

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

The DfE guidance issued on 22nd February 2021 is intended to support schools, both mainstream and alternative provision, to prepare for this. It 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Separate guidance is available for early years, further education colleges and for special schools, as follows:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963510/2020208_actions_for_early_years_and_childcare_providers.pdf

Separate guidance for SEN school provision:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963557/Additional_operational_guidance_for_special_schools_special_post-16_institutions_and_alternative_provision.pdf

The government guidance says the following:

All children will return to school on Monday 8th March 2021.

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 8th March re-opening date. 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/guidance-for-full-opening-schools>

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

In Primary Schools masks should be worn by staff and adult visitors in situations where social distancing between adults is not possible, for example moving around in corridors and communal areas. Children in Primary Schools do not need to wear a Face Covering.

- Masks must be plain

- Visors can be worn when teaching and in classrooms
- Visors or transparent face coverings should be worn by one to one Co-Educators working closely with SEN pupils.
- Masks to be worn in communal areas and corridors; masks are not to be worn in classrooms
- 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 should not be worn as an alternative to face coverings in communal areas.

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 <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure appropriate face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

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

Numbers 1 to 5, and number 7, 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 8 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:

- Children's ability to distance
- The layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum.

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring pupils and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

It is recommended that groups should be kept as small as possible. If this can be smaller than a year group, it should be. A normal class size may be appropriate. Schools should demonstrate that they are keeping pupils in as small and consistent groups as possible. Large gatherings such as assemblies or collective worship can be held within bubbles. **Whole school assemblies should be held using Teams.**

Social distancing in primary schools is difficult. Adults should remain 2 metres apart where possible, close face to face contact should be avoided and contact within 1 metre of anyone must be limited. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible. It is recognised that this will not always be possible with the youngest pupils.

Changes to classrooms so that pupils sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required. **A consistent seating plan should be in place for age appropriate pupils. This will support identifying close contacts in the event of a confirmed positive case. Teachers desks should be in the optimal position for ventilation and distancing from the nearest pupils.**

Government guidance advises the following:

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits, even if implemented partially.

Measures not in the classroom:

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. The use of staff rooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

Measures for arriving at and leaving school:

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and pupils to prevent congestion or large gatherings at the start and finish of each day.

Primary aged pupils should not be wearing a face covering to school. If a pupil arrives wearing a face covering they should be taught how to dispose of temporary coverings appropriately or place reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that pupils limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

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.

Alternative Provision (AP):

The government advises that such provision should return full time in January 2021. AP schools are required to complete a risk assessment working through the system of controls that are outlined in the guidance, adopting measures that ensure they meet each control in a way that addresses the risk identified in their assessment, works for the setting and allows them to deliver a broad and balanced curriculum.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:

- How can this be managed safely or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and pupils getting to school safely?
- When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. 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:

- How pupils are grouped together on transport; where possible, this should reflect the bubbles that are adopted within school and this will be encouraged in communications to parents/carers and pupils.
- 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
- Distancing within the vehicle wherever possible

Premises Management

There is a separate detailed risk assessment template for 'Managing Premises Functions' which sets out how our school buildings are suitably managed at this time.

Please note:

This Risk Assessment addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

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

Academy / School	BMAT EDUCATION	Assessment No.	29
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Site	BMAT Schools	Location	Primary		
Subject of Assessment	Operation of schools from Monday 8 th March 2021 until further notice				
Assessed by	LUCIA GLYNN	Date	V30 2 nd March 2021	Review date	Weekly until 20.7.2021
Details of workplace/activity	<p>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.</p> <p>Remote Learning for CEV children</p> <p>CEV staff working from home</p>		Persons Affected <i>(Who may be harmed)</i>		
			Pupils, Employees, Contractors and Visitors.		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
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"> No visitors to school without a prior appointment. Trust Central Team e.g. IT must advise of any planned visits, and work remotely wherever possible. The school has informed parents, pupils, carers, employees and visitors not to enter the school if they 	H	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
	<p>are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> • 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. • Guidelines issued to essential visitors from external agencies on entry to the school – social distancing to apply at all times. RA to be requested from each agency. • PPE to be issued to visitors where necessary. • All visitors to wear a face covering when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. • Senior leaders from across the Trust will minimize their visits to schools and when doing so will wear masks and visors moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. • Appropriate public health posters and notices are displayed around the school building and regularly updated in accordance with government guidance. • Parents receive guidance on school times for their child and protocols set out for attending the school 		

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
		i.e. should remain 2m apart from others, should follow staff members' instructions and should not congregate outside the school.		
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 been completed and regularly reviewed. • Staff who are classified as CEV (Clinically Extremely Vulnerable) are shielding, working remotely if their job role permits. 		

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"> • 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. • Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • 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; • Talks with staff about the planned changes (e.g. safety measures, timetable changes and a window for arrival and departure times), have taken place, including discussing whether additional training would be helpful. 		

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"> • COVID-19 guidelines are published on the school's website. • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures. • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications. • People deemed Vulnerable or living with someone who is classed as Clinically Extremely Vulnerable are asked to take particular care to minimise contact with others and are advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</u> • 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. • 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 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>"Clinically Extremely Vulnerable" where appropriate and after shielding ends .</p> <ul style="list-style-type: none"> Specific risk assessments for new and expectant mothers are completed. All Travel Corridors are suspended. <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.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Drop off (primary):</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Risk Assessments have been obtained from school transport and school crossing patrol. 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. 		

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"> • The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of pupils; • Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school start time for their child. If more than one child is to be dropped off, where possible, they will be taken into their classroom to wait for the rest of the cohort, allowing parents to leave. • Parents/ carers must wear a face covering when dropping off their children. Staff should wear masks when welcoming pupils. • A start time window has been introduced, as an option alongside staggered start times, in order to prevent large numbers of parents in the playground/on school grounds; • Pupils reminded to travel in their own 'bubble' when using public transport. • Different gates have been allocated to different year groups to promote social distancing. • In order to prevent congestion parents and pupils have been informed of their group's (year group) start time; 		

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 school leadership team will keep this under review, and will consult with parents who are not following the new procedures/start time for their group; • Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points. • Start times are designed to enable one group of parents to leave the site before the next group arrives; • Pupils will not be permitted to gather with other pupils outside of their year group at the start and end of the day. • 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; • Only one parent/guardian per child is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<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; • Entrance doors are held open, reducing the number of occupants touching the doors; • 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; • 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. 		

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"> All staff to wear a face mask moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. 		
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. 	Pick up (primary): <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of pupils; Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others); Parents/ carers must wear a face covering when collecting their children. Staff should wear masks when dismissing pupils. Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive; Parents are reminded to leave the site once their children have been collected; Only one parent/guardian per child is permitted on site; 	M	

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"> • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. • Risk Assessments received from School Transport <p>Leaving the school:</p> <ul style="list-style-type: none"> • Pupils will be collected in the playground by their parent; • Parents/Guardians are NOT permitted to enter the school buildings unless in emergency situations after permission from the Headteacher/Head of School; • Exit doors are held open, reducing the number of occupants touching the doors; • 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. • All staff to wear a face mask moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. • Staff to leave site by 5pm daily. 	M	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
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. 	<p>Early years</p> <ul style="list-style-type: none"> All children in Nursery may attend school. In accordance with the Early Years’ Framework, class sizes for Early Years will adhere to the following: Children three or over – one adult for every 13 children The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; All other classroom controls are the same as primary below. <p>Primary:</p> <ul style="list-style-type: none"> Pupils are kept in small groups as they cannot socially distance themselves at all times; Co-educators to remain in one bubble. Co-educators working with vulnerable pupils to have further risk assessments and directed to wear PPE. Central Trust staff to be on one site only if they cannot work on the issue remotely. The class group will not interact with other groups within the school; Limited use of the toilet during lessons to reduce movement around the school; Allocation of specific toilets, where possible to support bubbles. Hand washing is completed on entrance to the class and between specific activities; Soiled laundry will be bagged and sent home for laundering. 	<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"> • Pupils are allocated resources and are not encouraged to share; these will be stored in labelled bags/ folders and kept in school. These receptacles will be sanitised daily. • Individual pupil desks will be assigned for year 2 and above. • Individual and very frequently used equipment such as pencils and pens are not shared; • Staff to have their own items and not share with other members of staff; • Classroom based resources are only shared within a bubble. These resources are cleaned regularly, as are classroom surfaces; • Resources such as sports, art and science equipment are cleaned frequently and meticulously between use; • Each bubble or year group will have their own dedicated resources such as sports, art and science equipment. • Outdoor equipment will be frequently cleaned; • 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. • Shared resources such as reading books, can be taken home but this is avoided where unnecessary. All such resources are cleaned before used by others; 		

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"> • 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; • Classrooms are arranged so that pupils sit side by side and facing forwards, rather than face to face or side on, from Y2 upwards; • 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. • Where possible and curriculum appropriate, classes/activities will be completed outside; • Singing will be outside only. 		

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. The timetable has been reviewed to decide how lessons or activities can be delivered to reduce movement around the school. Teachers who work at more than one Trust school will work at one school to reduce the risk of virus transmission. Break times will be staggered, so that year groups do not mix with pupils from other classes; Where possible, all spaces are well-ventilated using natural ventilation (opening windows) or ventilation units. Occupation of offices reduced to meet 2m social distancing guidelines. No 'Hot desking'. Warning card system to be in use for class teachers to alert SLT/Admin to any issues which arise in classrooms. 		
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; 	Primary: <ul style="list-style-type: none"> Separate break-times are designated for each teaching group (bubble). 		

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"> Break-time / playgrounds. 	<ul style="list-style-type: none"> Separate lunch breaks are designated for each teaching group (bubble). Pupils will stay in these groups during lunch; Pupils are reminded about behaviours e.g. spitting. Pupils are advised to clean hands before and after eating any snacks in the classroom. Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one pupil will use a clean lunch space before it is cleaned again. KS2 children, in some schools, will eat in the classroom. Pupils are advised to clean hands before and after eating lunch in the classroom. Wet play arrangements agreed locally with each school, to include use of indoor spaces including halls, classrooms and exterior covered areas. Day cleaners will be employed across all schools to ensure classrooms, dining areas and toilets are cleaned throughout the day. Staff lunch seating kept 2m apart; Tables are wiped clean with appropriate disinfectant before and after lunch; 		

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"> • Water fountains will have a supply of hygiene wipes/spray and cloth placed next to them for pupils to clean after each use. • No physical Whole-School assemblies or gatherings. • Staff may not eat or congregate in staff rooms. <p>Moving around the school:</p> <ul style="list-style-type: none"> • All staff to wear a face mask moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move pupils from one area to another, effectively creating external corridors in the open air; • 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; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each class to reduce the need to pass one another in open spaces. 		

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 pupils will move with their group only and will not mix with other groups; Staff will generally manage pupil movement but keep a suitable social distance from pupils and other staff. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. <p>Primary (early years):</p> <ul style="list-style-type: none"> Pupils are only permitted to complete suitable activities within their bubble; Due to reduced numbers of staff and trained first aiders, playground activities are supervised closely. Rough play is prevented; Daily inspection and enhanced cleaning programs in place for external areas and equipment; Outside play equipment and toys may be used in rotation; Equipment is cleaned before use by each designated class group; Outside play equipment can be used, but should be cleaned after each group. 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 	<ul style="list-style-type: none"> On-site Breakfast, After-School and Extra Curricular Clubs will resume in line with Government guidance. After school and extra-curricular clubs will follow the school's bubble arrangements. Year groups for two form entry. Two year groups for a one form entry. 		

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"> • After-School Clubs • Premises Lettings 	<ul style="list-style-type: none"> • Breakfast club will be split into a KS1 and KS2 bubble. • The KS1 and KS2 bubble should have consistent seats and reduced movement, to support identifying close contacts in the event of a positive case. • All internal and external facilities hires, including swimming pool hire, have been cancelled to ensure only essential visitors are on site and to allow for additional cleaning after school hours. 		
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. • 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: 		

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"> ➤ 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. <ul style="list-style-type: none"> • 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. Hand dryers disconnected. 		
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: <ul style="list-style-type: none"> • 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; 		

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"> • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • 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. • 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 to 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 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
	<p>and the interface and surface of the printer can be cleaned after use.</p> <ul style="list-style-type: none"> • 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 closed for 72 hours and then deep cleaned as per the guidance set out on: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • 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 prior to leaving the school site • Staff escorting the individual will be provided with disposable gloves and apron if the 2 metre social distancing rule cannot be maintained 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</p> <p>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 subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set on https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <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. 		
10.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • Each site has had floor signage introduced throughout to reiterate the 2m distance to both staff and pupils • Staff advised they may bring a change of clothes to school and use staff showers/ washing facilities. These should be cleaned by the user after each use. 		

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"> • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact. • Installation of Sneeze Screens at identified desks. • Administration teams fixed so that each person works with only those around them on a regular basis. • Staff rooms are only to be used for preparing drinks and storage of staff lunches. Staff should only enter for these purposes if they can keep a 2m distance from colleagues. • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Employees will be provided with, and wear, PPE when required in accordance with government guidance. 		
11.	<p>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 (Note there is a three month additional time allowed for requalification due to current restrictions); 		

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"> • 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. • 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 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>the individual is a pupil, the kit will be provided to their parent or carer.</p> <ul style="list-style-type: none"> • 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 • 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; 		

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"> • 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. 		
12.	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. 		

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 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; • 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. • Non- essential meetings will be cancelled. • Holding essential meetings in well-ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and 		

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"> use phone/video conferencing, etc. • Replacing face-to- face meetings wherever possible with video conferencing, phone conferencing, etc. • Holding meetings outdoors • Providing hand sanitiser at meetings • Cancelling non- essential training and all face-to- face training/recruitment practices • Carrying out any essential training/ recruitment by using email/online e-learning wherever possible rather than bringing people together face to face. • The number of ITT trainees has been reduced; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 		
13.	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 • The Trust Operations Team has identified the <u>Local Health Protection Team (HPT)</u> so they can be 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>contacted immediately in the case of a confirmed case.</p> <ul style="list-style-type: none"> • 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. 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. • 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. 		
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"> • 'One in, one out' management of toilets is in place; • 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 		

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"> 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 and other household members 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 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; 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. 		

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"> • One-way flow systems introduced where reasonably possible. • Measures are in place to ensure staff, pupils and visitors with disabilities are not restricted in their safe movement around the schools due to the installation of barriers, signage etc. 		
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. • Socially distanced face-to-face meetings. • 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 (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<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.	<ul style="list-style-type: none"> • In line with Government advice, all educational visits are cancelled. 		
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 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
	<p>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.</p> <ul style="list-style-type: none"> • 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 • 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. 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>

Home Working Risk Assessment			
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			
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 		