



## Risk Assessment:

### School operation from 1<sup>st</sup> September 2020 response to Coronavirus

The approach to completing the risk assessment format is found on the **final page** on this format.

#### Section 1

<b>Establishment/Section/Team:</b> <b>Bishop Road Primary School</b>	<b>Date of Assessment:</b> <b>28.8.20</b>	<b>Review date:</b> <b>21.9.20</b>
<b>Assessed by:</b> <b>NAME:</b> Gillian Powe Joe Emissah Thomas Powe Tom Barr Amber Purnell Alex Edwards Catherine Green Helen Cooper		
<b>DATE: 28.8.20</b>		

#### BACKGROUND AND CONTEXT:

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

This risk assessment has been developed to support implementing government guidance for the reopening of schools first issued on 2 July 2020 :<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have included sections 2 and 3 from our previous risk assessment covering term 6 of the 2019–20 academic year in case we are required to close or partially close.

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

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

#### **Part 1: Reopening schools from 1 September 2020**

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

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

## **The system of controls: protective measures**

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

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

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

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

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

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

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated?  Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is <b>affected</b> or <b>exposed</b> to hazards?  (Staff Students Visitors Contractors Etc.)	What <b>Severity of Harm</b> can reasonably be expected?  (See Definitions Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring?  (See Definitions Table 1)	What is the <b>Risk Rating?</b>  (See Risk Rating Matrix Table 2)
<b>Preparation for reopening</b>						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>Before resuming normal operation, the Systems and Services Manager SSM has commissioned a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p> <p>All systems will be recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> <li>all fire doors are operational</li> <li>the fire alarm system and emergency lights are operational</li> </ul> <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See:</p>	Low	Low

				<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a>		
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that cannot remain open without compromising fire safety/ and or security. All doors which cannot remain open will have a clear sign on them (SSM to complete by 1.9.20)</p> <p>For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removable things – a weight or wedge. Class teachers are responsible with removing wedges in their classroom if the fire alarm goes off and at the end of the day.</p> <p>Door guards will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>By 1.9.20 all staff will be refreshed about the arrangements in place in the event of a fire evacuation and lockdown including changes to muster points– which will be consistent with revised drop off/collection points.</p> <p>Separate risk assessments will be completed by the teacher prior to reopening in classes where leaving a door open will expose children to additional risks (eg runners).</p>	Low	Low
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All members of the school community	Serious	<p>Communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Pupil groupings</li> <li>• What the school day will look like</li> <li>• Attendance and non-attendance</li> </ul>	Low	Low

				<ul style="list-style-type: none"> <li>Government guidance about avoiding travel to school via public transport at peak times</li> <li>Expectations re any changes to the behaviour policy that we have put in place to support our work in infection control and social distancing</li> <li>What will happen if there is a confirmed or suspected case of coronavirus at the school, or if children display coronavirus symptoms during the school day.</li> </ul> <p>Communication will take the form of letters distributed via email (SchoolComms) and also uploaded onto the school website.</p> <p>Before 1.9.20 teachers will upload letters and/or social stories to children to help children to understand the new arrangements, systems and procedures.</p> <p>Videos have been created by staff members to model procedures for movement around the school.</p> <p>Government guidance for parents is available at:  <a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</a> </p>		
Afterschool and Breakfast Clubs	<p>Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.</p> <p>Mixing of children outside of their contained groups in school.</p> <p>Safe use of the school buildings alongside the school</p>	All members of the school community	Serious	We have liaised with the management team of our on-site provider, BRAC, making our Risk Assessment available to support consistency of approach.	Low	Low

	<p>hours provision, particularly in relation to opportunities for cleaning.</p> <p>Additional adults using the school buildings on a regular basis.</p>					
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health and other challenges).</p> <p>We have signposted to relevant counselling services – Employee Assistance Programme (0800 111 6387).</p> <p>HR advice is available if required – all staff have been encouraged to contact HT/DHT/HoY to discuss concerns.</p> <p>As well DfE guidance, we have read and sought to implement wider professional advice and guidance including the HSE:</p> <p><a href="https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf">https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</a></p>	Low	Low
Staff training	Staff are not aware or do not understand the requirements for working safely when returning to work	All members of the school community	Serious	<p>Training and written instruction will be provided re: operating procedures to all staff. This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work and other important protocols.</li> <li>• The importance of keeping teaching groups separate during the day</li> <li>• Arrangements for breaktimes and lunchtimes</li> <li>• Safeguarding</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> </ul>	Low	Low

				<ul style="list-style-type: none"> <li>• Changes to school behaviour policies</li> <li>• Curriculum adaptations required re: social distancing</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> </ul> <p>Training for staff will be completed prior to 1<sup>st</sup> September.</p> <p>A procedures and protocols document will be issued to staff prior to 1<sup>st</sup> September. This will be continually reviewed and issued to any new staff as part of their induction.</p> <p>Compliance with agreed protocols will be monitored by DHT/HoY.</p>		
Staff transport to and from work	Potential for increased exposure to coronavirus through use of public transport at peak times.	Staff using public transport	Serious	<p>Staff who use public transport have been/will be contacted to explore alternative and safe transport plans. If there is no option but to use public transport we will confirm the individual has read the government guidance and made arrangements to minimise their risk in line with advice:</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>A copy of the poster will be displayed at the signing in area:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/passenger-guidance-infographic-document.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/passenger-guidance-infographic-document.pdf</a></p>	Low	Low
	Potential for introduction into the school and transmission to others	All members of the school community				
Individual staff requirements	Concerns from staff in identified work groups	Specific medical needs	Serious	This is being assessed on an individual basis in line with LA and government guidance.	Low	Low
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Pupils and staff	Serious	<p>Daily/ weekly review of staffing to ensure that we can cover each group of children. In our school this will require:</p> <p><b>For 28 separate classes:</b></p> <p><b>28 teachers</b></p> <p><b>20 support staff</b></p> <p><b>8 catering staff</b></p>	Low	Low



				In addition to admin, cleaning, first aid (including paediatric first aiders) and senior leadership team (including SENDCO) and DSL/Deputy DSL availability.		
	Variation in staffing means that the school is unable to operate safely for all groups of pupils.	Pupils and staff	Serious	<p>Staff have been advised that they must inform DHT as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>HT/DHT will close parts of the provision if we have insufficient staff available to allow infection control measures.</p> <p>There is contingency plan to inform affected members of the school community if full or partial closure is required at short notice via SchoolComms.</p>	Low	Low
Pupil Welfare	Pupil welfare – changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families, where we are aware of existing difficulties, has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available. This list has been regularly reviewed.</p> <p>Families have contact details and have been encouraged to notify school of significant changes in family circumstances.</p> <p>Teachers have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. The previous class teacher will update and pass on all relevant information.</p>	Low	Low
	Anxiety re: coronavirus and constraints of new learning environments	Pupils	Minor	<p>Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.</p> <p>Relevant procedures and protocols will be explained to all pupils and reinforced by all staff to help establish clear routines and safety.</p>	Low	Low
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Pupils with specific medical need	Serious	To support parents and carers in their decision making we will direct them to the current government guidance and provide information about the school measures to limit transmission. Parents will be advised attendance is compulsory.	Low	Low

Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	<p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group'/opportunities are limited. All teachers will complete basic first aid training (wc 1<sup>st</sup> September). First aiders will be called to classes using school phones where possible, alternatively staff will send a request for first aid support to the office.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE.</p>	Low	Low
Use of Personal Protective Equipment (PPE)  (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>Staff have been informed that the government guidance does not recommend the use of a face covering or face masks in primary school educational settings:</p> <p>"The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is</li> </ul>	Low	Low

				<p>a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</p> <p>We have obtained a supply of PPE for this time period in line with the above guidance.</p> <p>If members of staff wish to wear a face covering, they will not be prevented from doing so.</p> <p>All staff who are likely to support pupils in the circumstances identified above, as well as those potentially involved in the administration of some first aid, have access to appropriate equipment and training in its correct use and disposal.</p> <p>See:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a> </p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building will be assessed by the Systems and Services Manager and will not compromise fire safety or site security arrangements.</p> <p>Staff briefings have taken place prior to 1<sup>st</sup> September to ensure all staff are aware of the measures to take in the event of an emergency evacuation or lockdown.</p> <p>Staff are made aware that safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements.</p>	Low	Low
<b>Contact with those with symptoms of COVID 19 (including testing)</b>						

Contact with infected persons/ exposure to the virus within the school building	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days.</p> <p>Those affected must follow government stay at home guidance as follows <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	Low	Low
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone becomes unwell with a new, continuous cough, a high temperature or a loss or change to their sense of smell or taste we will notify the Head Teacher and Deputy Head Teacher, send the individual home and advise them to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved to Music House where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision (social distancing must always be observed in these circumstances). The room will be cleaned and disinfected using standard cleaning products before being used again.</p> <p>If they need to go to the toilet while waiting to be collected, we endeavour that they will use a separate toilet (in Music House) if</p>	Low	Low

				<p>possible. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who had a new, continuous cough, a high temperature or a loss or change to their sense of smell or taste, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for any developing symptoms throughout the following two weeks. (HC to produce monitoring records).</p>		
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Relevant staff (SMT and office) understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children</li> </ul>		

				<p>aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p><b>We note that the government will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</b></p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return</li> </ul>		
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				to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a</p>		

				<p>record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>		
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Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site, year group or building. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p>		
	Attendance at multiple settings	Pupils and staff	Serious	<p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHCP). Here we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p>		

Cleaning and hygiene						
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>Our Systems and Services Manage has reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in (applicable from 8.6.20)</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Where additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken every school day to include:</p> <p>Door handles</p> <p>Kettle/ urn handle</p> <p>Taps</p> <p>Switches</p> <p>Phones (to be cleaned by staff)</p> <p>Laptops /iPads (to be cleaned by staff if used)</p> <p>Printers and photocopiers (to be cleaned by staff)</p> <p>Staffroom/ food preparation</p> <p>Surfaces that people are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters,</p>	Low	Low

				A document stating how this will be applied and inspected will be shared with relevant staff.		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc  Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.  PPE will be provided for all relevant cleaning activities.  Safety data sheets for cleaning products are available.  Only recommended cleaning products will be used.	Low	Low
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.  Small children will only be allowed to use it under supervision.  We have adequate supplies of the product and provide it in high-traffic areas where hand washing facilities are not available. Areas include- signing in area (Edgar Building).	Low	Low
	Hand hygiene	Pupils and staff	Serious	Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly.  Children will clean their hands on arrival at school, before eating, after using the toilet and at other key transition points.  Paper towels will be used to dry hands in preference to hand dryers.  Bins are available in each classroom for disposal of paper towels and will be emptied periodically during the day.	Low	Low

				<p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p> <p>Children will be taught to wash their hands thoroughly with soap for at least twenty seconds. They will be supervised whilst they are learning to do this. Posters will be displayed by indoor sinks.</p> <p>Cold running water is available in all classrooms and toilets.</p> <p>Teachers will make a daily check each morning to ensure that each classroom have an adequate supply of soap, tissues and disposable hand towels, and to re-stock supplies before the children arrive in the morning if necessary.</p>		
Respiratory hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception as a minimum. The message is reinforced with the pupils.</p> <p>Bins are available for the disposal of used tissues.</p>		
Measures to reduce contamination	Use of shared resources	Pupils and staff	Serious	<p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them</p>	Low	Low

				<p>to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p>		
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	Low	Low
	Harder to clean items	Pupils and staff	Serious	<p>As far as practical we have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning. An overview of additional cleaning required will be coordinated by the Systems and Services Manager.</p>	Low	Low
	Drinking fountains	Pupils	Serious	Drinking fountains will be switched off to avoid shared use.	Low	Low
	Items requiring laundry	Pupils and staff	Serious	We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	Low	Low

Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>We have created a large window of time for pick-up and drop-off.</p> <p>We are staggering the drop-off times.</p> <p>Advising parents that only one person should attend to deliver/pick up their child.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>We have separated pick-up and drop-off zones for different groups in different parts of the school to limit the children and parents passing through them. Parents/carers will only need to pass through the sections of the school where they are dropping off or collecting children.</p> <p>After the first few days, we will ask families that, where they consider it safe to do so, children in Year 5 and 6 walk themselves to and from school.</p> <p>We have created one-way systems through each pick-up and drop-off area to help families maintain social distancing.</p> <p>We have limited the number of classes entering the buildings through each door and are making use of all entrances which are feasibly useable as part of the wider drop-off and collection system.</p>	Low	Low

				<p>Each group will have a designated pick-up location where the children and staff will be able to maintain social distancing.</p> <p>In line with government guidance, we do not plan to take the temperature of all children as they arrive at school. We will only take their temperature if the child reports feeling unwell or if a member of staff is concerned they may have a temperature.</p>		
Children, parents and carers accessing site for drop off/ collection	Social distancing leading to insufficient footpath space resulting in pedestrians stepping into the road	Pupils, parents & carers	Serious	<p>We have provided maps to parents/carers detailing the one-way systems and where they are able to enter and exit the school.</p> <p>We are staggering drop off times and organising collection routes to bring as many people off the street whilst remaining socially distanced.</p> <p>We are allowing parents/carers and families to enter and exit in different parts of the school according to their drop-off and collection needs.</p>	Medium	Medium
	Social distancing for large groups of pupils			<p>Large group assemblies, performances, visiting groups etc will not take place until further notice.</p> <p>Assemblies will be limited to 'class assemblies' led by the group teacher.</p>	Low	Low
Grouping and social distancing of pupils	Exposure to infection Classroom teaching	Pupils and staff	Serious	<p>We are following government guidance as follows:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> </p> <p>We will ensure pupils and staff, where possible, only mix in their class groups, and that each groups stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares, PPA</p>	Low	Low

				<p>and other release time. Groups will use the same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks where possible. Classrooms for children in Years 3 to 6 will be arranged with forward facing desks. Desks will be arranged as before in Reception to Year 2 due to space limitations and to ensure a quality learning experience for the children.</p> <p>Teacher walls have been installed in Early Years and KS1 classrooms to maximise space and allow additional furniture to be removed.</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible.</p> <p>Where possible, staffing cover will be provided by staff working permanently at our school.</p>		
Social distancing and curriculum delivery for children with SEND	Exposure to infection from close contact with children	Pupils and staff	Serious	<p>Existing risk assessments for children with EHCP plans will continue to apply and be reviewed as required. This will include the identification of any additional support required for a successful return for full time education. In addition, the risk assessments may also be useful if pupils are required to self-isolate or a local outbreak requires us to limit attendance or close on a temporary basis.</p> <p>Any additional individual risk assessments will be undertaken as appropriate.</p> <p>The SENDCO is supporting teachers with information communication prior to full reopening.</p>	Low	Low



				<p>Transfer meetings have taken place between previous and new class teachers to ensure full handover of information.</p> <p>Learning interventions will be run in line with the wider safety measures, and as such may be impacted in how they are able to take place.</p> <p>Children who require 1:1 support will receive this within their class bubble. LSA's may work across a maximum of two classes in order to provide the necessary support. It may not always be possible to replace an LSA if they are unable to work.</p> <p>At this moment, BCC SEN services are not planning on coming into school and CAMHS are running services virtually.</p>		
	Children with an EHCP	Pupils and staff	Serious injury	<p>Individual transition plans to support a full return to school have been put in place as appropriate, with support and input from the SENDCO.</p> <p>School will continue to conform with government guidance in relation to provision detailed within EHCP's.</p>	Low	Low
Positive handling	Exposure to infection from physical contact with children	Pupils and staff	Serious	<p>It is recognised that some children with special educational needs present behaviours that are challenging to manage in the current context. It will be impossible to provide the care and guidance that some children and young people need without close hands-on contact.</p> <p>However, in these circumstances, staff will need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</p>	Low	Low

				<p>The Behaviour Policy will be adapted and personalised for SEND needs or the effects of trauma experienced during lock down.</p> <p>The health and safety of all children and staff will remain paramount.</p>		
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>Pupils will access rooms directly from outside where possible.</p> <p>Corridors will be marked with tape down the middle and children will walk on the left hand side of the tape.</p> <p>Arrangements are in place to stagger break times and lunchtimes to reduce numbers accessing circulation routes.</p>	Low	Low
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	<p>Liaison with catering contractors is in place.</p> <p>Pupils and staff will not enter the kitchen areas.</p>	Low	Low
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Pupils will eat their lunches in their classrooms at their individual desks. Lunches will be delivered to outside the classroom having been prepared in line with the protocols above. If children have brought a packed lunch, this will already be in the classroom with them at their desk.</p> <p>Teachers will be provided with adequate cleaning resources to wipe desks.</p>	Low	Low
Break times	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>External playgrounds will be split into smaller year group spaces – with only one group to use a space at any one time. All pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will be cleaned more regularly. This includes– the climbing frame, the Boat,</p>	Low	Low

				<p>climbing walls, the darleks, the tardis and the castle.</p> <p>Each group will be allocated a games box with equipment for just their class bubble. Children will be taken outside if at all possible, even if it is raining. They will be instructed to have a coat with them in school.</p>		
Toilets	Exposure to infection from inadequate social distancing: children's toilets	Pupils	Serious	<p>Toilets will be cleaned at the beginning of each day and at one point during the day, including door handles, taps and other frequently touched surfaces.</p> <p>Children will be instructed to wash their hands thoroughly with soap for at least twenty seconds after using the facilities.</p> <p>Each class group will be assigned specified time slots for when they will all use the toilet to avoid mixing of children from different groups. Clear signage will be erected on the doors. Outside of the allotted time slots, children will only be able to use the toilets if it is absolutely essential, and they must make sure that they follow the above guidance.</p> <p>Posters will be displayed in the toilets about effective hand washing.</p>	Low	Low
	Exposure to infection from inadequate social distancing: adult's toilets	Staff and visitors	Serious	<p>Cleaning as above.</p> <p>Staff will be briefed about hand washing and hygiene protocols.</p> <p>Most toilets in the school only allow for one occupant at a time. In the female toilet in the Edgar building by the staff room, no more than three people will be permitted to enter at one time. Clear signage will be erected on the doors.</p>	Low	Low

				Posters will be displayed in the toilets about effective hand washing.		
Staff Room	Exposure to infection from inadequate social distancing: staff room	Staff and visitors	Serious	<p>Staff will be briefed about social distancing protocols and maintaining appropriate distance at all times.</p> <p>A rota will be created for use of the staff room.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>Staff must clean surfaces and equipment used as they finish.</p> <p>All areas will also be cleaned regularly by cleaners.</p> <p>A dishwasher is no longer available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>Staff have been advised to bring and use their own cutlery where possible as well as covered reusable drinking mug.</p> <p>Anyone handling shared resources, such as milk bottles and tea tins, should wash their hands thoroughly with soap for at least twenty seconds before handling these items.</p> <p>No more than 6 people should be in the staff room at any one time.</p>		
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	Any visitors to site are to be by appointment only. Parents have been advised that they should use remote communication methods, such as calling the office or using designated email addresses, rather than coming into school.	Low	Low

				<p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Meetings with parents/ outside agencies etc. to take place over the phone where feasible. If this is not possible, social distancing will be observed.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>Hand sanitiser will be provided to all persons entering premises. There will be clear signage to explain control measures that should be observed and guidance documents for visitors including this document.</p> <p>Staff signing in arrangements</p> <p>All staff will sign in at the new sign in desk outside the main school office. Staff will be expected to wash their hands immediately after doing so. Hand sanitiser will also be available but staff should be encouraged to wash their hands with soap on arrival in the classroom.</p>		
	Violence and aggression towards school staff causes injury and distress	Staff	Serious	<p>We will maintain regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site.</p>	Low	Low
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	Staff whose roles do not involve face-to-face contact with children will be able to work in areas separated from children.	Low	Low

				<p>Furniture configured where possible to allow two metre distancing</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>		
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	Low	Low
Deliveries	Exposure to infection from inadequate social distancing/ hygiene arrangements	All members of the school community	Serious	<p>Any deliveries which can be posted through a letterbox to be delivered to the school office.</p> <p>Any deliveries which are too big to go through the hatch or which require confirmation of delivery and/or receipt to be brought to the school office and left in the foyer to be brought through by the caretaker or other school staff. All deliveries to be contactless.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>	Low	Low
Use of changing facilities/showers	Exposure to infection from inadequate social distancing/ hygiene arrangements	Staff	Serious	<p>The shower facility in the Grant building will only be accessible with advanced permission of the SSM who will ensure appropriate arrangements for staff cleaning and/or professional cleaning.</p>	Low	Low

## Part 2: Maintaining educational provision in the event of a local outbreak

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	Concerns may become apparent during interaction in the community, online communication etc  All school staff to be aware of arrangements in place for contact school DSL/ Deputies during any home learning contact.	Low	Low
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.  Schools to make parents aware of sites they are asking their children to use and school staff their child will interact with.	Low	Low
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply.  Communication must only take place through school channels approved by the senior leadership team.  Staff must not make informal arrangements to contact students outside of agreed channels.	Low	Low
	Injury or contamination of staff undertaking home visits.  Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.  Any home visit will be carried out by two members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).	Low	Low

				<p>Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families we will speak to the child as well.</p>		
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### PART 3: Arrangements for staff working from home during a local outbreak

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a></p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> </ul>	Low	Low
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				<ul style="list-style-type: none"> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> </ul>		
Data protection	Data breach exposes staff or students to risk of harm.  Data breach is undetected.	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	Low	Low
Workplace stress exacerbated by social isolation.	Depression  Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.	Low	Low

### ***Section 3 – ACTION PLAN***

#### **Instructions for completion**

1. Any item that has a risk rating of Red or Amber in section 2 above – the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the <b>Hazard</b> you need to Control? (high or amber from the risk rating column above)	What <b>Additional Precautions</b> do you need to either eliminate or reduce the risk to an acceptable level.	Who is <b>Responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>Were</b> these controls implemented (Date)?
<b>MEDIUM</b> item 1	Children, parents & carers accessing the site. School need to <b>secure additional crossing patrols, the creation of path on Clevedon Rd and a temporary widening/calming measure at the corner of Bishop Rd and Cambridge Rd to reduce the risk of people stepping into the road at these areas around the site.</b>	DHT/SSM	21 <sup>st</sup> September following H & S and LA Road Safety Team Manager school visit.	

**References:** The following documents detail the standards that are being applied

LA managers checklist	<a href="http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en">http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en</a>	
Premises	<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a>	
Travel to and from School	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice">https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</a>	
Staffing allocation	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	
Hygiene/ cleaning	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Adults <a href="https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/">https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/</a> Children <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a> Cleaning – <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>	
Access to and egress from buildings	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	
External providers, visitors and contractors	<a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers</a>	
Deliveries	<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>	
Discovery of (or by) a person with Covid-19 symptoms	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	
Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms	<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>	

### Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

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

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

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

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

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.

## Appendix A: Overview of scientific advice and information on coronavirus (COVID-19) published on 15 May 2020



Department  
for Education

### Overview of scientific advice and information on coronavirus (COVID-19)

Since 23 March, nurseries, schools and colleges have remained open only to children of critical workers and vulnerable children. We have been clear that we would review this arrangement in line with scientific advice.

The Department's response to the issues raised regarding the science on coronavirus (COVID-19) draws on information from the Scientific Advisory Group for Emergencies (SAGE) and its sub-group the Children's Task and Finish Working Group, as well as the broader advice from engagement with Public Health England. Responses have been grouped by topic. Evidence from SAGE and the Children's Task and Finish Working Group is being published separately and full details are not included in this response.

### Spread and vulnerability to disease

#### 1. Infectivity and transmission in children

The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that:

- There is a high degree of confidence<sup>1</sup> that the **severity of disease** in children is lower than in adults.
- There is a moderate to high degree of confidence that the **susceptibility to clinical disease** of younger children (up to age 11 to 13) is lower than for adults. For older children there is not enough evidence yet to determine whether susceptibility to disease is different to adults.
- The susceptibility to **infection** of younger children (up to age 11 to 13) might be lower than for adults, but the degree of confidence in this is low. For older children there is not enough evidence yet to determine whether susceptibility to infection is different to adults.
- There is no evidence to suggest that children **transmit the virus** any more than adults. Some studies suggest younger children may transmit less, but this evidence is mixed and provides a low degree of confidence at best.

#### 2. Advice from SAGE on education settings

The papers from SAGE meetings are being published in tranches. The first batch was released on 20 March 2020 and further batches will be released every couple of weeks. The list of papers to be released to date is available by following the link below, including a number of schools-related papers. This list will be updated to reflect papers considered at future meetings:

<sup>1</sup> The language used here reflects that in the advice given to us, for the purposes of consistency.

Published: May 2020

<https://www.gov.uk/government/groups/scientific-advisory-group-for-emergencies-sage-coronavirus-covid-19-response>

### 3. The impact of reopening on transmission within settings and the population

The transmission rate of coronavirus (COVID-19) has decreased and testing capacity has increased in preparation for the rollout of contact tracing. We anticipate that by the week commencing 1 June a greater number of children can return to education and childcare settings, provided that the five key tests set by government justify the changes at the time, including that the rate of infection is decreasing. As a result, we are asking schools and childcare to plan on this basis.

The changes proposed from 11 May are expected to allow R to remain below 1 if adherence rates to social distancing measures do not drop. Any changes in adherence rates or behavioural changes could have a much larger impact on R. This is why it is critical that we continue to monitor and review the scientific advice on transmission rates before we ask education and childcare settings to invite a greater number of children to return on 1 June.

To continue monitoring transmission, staff and pupils in all settings will be eligible for testing if they become symptomatic, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. In the event of a child or member of staff testing positive for coronavirus (COVID-19), the relevant group of people within the school with whom the child has mixed closely (their cohort) should be sent home and advised to self-isolate for 14 days. For further information, read [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#).

## Risks to different groups

### 4. Clinically vulnerable groups

#### Shielded and clinically vulnerable children and young people

For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

#### Shielded and clinically vulnerable adults

Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. For more advice, read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#).



Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\) guidance](#)) have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

### **Living with a shielded or clinically vulnerable person**

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

## **5. Evidence on other groups vulnerable to COVID-19**

ONS published analysis of [coronavirus \(COVID-19\) related deaths by ethnic group, England and Wales: 2 March 2020 to 10 April 2020](#). This provisional analysis has shown that the risk of death involving coronavirus (COVID-19) among some ethnic groups is significantly higher than that of those of White ethnicity. Further research is needed to understand why some ethnic groups have higher death rates from coronavirus (COVID-19) than others.

The exact reasons for the increased risk associated with coronavirus (COVID-19) in BAME populations are not known, and there are a number of factors that could underlie this. Schools should be especially sensitive to the needs and worries of BAME members of staff, BAME parents and BAME pupils.

[ONS data](#) from week ending 1 May also shows that deaths registered from coronavirus (COVID-19) are higher in older age groups. There have been two female deaths in the 1 to 14 years age group but no male deaths, and no deaths in the under 1 year age group.

The highest number (1,494) of COVID-19 deaths were among those aged 90 years and over, but the highest proportion of deaths involving coronavirus (COVID-19) out of all causes was among those aged 80 to 84 years (36.7%). Overall, there have been more deaths for males than females.

## Social distancing

### 6. Social distancing in education settings

Social distancing has not been factored into the models considered by SAGE. Although it is difficult to put some of these measures into place in practice in schools, particularly with younger children, [protective measures are possible](#). Hygiene will continue to be important in 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.

To help prevent the spread of the coronavirus (COVID-19), a range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

See [implementing protective measures in education and childcare settings](#).

Settings are best placed to understand the risks in their individual circumstances, so we are asking every setting to carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff.

## Testing, contact tracing and PPE

### 7. Testing and contact tracing in education and childcare settings

Testing is already available for all school staff and their household members.

When the wider cohort of children are invited to return to their education settings, all those children eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus (COVID-19).

To access testing parents should use the [111 online coronavirus service](#) if their child is 5 or over. They should call 111 if the child is under 5.

This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative.



In the event of a child or member of staff testing positive for coronavirus (COVID-19), the relevant group of people within the school with whom the child has mixed closely (their cohort), should be sent home and advised to self-isolate for 14 days.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

## **8. Testing and tracing beyond education and childcare settings**

The Government is developing a new test and trace programme and has announced a target of 200,000 tests a day by the end of May. Its goal is for anyone who needs a test to access one. The programme will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus (COVID-19) symptoms. This programme will play an important role in helping to minimise the spread of coronavirus (COVID-19) in the future. It will also include more traditional methods of contact tracing if a child, parent or other household member tests positive. This could include, for example, direct discussion with parents or carers and schools on recent contacts. The Government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus (COVID-19), including children.

Anyone who develops symptoms compatible with coronavirus (COVID-19) is advised to self-isolate for 7 days, and their fellow household members should self-isolate for 14 days.

## **9. Timeframes for testing and contact tracing**

We expect the app to be rolled out more widely within weeks. The integrated test and trace programme is highly complex and will need to evolve and improve over time. The test and trace programme is not a solution on its own. It is one part of a package of measures that will be needed in the months ahead to keep new infections at the lowest level possible and avoid a second peak of infection.

## **10. International comparisons on testing and contact tracing**

We are always looking to learn from other countries but our approaches need to take into account our own specific circumstances including our local systems as well as an appreciation of our cultural and societal differences. We have developed a test and trace programme that we think will work best for the UK and for the NHS.

## **11. PPE in education settings**

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings, as protective measures will be in place ensuring children and staff only will with a small consistent group.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others. PPE is only needed in a very small number of cases:

- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting, and needs to be cared for until they can return home, a facemask should be worn if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

For further guidance on safe working and the use of PPE, read [Safe working in education, childcare and children's social care](#).

## International comparisons

### 12. International approaches

Our approach is in line with other countries across Europe, who have begun to bring pre-school and school-age children back in a phased way and are focusing on primary schools and younger children. Approaches between countries will vary slightly based on different public health circumstances.

### 13. Approaches taken by Devolved Administrations

Education is a devolved matter and it is for the Devolved Administrations to take their own decisions about when and how to invite more children to return to education settings. The Department is in regular contact with its counterparts with the Devolved Administrations. They will sometimes want to take their own decisions, according to local circumstances, which could include different transmission rates or term dates.

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