

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

### **The Government has asked schools to adhere to the following:**

The DfE guidance issued on 22<sup>nd</sup> February 2021 is intended to support schools, both mainstream and alternative provision, to prepare for the return to school on Monday 8<sup>th</sup> March. 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](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](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](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 8<sup>th</sup> 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 8<sup>th</sup> 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 secondary schools for all pupils aged 11 and above, adults and visitors it is recommended that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, the latest guidance that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.

- Masks must be plain
- 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.

### **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 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.

Schools should 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 (especially at secondary).

It is likely that for older children the emphasis 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 children, young people 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.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

### **Secondary schools:**

Groups should be kept as small as possible but it is recognised that due to timetabling and different subjects this is likely to be year groups rather than one class. Whole school assemblies should be held using Teams.

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible.

Changes to classrooms so that students 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 students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing 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 students 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 students 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 students 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 students
- Use of hand sanitiser upon boarding and or disembarking and this will be encouraged in communications to parents/carers and students.
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within the vehicle wherever possible
- The use of face coverings for children over the age of 11.

### **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.

Prior to re-opening for the Spring term, all the usual pre-term building checks have been undertaken to make the school safe.

### **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**

The Trust has shared this risk assessment with their workforce and it has been published on each school’s 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

<b>Academy / School</b>	<b>BMAT EDUCATION</b>			<b>Assessment No.</b>	<b>29</b>
<b>Site</b>	<b>ALL SCHOOLS</b>	<b>Location</b>	<b>Secondary Schools</b>		
<b>Subject of Assessment</b>	Operation of schools from Monday 8 <sup>th</sup> March 2021 until further notice				
<b>Assessed by</b>	<b>LUCIA GLYNN</b>	<b>Date</b>	V30 01.03.2021	<b>Review date</b>	<b>Weekly until 20.7.2021</b>
<b>Details of workplace/activity</b>	Students 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.			<b>Persons Affected</b> (Who may be harmed)	
				Students, Employees, Contractors and Visitors.	

	<p>Remote Learning</p> <p>Staff working from Home</p>	
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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"> <li>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.</li> <li>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);</li> <li>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.</li> <li>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.</li> <li>PPE to be issued to visitors, where applicable.</li> <li>Staff and students to wear face coverings in classrooms, corridors and social spaces.</li> </ul>	<p>H</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	

		<ul style="list-style-type: none"> <li>• Senior leaders from across the Trust will visit schools but when doing so will wear a face covering when in classrooms, moving around indoors, such as in corridors, and communal areas where social distancing is difficult to maintain.</li> <li>• Appropriate public health posters and notices are displayed around the school building and regularly updated in accordance with government guidance.</li> <li>• Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members' instructions and should not congregate outside the school;</li> <li>• Parents issued specific school protocols for school attendance and behaviour policy appendum for them to explain to their children;</li> <li>• 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;</li> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students;</li> <li>• This risk assessment and accompanying guidance will be available on the Intranet.</li> <li>• 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.</li> <li>• Staff with medical conditions that are especially</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	
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Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>vulnerable to Covid-19 have been identified and, where necessary, individual risk assessments have been completed.</p> <ul style="list-style-type: none"> <li>• Staff who are classified as CEV (Clinically Extremely Vulnerable) are shielding, working remotely if their job role permits.</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Employees working closely with High Needs Children and undertaking intimate care will be provided with and trained in the use and disposal of PPE.</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including:  <a href="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">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</a></li> <li>• 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 students;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> </ul>		

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"> <li>• Hazard reporting mechanisms are in place and easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> </ul>		
2.	Stress or Anxiety caused due to lack of support, information or staff consultation	<ul style="list-style-type: none"> <li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>• 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;</li> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students;</li> <li>• This risk assessment and accompanying guidance will be available on the Intranet.</li> <li>• 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.</li> </ul>		

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"> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Employees working closely with High Needs Children and undertaking intimate care will be provided with and trained in the use and disposal of PPE.</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: <a href="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">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</a></li> <li>• 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 students;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanisms are in place and easily accessible;</li> <li>• Talks with staff about the planned changes (e.g. safety measures, timetable changes and staggered</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>arrival and departure times), have taken place, including discussing whether additional training would be helpful.</p> <ul style="list-style-type: none"> <li>• COVID-19 guidelines are published on the school's website.</li> <li>• 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.</li> <li>• Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications.</li> <li>• 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></li> <li>• 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</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>their own situation and reasonable adjustments to be made.</p> <ul style="list-style-type: none"> <li>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, when shielding ends.</li> <li>Specific risk assessments for new and expectant mothers are completed.</li> <li>All Travel Corridors are suspended.</li> </ul> <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"> <li>Drop off / entry to the school.</li> </ul>	<p><b>Secondary school (entry to the school):</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>Any parents dropping off, are asked to not congregate in the playground for longer than 5 minutes before the designated school start time for their child(ren).</li> </ul>	<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"> <li>Parents/ carers must wear a face covering when dropping off their children.</li> <li>Staff must wear a face covering when welcoming children into school.</li> <li>Parents are reminded to leave the site once their children have entered the building;</li> <li>Parents/Guardians are NOT permitted to enter the school buildings unless in emergency situations;</li> <li>Only one parent/guardian per child is permitted on site for dropping off/collection;</li> <li>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.</li> <li>Students who are dropped off can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Students must enter via the designated, signed (specifically for this time) entrance to the building.</li> <li>Students are required to complete hand washing on entry to the school;</li> <li>Toys and other items should not be brought in from home unless absolutely essential. In these cases, items will be appropriately sanitised on arrival.</li> <li>Infra-red/electronic 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.</li> <li></li> </ul>	<p>H</p> <p>H</p> <p>M</p> <p>M</p> <p>M</p> <p>H</p>	

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"> <li>• Start times have been staggered for each class in order to prevent large numbers of students in the playground/on school grounds;</li> <li>• The school will keep this under review and will consult with parents or students who are not following the new procedures/start time for their group;</li> <li>• Students will not be permitted to gather with students outside of their group at the start and end of the day.</li> <li>• The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school;</li> <li>• Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.</li> <li>• Medical waste bins will be placed at key locations around the school for the safe and correct disposal of PPE.</li> <li>• Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>• Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school;</li> <li>• Good hand washing signage to instruct students how to do this effectively is displayed.</li> <li>• Help is available for any young people who have trouble cleaning their hands independently;</li> </ul>		

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"> <li>Hand washing demonstrations have been provided to pupils on how to adequately wash their hands.</li> <li>Staff may sign in using the Visitor Entry system – swiping a pre-printed pass as they enter and exit the building.</li> <li>All staff and students to wear a face mask when in classrooms, moving around indoors, such as in corridors, and when in communal areas where social distancing is difficult to maintain.</li> </ul>		
4.	<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"> <li>Pickup / leaving the school.</li> </ul>	<p><b>Secondary school (exit from school):</b></p> <ul style="list-style-type: none"> <li>Collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>Students who are picked up can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Parents/ carers must wear a face covering when collecting their children. Staff should wear masks when dismissing pupils.</li> <li>Any parents collecting children 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);</li> <li>Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds;</li> </ul>		

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"> <li>• Finish times are designed to enable one group of parents and students to leave the site before the next group arrive;</li> <li>• Parents are reminded to leave the site once their children have been collected;</li> <li>• Only one parent/guardian per child is permitted on site for dropping off/collection;</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings unless in emergency situations and with the permission from the Headteacher/Head of School;</li> <li>• 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.</li> <li>• Students must leave via the designated, signed (specifically for this time) exit from the building;</li> <li>• Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>• Students are reminded to wash hands as they leave the school building;</li> <li>• Hand-wash stations are located at the exits from the school (classroom or other);</li> <li>• Good hand washing signage to instruct students how to do this effectively;</li> <li>• Help is available for any young people who have trouble cleaning their hands independently;</li> <li>• Hand washing demonstrations have been provided to students on how to adequately wash their hands;</li> </ul>		

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"> <li>• Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>• All staff and students to wear a face covering moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain; this will include when exiting class at the end of the day.</li> <li>• Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas;</li> <li>• Finish times have been staggered for each class in order to prevent large numbers of students leaving at the same time.</li> <li>• Risk Assessments received from School Transport</li> <li>• Staff to leave site by 5pm daily.</li> </ul>		
5.	<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"> <li>• Classroom use / activities.</li> </ul>	<p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>• Form or Year Group Bubbles – as appropriate.</li> <li>• All staff and students to wear a face covering in classrooms, corridors and communal areas.</li> <li>• Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class);</li> <li>• Where a cover lesson is required due to staff shortages, the teacher will keep a plan of how children were seated to be able to identify close contacts.</li> <li>• Teachers will remain in their own allocated classrooms, with students moving around the school. Interaction with other year groups is prevented (as far as possible);</li> </ul>		

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"> <li>• Co-educators to remain in one bubble if able to/if moving from bubble to bubble all PPE disposed and fresh PPE worn after moving.</li> <li>• Co-educators working with vulnerable students to have further risk assessments and directed to wear PPE.</li> <li>• No staff movement from school to school for secondary – teachers to deliver lessons to secondary school pupils at other schools virtually. (*exception is BMA/SFG due to being on one site).</li> <li>• <b>Central Trust staff to be on one site only if they cannot work on the issue remotely.</b></li> <li>• Classrooms have been organised to achieve 2m distances between students and teachers at all times;</li> <li>• Classrooms are arranged in most cases (See ICT suites) so that students sit side by side and facing forwards.</li> <li>• Teachers’ desks will be provided with Sneeze Screens as a protective measure.</li> <li>• Teachers’ desks will be positioned 2m from the nearest pupil desk.</li> <li>• ICT Suites, where computers are facing each other, will be furnished with appropriate screening.</li> <li>• Every classroom to be supplied with hand gel sanitiser, cleaning fluid, cloths and wipes for students and staff to use.</li> <li>• Students are managed while entering the room to avoid contact with each other of the Teacher;</li> <li>• Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;</p> <ul style="list-style-type: none"> <li>• Individual and very frequently used equipment such as pencils and pens are not shared;</li> <li>• staff and pupils have their own items;</li> <li>• Classroom based resources are only shared within a bubble;</li> <li>• These resources are cleaned regularly as are classroom surfaces;</li> <li>• Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics);</li> <li>• For GCSE and A-level Science Practical experiments, we will follow the CLEAPPS guidance here: <a href="http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf">http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</a></li> <li>• Outdoor equipment is more frequently cleaned;</li> <li>• The school limits the amount of equipment students bring to school to only essentials;</li> <li>• Shared resources can be taken home but this is avoided where unnecessary;</li> <li>• All such resources are cleaned before used by others;</li> <li>• Students and staff use hand sanitiser on entry to the classroom;</li> </ul>		

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"> <li>• Students 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.</li> <li>• On PE and extra-curricular club days, children will come to school wearing PE kits to eliminate the need to use changing rooms.</li> <li>• Soiled laundry will be bagged and sent home for laundering.</li> <li>• 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.</li> <li>• Students are regularly reminded not to touch their or other students' faces;</li> <li>• Resources for the day are provided in a tray or similar and are cleaned at the end of the day;</li> <li>• Students may move around the playground as usual but stay within their specific group. Not mixing with students from other classes;</li> <li>• The number of teachers (and other staff) that mix with a class is restricted to as few as possible.</li> <li>• The timetable has been prepared to supplement remote education with some face to face support for students. This includes deciding which lessons or activities can be delivered to reduce movement around the school;</li> <li>• Where possible, all spaces are well-ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• Occupation of offices reduced to meet 2m social distancing guidelines.</li> </ul>		

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"> <li>• No 'Hot desking'.</li> <li>• Warning card system/Normal school consequence system to be in use for class teachers to alert SLT/Admin to any issues which arise in classrooms</li> <li>• Heads of Year, Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols</li> <li>• Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure/procedures in the school behaviour policy.</li> </ul>		
6.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<b>Secondary:</b> <ul style="list-style-type: none"> <li>• Each year group or Bubble will eat in a different location and/or different time agreed with each Headteacher; students to have packed lunches or will be delivered school lunches to the designated areas.</li> <li>• *FHS – additional marquee installations have been rented to provide additional space to allow for social distancing.</li> <li>• Each designated Lunch area will be cleaned before and after lunch and/or breaktime and after each bubble uses it.</li> <li>• Wet play arrangements agreed locally with each school, to include use of indoor spaces including halls, classrooms and exterior covered areas.</li> </ul>		

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"> <li>• Only one student will use a clean lunch space before it is cleaned again;</li> <li>• Students and staff lunch seating kept 2m apart;</li> <li>• Tables are wiped clean with appropriate disinfectant before and after lunch;</li> <li>• Students are advised to clean hands before and after eating lunch.</li> <li>• Day cleaners will be employed across all schools to ensure classrooms, dining areas and toilets are cleaned throughout the day.</li> <li>• Water fountains will have a supply of hygiene wipes/spray and cloth placed next to them for students to clean after each use.</li> <li>• All students must have own water bottle that they will need to bring into and out of school.</li> <li>• Break snacks and Lunches will be pre-ordered and delivered in labelled packaging to students.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• All staff and students to wear a face covering moving around indoors, such as in corridors and communal areas, where social distancing is difficult to maintain.</li> <li>• Movement to different areas within the schools is reduced as much as possible;</li> <li>• Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> </ul>		

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"> <li>• Additional furniture, coats, bags are not permitted in the school corridor;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible;</li> <li>• Corridor floors are demarcated to show direction and safe distance signage;</li> <li>• Times are allocated for each class to reduce the need to pass one another in open spaces.</li> <li>• Use of the lifts restricted. If used, occupancy is to be limited to maximum of 2 people.</li> <li>• Where possible pupils will move with their group only and will not mix with other groups;</li> <li>• Staff will generally manage pupil movement but keep a suitable social distance from students and other staff.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate times or areas (at a safe distance using government guidance) are issued for each separate class group/ bubble.</li> <li>• Daily inspection and enhanced cleaning programs in place for external areas and equipment;</li> <li>• Students <b>in their bubble</b> are permitted to complete normal playground activities;</li> <li>• Mixing with other groups is not permitted;</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
7.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures outside of the school day including:</p> <ul style="list-style-type: none"> <li>• Breakfast Clubs;</li> <li>• Extra-Curricular Clubs</li> <li>• After-School Clubs</li> <li>• Premises Lettings</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Breakfast club will operate with social distancing in place.</li> <li>• Outdoor After-School and Extra-Curricular activities resume with social distancing in place</li> </ul>		
8.	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> <li>• Staff, students and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> <li>• Hand washing stations are positioned at each student, staff and visitor entrance to the school;</li> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing stations are located on each floor, within each classroom and on entry to the dining hall;</li> <li>• Hand washing sinks are located within each toilet provision;</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Students and staff have been shown how to wash hands properly;</li> <li>• Help is available for any young people who have trouble cleaning their hands independently;</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> </ul> </li> </ul>		

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"> <li>➤ On entry to the dining hall;</li> <li>➤ Before and after eating;</li> <li>➤ On entry and exit from each classroom.</li> </ul> <ul style="list-style-type: none"> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students 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;</li> <li>• Toilets and wash stations have single use paper towel for drying hands. Hand Dryers disconnected.</li> <li>• 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.</li> <li>• Lanyards to be sanitised at home, daily.</li> </ul>		
9.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• 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"> <li>• More frequent cleaning of classrooms, toilets, common areas and dining halls;</li> <li>• More frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, indoor and outdoor play equipment and toys.</li> <li>• Day cleaning introduced in some schools;</li> </ul> </li> </ul>		

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"> <li>• Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>• Adults should ensure that pupils wipe their desks, chairs and any equipment used on EXIT.</li> <li>• Teachers are asked to take responsibility for cleaning the teaching PC, mouse, door handles and anything else.</li> <li>• Classrooms will be cleaned daily;</li> <li>• All bins will be emptied regularly throughout the day;</li> <li>• Toilets will be cleaned during and at the end of the day;</li> <li>• Common areas will be cleaned at least once a day;</li> <li>• 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;</li> <li>• 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.</li> <li>• Head of Operations and ACEOs to monitor the use and set up of the new changes and how staff and students are adhering and managing with these.</li> <li>• IT - if IT have to give user support, staff will not to touch the mouse, desk, keyboard or screen, but instead ask the person follow their verbal instructions.</li> <li>• Hand sanitiser/wipes need to be placed beside every printer, so that hands can be cleaned before use</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>and the interface and surface of the printer can be cleaned after use.</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• IT teams provided with wipes and sanitiser for their offices, to clean cables and equipment should they be needed for replacements/fixes.</li> <li>• Water fountains will have a supply of hygiene wipes/spray and cloth placed next to them for students to clean after each use.</li> <li>• Students to bring their own water bottles.</li> <li>• 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: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• 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</li> </ul>		

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"> <li>Staff escorting the individual will be provided with disposable gloves and apron if the 2 metre social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</li> <li>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.</li> <li>Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>All building users advised re monitoring their own health, reporting of symptoms and self-isolating.</li> </ul>		
10.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>Employees are required to conform with social distancing requirements at all times;</li> <li>Each site has had floor signage introduced throughout to reiterate the 2m distance to both staff and pupils</li> <li>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.</li> <li>School offices are either reduced in occupation and desks positioned in order to provide adequate</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>separation or staff are moved to other areas to reduce contact;</p> <ul style="list-style-type: none"> <li>• Administration teams fixed so that each person works with only those around them on a regular basis.</li> <li>• Installation of Sneeze Screens at identified desks.</li> <li>• 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.</li> <li>• Each staff area has been assessed, a maximum number of staff per room has been placed on the door;</li> <li>• Employees will be provided with, and wear, PPE when required in accordance with government guidance.</li> <li>• Textbooks will be issued to students for their personal use.</li> <li>• Live verbal feedback will only be used by members of staff in seminar learning. There will be written feedback outside of the classroom</li> </ul>		
11.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• A specific First Aid Needs Assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>• The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> </ul>		

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"> <li>• Qualified first aiders are in place at an appropriate ratio (Note there is a three month additional time allowed for requalification due to current restrictions);</li> <li>• The school has two specific rooms dedicated for suspected cases of COVID-19;</li> <li>• Where an individual exhibits Firesymptoms 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;</li> <li>• Staff escorting the individual will be provided with full PPE – visor mask, apron, gloves.</li> <li>• Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</li> <li>• 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.</li> <li>• Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>• Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>• All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> </ul>		

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"> <li>• 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.</li> <li>• First aiders have completed appropriate training for ‘donning and doffing’ PPE;</li> <li>• First aiders have completed appropriate training for ‘donning and doffing’ PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication.</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b></p>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>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"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• 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;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• 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.</li> </ul>		
12.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/Guardians are NOT permitted to enter the school buildings unless in emergency situations and with the permission from the Headteacher/Head of School;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> </ul>		

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"> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect;</li> <li>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;</li> <li>Visitor Lanyards to be sanitised after each use by the Receptionist.</li> <li>A comprehensive record of all visitors to be maintained by the Reception team.</li> <li>The Reception team are to sign all visitors in.</li> <li>Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> <li>Visitors will only be permitted into the school if they have an appointment;</li> <li>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;</li> <li>The school contact is required to attend reception in good time to meet their visitor;</li> <li>Meetings with visitors will be via video conference or phone where possible;</li> <li>If not possible, social distancing measures will be adhered to at all times;</li> <li>Face to face meetings in small room or within 2m are not permitted;</li> <li>Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>Deliveries will be accepted at designated quiet times only;</li> </ul>		

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"> <li>Delivered items will be left outside of the school building for staff to collect.</li> <li>The number of ITT trainees has been reduced where possible; they will 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.</li> <li>COVID-19 Risk Assessments requested from all contractors.</li> <li>Non- essential meetings will be cancelled.</li> <li>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.</li> <li>Replacing face-to- face meetings wherever possible with video conferencing, phone conferencing, etc.</li> <li>Holding meetings outdoors</li> <li>Providing hand sanitiser at meetings</li> <li>Cancelling non-essential training and all face-to-face training/recruitment practices</li> <li>Carrying out any essential training/ recruitment by using email/online e-learning wherever possible rather than bringing people together face to face</li> </ul>		
13.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>'One in, one out' management of toilets is in place;</li> <li>*BMA – additional temporary toilets have been installed to keep bubbles intact and reduce queuing and consequent loss of learning time.</li> </ul>		

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"> <li>• Allocation of specific toilets, where possible to support bubbles.</li> <li>• Toilet use protocols are managed by Teachers and communicated to students;</li> <li>• 'Toilet in use' signs are in use;</li> <li>• Toilets are cleaned throughout the day.</li> <li>• Students and staff are encouraged to close toilet lids where applicable before flushing.</li> <li>• Paper towels provided in all toilets to promote hand drying incorporating the 'catch it, kill it, bin it' ethos</li> </ul>		
14.	Spread/contraction of COVID-19 due to parent/carer or staff member refusal to take a COVID19 test	<ul style="list-style-type: none"> <li>• Follow Government "Stay At Home guidance, with pupil/ staff member and other household members self-isolating for 10 days.</li> </ul>		
15.	Spread/contraction of COVID-19 due to someone entering our schools with COVID-19 – contaminated school	<ul style="list-style-type: none"> <li>• Extra Hygiene measures in place as stated above.</li> <li>• Confirmed cases of <b>work-related</b> COVID-19 to be reported via a BMAT Accident Report. RIDDOR report to be completed.</li> <li>• Confirmed cases of pupil or staff COVID-19 to be reported to local Public Health England and the DfE.</li> <li>• A pre-agreed cleaning regime in place with Ridgecrest Cleaning Ltd in the light of a potential confirmed outbreak.</li> <li>• Following the Government's Test and Trace and ensuring all staff, students, parents and carers are aware.</li> </ul>		
16.	Contraction of Dermatitis due to use of alcohol-based hand sanitiser  *note that occupational dermatitis is a reportable disease under RIDDOR when associated with work-	<ul style="list-style-type: none"> <li>• Communication in writing to staff to ensure that those with pre-existing conditions such as eczema or those already identified with allergies understand this risk.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	related exposure to any chemical, biological irritant or sensitising agent. The high alcohol content hand sanitisers fall within this category.	<ul style="list-style-type: none"> <li>At-risk staff urged to avoid any practices that increase the risk of skin irritation</li> <li>At-risk staff encouraged to use moisturising skin care products following hand cleansing – NOT BARRIER CREAM</li> </ul>		
17.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>If key staff (Head, Deputy, DSL, SENCO) are unavailable, other leaders from across the Trust will deputise.</li> <li>Children are suitably supervised at all times;</li> <li>Planned group sizes fall well below the government guidance.</li> <li>School/ Group closure protocol in place.</li> </ul>		
18.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time;</li> <li>Measures are in place to ensure staff, students and visitors with disabilities are not restricted in their safe movement around the schools due to the installation of barriers, signage etc.</li> <li>One way flow systems introduced where reasonably possible.</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> </ul>		

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"> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> <li></li> <li>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, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> </ul>		
19.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
20.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being	<ul style="list-style-type: none"> <li>Evacuation plans including the following have been reviewed:</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>➤ Safe assembly of occupants following social distancing requirements;</li> <li>➤ Safe exit via the nearest final exit;</li> <li>➤ Training occupants of any changes to evacuation;</li> <li>➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>➤ Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>➤ Fire Warden training issued to staff at request of Headteachers/ Heads of Schools</li> </ul> <ul style="list-style-type: none"> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>		
21.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>• The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> <li>• The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>• The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>		
22.	Difficulties communicating to staff due to staff absence, rota working etc.	<ul style="list-style-type: none"> <li>• Regular bulletin from CEO</li> <li>• Senior staff visibly present daily at each school site.</li> <li>• Regular E-mail communication</li> </ul>		

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"> <li>TEAMS Meetings for specific groups of staff and all staff.</li> <li>Socially distanced face-to-face meetings.</li> <li>Welfare calls with members of staff who are not in school e.g. furlough etc.</li> <li>Maintain regular communication with employees and reiterate information previously provided regarding BMAT’s Employee Assistance Programme (EAP).</li> <li>Encourage staff to maintain regular contact with their Line Manager and/or colleagues throughout pandemic to share any anxieties/worries they may be experiencing.</li> <li></li> </ul>		
23.	Managing pupil and staff well-being and mental health.	<ul style="list-style-type: none"> <li>Behaviour policies have been updated to reflect guidance around the pandemic and to take into account disruption.</li> <li>Welfare calls to pupils and families</li> <li>Safeguarding visits to pupils in need</li> <li>Food packages to families in need</li> <li>Food Vouchers for FSM pupils self-isolating.</li> </ul>		
24.	Communicating with parents	<ul style="list-style-type: none"> <li>Senior staff on duty at school gates.</li> <li>School email contact available for parents/carers to speak to all members of staff.</li> <li>Main reception on duty from 8am to 4pm each day to allow parents/carers to communicate with school only by phone/email.</li> <li>Social media communication updates.</li> </ul>		

<b>Home Working Risk Assessment</b>			
<b>Hazards and Risks</b>	<b>Existing Control Measures</b>	<b>Risk Level</b> <i>(Very High, High, Medium, Low)</i>	<b>Further Actions</b> <b>√/X</b> <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"> <li>• Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus.</li> <li>• Line Managers briefed to ensure that sufficient support is provided to homeworkers.</li> <li>• 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</li> <li>• Arrangements should be put into place to help homeworkers to stay connected to the rest of the workforce as appropriate.</li> <li>• Staff asked to telephone Welfare lines weekly.</li> <li>• Weekly welfare calls to all staff working from home.</li> <li>• 1-2-1s and Team Meetings held via MS Teams.</li> </ul>		

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