p>Staff working together in workplace premises inevitably raises the risk of virus transmission.</p> <p>Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p> | <ul style="list-style-type: none"> • Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus. • Line Managers briefed to ensure that sufficient support is provided to homeworkers. • Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security. IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems • Arrangements should be put into place to help homeworkers to stay connected to the rest of the workforce as appropriate. • Staff asked to telephone Welfare lines weekly. • Weekly welfare calls to all staff working from home. • 1-2-1s and Team Meetings held via MS Teams. | | |

| Online Learning Risk Assessment (Contingency Framework) | | | |
|---|--|--|---|
| Hazards and Risks | Existing Control Measures | Risk Level <i>(Very High, High, Medium, Low)</i> | Further Actions √/X <i>(If √ See Actions)</i> |
| Pupils capturing screenshots and/or video of teachers and other pupils to modify and distribute on the internet. | <ul style="list-style-type: none"> • School behaviour policy and acceptable use agreement enforced by teachers • Parents advised of behaviour and acceptable use expectations • Trust monitoring of social media - increases likelihood of breaches being identified. | | |
| Pupils sharing account details with non-pupils/members of the public, leading to lesson disruption and/or cyber attack. | <ul style="list-style-type: none"> • School behaviour policy and acceptable use agreement enforced by teachers • Parents advised of behaviour and acceptable use expectations • Pupils identified by voice and camera during live lessons • Restricted permissions on pupil accounts mitigate ability to breach computer and network policies | | |
| Inappropriate activity, items and background disruption during live lessons. Inappropriate messages and activity outside lessons | <ul style="list-style-type: none"> • School behaviour policy and acceptable use agreement enforced by teachers • Parents advised of behaviour and acceptable use expectations • Parents and staff provided with protocols for using Teams, including mitigation advice regarding backgrounds and disruption • Teams chat function has been disabled | | |