



## Coronavirus (COVID-19): Risk Assessment Action Plan (October 2020)

### **Bishop Milner Catholic College**

Assessment conducted by: Andrew W Rainbow	Job title: St John Bosco Catholic Academy Estates Manager	Covered by this assessment:  Bishop Milner Catholic College, Site, Staff, Students & Visitors.
Date of assessment 05 January 2021	Date of next review: January 2022	



The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups **(ALL) while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place <b>before pupils return to the setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Medium	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>• The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>• Information on the school website is updated.</li> <li>• Pupils updated via classrooms/email/text as necessary.</li> <li>• Any change in information to be shared with Chair of Directors and passed on to parents and staff by email</li> <li>• Staff to be kept up to date with regard to risk assessment expectations.</li> <li>• Leaders to ensure that compliance by staff / pupils to the risk assessment is maintained.</li> <li>• Leaders, staff and students to actively reduce and avoid what would be deemed as 'contact'</li> </ul> <p>As a result, the school has the most recent information from the government and relevant local authority, and this is distributed throughout the school community.</p>	<u>Low</u>	<u>Low</u>	<u>R May</u>	<u>Ongoing</u>	<u>R May, H Parkes, A Rainbow, &amp; Directors</u>
Lack of persons in safety critical roles e.g. first aiders, fire marshals due to self-isolation or shielding	Medium	<ul style="list-style-type: none"> <li>• Fire risk assessment kept under constant review.</li> <li>• First aid needs assessment regularly reviewed.</li> <li>• Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant measures.</li> <li>• Consideration for shadowing of roles, ensuring additional staff members are trained.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>R May</u>	<u>Ongoing</u>	<u>P Dutton, H Parkes, A Rainbow</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Inability to maintain social distancing when dealing with accidents	High	<ul style="list-style-type: none"> <li>Safety of the injured / affected to be prioritised during incidents.</li> <li>2 metre social distancing is not required when attending to emergency situations.</li> <li>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation.</li> </ul>	<u>Medium</u>	<u>Low</u>	<u>R May</u>	<u>As and when</u>	<u>R May, H Parkes, P Dutton</u>
Poor communication with parents and other stakeholders	Low	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Leaders to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> <li>Frequent staff meetings and reminders of requirements whilst working on site.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<u>Low</u>	<u>Low</u>	<u>R May and SLT</u>	<u>Ongoing</u>	<u>R May, H Parkes, K Tolley &amp; Directors</u>
Lack of awareness of policies and procedures	Medium	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> </ul> </li> </ul>	<u>Low</u>	<u>Low</u>	<u>R May, SLT, P Sumner</u>	<u>Ongoing</u>	<u>R May, H Parkes, S Lodge &amp; Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>- Staff absence reporting procedures</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus.</li> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Frequent (at least weekly) electronic briefing issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p>Poor hygiene practice in school – <b>general</b> Getting or spreading coronavirus by not washing hands or not washing them adequately.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands / using hand sanitiser before entering and leaving school)</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Dishwasher ALWAYS needs to be on a HOT WASH.</li> </ul>	<p><u>Medium</u></p>	<p><u>Medium</u></p>	<p><u>All Staff</u></p>	<p><u>1 Sept &amp; ongoing</u></p>	<p><u>R May, H Parkes, P Dutton &amp; Directors</u></p>



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		<ul style="list-style-type: none"> <li>All utensils are thoroughly cleaned before and after use</li> <li>Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly</li> <li>Visitors to the site to use hand sanitiser or asked to wash hands.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	Medium	<ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing</li> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>Areas touched to be wiped down</li> <li>Discourage parents from entering the school building</li> <li>Rearrange furniture in reception area to facilitate social distancing.</li> <li>If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible.</li> </ul> <p>As a result, reception staff are protected.</p>	<u>Low</u>	<u>Low</u>	<u>Site Manager, Office Staff, All staff</u>	<u>1 Sept &amp; ongoing</u>	<u>R May, H Parkes, P Dutton &amp; Directors</u>
Poor hygiene practice – specific – office spaces.	Medium	<ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to support social distancing where multiple people work in the same area</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>Office Staff</u>	<u>Ongoing</u>	<u>R May, H Parkes, P Dutton &amp; Directors</u>



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		<ul style="list-style-type: none"> <li>• Social distancing markers</li> <li>• One-way systems</li> <li>• Perspex screens for offices and areas of high use / traffic</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<p>Medium</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> </ul>	<p><b>Medium</b></p>	<p><b>Medium</b></p>	<p><b>All staff</b></p>	<p><b>1 Sept &amp; ongoing</b></p>	<p><b>R May, H Parkes, P Dutton &amp; Directors</b></p>



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		<ul style="list-style-type: none"> <li>ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>All staff to wash hands on arrival in school</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> <li>Issue information to pupils in relation to restrictions on their movement around the site</li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul>	<p><u>Medium</u></p>	<p><u>Medium</u></p>	<p><u>All staff</u></p>	<p><u>Ongoing</u></p>	<p><u>R May, H Parkes, P Dutton &amp; Directors</u></p>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – specific - end of the school day.	Medium	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day</li> <li>Inform pupils and their parents of the allocated exit points and pick up points</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<u>Low</u>	<u>Low</u>	<u>R May and SLT</u>	<u>Sept and regular updates ongoing</u>	<u>R May, H Parkes, P Dutton &amp; Directors</u>
Ill health in school.	High	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> </ul>	<u>High</u>	<u>High</u>	<u>All staff</u>	<u>Ongoing</u>	<u>R May, H Parkes, P Dutton &amp; Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to School Leaders</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to School Leaders and is sent home</li> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom – Disabled Toilet - which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> </ul>					



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		<ul style="list-style-type: none"> <li>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>Unwell pupils who are waiting to go home are supervised in Medical Room where they can be at least two metres away from others</li> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> <li>Leaders to calculate capacities of classrooms.</li> <li>Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes.</li> <li>Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</li> </ul>	<p><u>Medium</u></p>	<p><u>Medium</u></p>	<p><u>All staff</u></p>	<p><u>Ongoing</u></p>	<p><u>R May, H Parkes &amp; Directors</u></p>



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		<ul style="list-style-type: none"> <li>Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> <li>Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> <li>The Headteacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> <li>Where contact tracing is used refer to the relevant LA / PHE guidance.</li> </ul>	<b>High</b>	<b>High</b>	<b><u>R May and SLT</u></b> <b><u>If R May not present, leads are M Hambrook, S Lodge, H Parkes</u></b>	<b><u>Ongoing</u></b>	<b><u>R May, H Parkes &amp; Directors</u></b>



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		<p>A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 7 days after onset of symptoms (or test):</p> <ul style="list-style-type: none"> <li>• a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:               <ul style="list-style-type: none"> <li>○ being coughed on, or</li> <li>○ having a face-to-face conversation, or</li> <li>○ having skin-to-skin physical contact, or</li> <li>○ any contact within one metre for one minute or longer without face-to-face contact</li> </ul> </li> <li>• a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes</li> <li>• a person who has travelled in a small vehicle <i>with</i> someone who has tested positive for coronavirus (COVID-19) or in a large vehicle <i>near</i> someone who has tested positive for coronavirus (COVID-19)</li> <li>• people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		 Schools Symptom Management...					
Insufficient staff to run face-to-sessions for pupils.	High	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> <li>Leaders to ensure that the clinically extremely vulnerable are not in attendance at school</li> <li>Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<b>Medium</b>	<b>Medium</b>	<b>R May and <u>SLT</u></b>	<b>Ongoing</b>	<b>R May, H Parkes &amp; <u>Directors</u></b>
Pupil movement between lessons, at breaktime and lunchtime increases the risk of infection.	High	<ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime and lunchtime</li> <li>One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons.</li> </ul>	<b>Medium</b>	<b>Medium</b>	<b>All staff led by <u>Duty Leaders</u></b>	<b>Ongoing</b>	<b>R May, H Parkes, <u>Duty Leaders</u> &amp; <u>Directors</u></b>



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		<ul style="list-style-type: none"> <li>• Allocated outdoor areas for each year group to be identified for breaktime and lunchtime</li> <li>• Lunchtime to be staggered for different year groups</li> <li>• Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · Screen provided to protect food in canteen when pupils purchase food</li> <li>• Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> <li>• Tables to be cleaned between year groups using lunchtime facilities</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					



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Spread of infection in classrooms/shared areas and other high traffic areas.	High	<ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>• All soft furnishings and items that are hard to clean to be removed</li> <li>• Class sizes reduced to ensure social distancing can be adhered to – <b>Follow new guidance re class sizes for primary and secondary</b></li> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible – <b>Follow new guidance re class sizes for primary and secondary</b></li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied at least twice daily in classrooms.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>• P.E staff to use disinfectant spray and site team/cleaner (when available) to use other cleaning products in changing areas.</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after use</li> </ul>	<u>Medium</u>	<u>High</u>	<u>All staff, Site team inc. P Dutton &amp; Cleaning staff</u>	<u>Ongoing</u>	<u>R May, H Parkes, P Dutton &amp; Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time</li> <li>• Staff to be reminded to adhere to social distancing at all times</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels or place in the dishwasher on a HOT WASH</li> <li>• Limited numbers in communal areas to ensure social distancing. SLT to monitor use of these areas.</li> <li>• Ongoing cleaning of communal areas and touch points throughout the day.</li> <li>• Improve ventilation where possible, propping doors open.</li> <li>• Signage to serve as a reminder to wash hands and socially distance.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor pupil behaviour increases the risk of the spread of the infection.	Medium	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> </ul>	<u>Low</u>	<u>Low</u>	<u>R May, S Lodge and SLT</u>	<u>Ongoing</u>	<u>SLT &amp; Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Medium	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>	<u>Low</u>	<u>Low</u>	<u>SEN to lead &amp; All staff</u>	<u>Ongoing</u>	<u>SLT &amp; Directors</u>
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>SEN to lead &amp; All staff</u>	<u>Ongoing</u>	<u>R May, H Parkes, S Hand, C Flynn &amp; Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	Medium	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>Medium</u>	<u>Medium</u>	<u>DSL (SHA), Deputy DSL (SLO) and All staff</u>	<u>Ongoing</u>	<u>R May, H Parkes, S Hand &amp; Directors</u>
Emergency evacuation due to fire etc.	Medium	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>Low</u>	<u>Low</u>	<u>Site Manager, Fire Marshalls and All staff</u>	<u>Ongoing</u>	<u>R May, H Parkes, P Dutton, P Sumner &amp; Directors</u>
Cleaning is not sufficiently comprehensive.	Medium	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> </ul>	<u>Medium</u>	<u>High</u>	<u>Site Manager and Cleaning staff</u>	<u>Ongoing</u>	<u>R May, H Parkes, P Dutton &amp; Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>• Whilst pupils are at breaktime/lunchtime, clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing rooms, toys in the Early Years).</li> <li>• Training on how to remove PPE and how to keep it clean</li> <li>• Reduce the movement on site as far as possible</li> <li>• Avoid sharing equipment</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	Medium	<ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> </ul>	<u>Medium</u>	<u>Medium</u>	<u>Office Staff &amp; Site Manager</u>	<u>Ongoing</u>	<u>R May, H Parkes, P Dutton &amp; Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> <li>Wearing of face coverings in communal areas.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Getting or spreading coronavirus through workers living together and / or travelling to work together	Medium	<ul style="list-style-type: none"> <li>Discuss with workers how to prevent the risks of spreading coronavirus.</li> <li>Follow government guidance in all cases</li> <li>Wearing of face coverings, increasing distance during travel.</li> <li>Create staff bubble</li> </ul>	<u>Low</u>	<u>Low</u>	<b>All staff</b>	<b>Ongoing</b>	<b><u>R May, H Parkes &amp; Directors</u></b>
Mental health and well being affected through isolation or anxiety about coronavirus	Medium	<ul style="list-style-type: none"> <li>Regular keep in touch meetings / calls with people working from home</li> <li>Have open discussions regarding possibility of infection allowing opportunities for them to raise their concerns</li> <li>Involve employees and students / parents in completing risk assessments so they can feel part of the solution</li> <li>Offer support and advice on taking breaks and working from home strategies.</li> </ul>	<u>Low</u>	<u>Low</u>	<b><u>Led by Pastoral team, Staff/Student Well-being officer/DSL and Deputy DSL</u></b>	<b>Ongoing</b>	<b><u>R May, H Parkes, S Hand &amp; Directors</u></b>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor ventilation leading to risk of spread	Medium	<ul style="list-style-type: none"> <li>Follow HSE guidance on heating ventilation and air conditioning</li> <li>Increase air flow and ventilation in workspaces</li> <li>Open windows and doors (not fire doors)</li> <li>If additional ventilation is required then use desk fans or air movers.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>All staff, led by Site Team (P Dutton &amp; M Grainger)</u>	<u>Ongoing</u>	<u>R May, H Parkes, P Dutton and Directors</u>
Manage positive cases amongst the school community	School Head Teacher	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should 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, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>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)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p>	<u>Low</u>	<u>Low</u>	<u>All staff R May, H Parkes and Directors</u>	<u>Ongoing</u>	<u>R May, H Parkes and Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>travelling in a small vehicle, like a car, with an infected person</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>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 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <p>If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <p>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 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>Schools should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>					
New & Expectant Mothers	Medium	<ul style="list-style-type: none"> <li>Mum to be is considered “clinically vulnerable” or in some cases “clinically extremely vulnerable.”</li> <li>If mum to be is over 28 weeks or has an underlying health condition, they are at no more risk contracting the virus but have a higher risk of severe illness from COVID-19 if contracted and an increased risk of pre-term birth therefore, a more precautionary approach should be taken.</li> <li>Only continue working if the risk assessment advises it is safe to do so, consider working from home if not.</li> <li>Adhere to national guidance regarding social distancing.</li> <li>Practise frequent and thorough hand washing and cleaning of workspaces.</li> <li>Avoid crowded areas or mixing with members of the public where possible</li> <li>Remain in specific year group or bubbles where possible.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>R May and SLT’s</u>	<u>Ongoing</u>	<u>R May, H Parkes and Directors</u>
BAME staff	Medium	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff - should not go to the workplace if they live or work in areas where shielding advice is active. Currently this applies to Tier 4 areas only. Otherwise, if you cannot work from home, you can still go to work in Tiers 1, 2 and 3.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>R May and SLT’s</u>	<u>Ongoing</u>	<u>R May, SLT’s, H Parkes and Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Clinically vulnerable staff - can continue to attend school. While in school they should follow the sector-specific measures to minimise the risks of transmission.</li> <li>• Guidance for full opening: schools - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>) - revised 30th December 2020</li> <li>• Staff Member is aware of the slight increased risks to COVID 19 and will ensure they follow all current advice from the Government and medical professionals.</li> <li>• Staff Member has informed the school regarding any/no underlying health conditions</li> <li>• Staff Member along with other staff has been asked to undertake alternative duties in these unprecedented times, this will be reviewed as more information and guidance is received from the Government and other agencies regarding COVID-19.</li> <li>• Staff Member will follow the guidelines set out in the Government guidance “so far as is reasonably practicable”.</li> <li>• Guidance for full opening: schools - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>) - revised 30th December 2020</li> <li>• Staff Member has access to hot water and soap and hand sanitiser (at least 60% alcohol)</li> <li>• When addressing children try not to face them directly</li> <li>• Open windows and doors to allow for ventilation</li> <li>• Where possible work with children in outside areas as much as possible.</li> <li>• If persons are displaying any symptoms of COVID 19 they must be removed immediately and placed in isolation until Parents can collect child. Inform the Head teacher immediately who can then inform other agencies as and when required.</li> </ul>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• No intimate care or first aid duties to be undertaken.</li> <li>• No face to face meetings permitted with Parents.</li> <li>• Staff Member has to enter a school office or any other rooms where possible ensure social distancing measures are in place.</li> <li>• Staff Member may require to use the telephone wipes or spray bottles of disinfectant and disposable cloths will be made available for cleaning of handset before/after use.</li> <li>• Hand washing must be adhered to before starting work and after visiting the toilets and prior to eating and drinking.</li> <li>• Hands to be washed for at least 20 seconds in hot soapy water.</li> <li>• Hand Sanitiser is available and should be used as and when required.</li> <li>• Avoid touching face as much as possible.</li> <li>• Cleaning is on-going throughout the school day</li> <li>• See Partial Opening risk assessment for further controls.</li> <li>• Continue to follow the most recent Government information from Department for Education (DfE), guidance from Health Protection Team (HPT) &amp; Public Health England (PHE), this information/guidance obviously takes precedence</li> <li>• Limit activities to low risk</li> <li>• Wash hands on a regular basis, particularly at end of shift with warm soapy water or if non available with an alcoholic hand sanitiser (at least 60%)</li> </ul>					



**School-specific arrangements relating to risk assessment that may need additional detail:**

**Capacity and organisation of teaching spaces**

**Arrival to and departure from school**

**Movement around the school**

**Classroom allocations**

**Timetable arrangements**

**Role of teaching assistants**

**Breaktime plan**

**Lunchtime plan**

**Catering staff**

**Cleaning**

**Toilets**

**Staffroom and offices**

**Transport**

**Classroom expectations**

**Pupil expectations**



#### Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <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#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
  
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>



- A detailed checklist and key guidance for action for health and safety is available at: [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)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>