



# **COVID19 Risk Assessment -Full re- opening from March 8th 2021**

## **Introduction:**

This Risk Assessment has been updated to reflect upon updated Government and Local Authority. On 2nd July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22nd February 2021:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf) and [Guidance-for-full-opening-special-schools-and-other-specialist-settings](#):

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

These changes are fully reflected in this guidance and risk assessment.

## **What is the risk?**

Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening schools, is the potential transmission of Covid19 between members of the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to all pupils and staff, recognising that the virus is in general circulation and the risk is significantly lower than in the Spring/early Summer of 2020

## **Who is responsible?**

The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the head teacher and school management team. Reference:  
<https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

This risk assessment, including the associated control measures, reflect the known hazards and more importantly, controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) and good practice guidance (Unions/other sources).

### **What we know:**

The World Health Organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

The balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)

The hierarchy of controls: if properly implemented will substantially reduce the risk of transmission of infection.

These include:

Exclusion:-

- 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. Covid19 tests for symptomatic household member/s must confirm the outcome of the Covid-19 test if taken as soon as the results are known.

- Clinically vulnerable employees 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 should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA) and reasonable adjustments made if necessary, which may include additional protections within the school environment or if possible working from home supporting the delivery of the curriculum for children unable to attend school as a consequence of self-isolation or local lockdown

#### Hygiene:-

- A stringent cleaning regime should be in place COVID-19: [staying at home and away from others \(social distancing\)](#) At the highest level this could follow the advice set out in: [Covid-19-decontamination-in-non-healthcare-settings](#)
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.
- Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
- Maximise natural ventilation and access to the external learning environment

#### Social Distancing:-

- Secure social distancing and/or minimise the range of contacts an individual pupil and member of staff have whenever practicably possible, through group designation, footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point ensuring no 'pinch points' are experienced at ingress or egress

- Where it is possible to remain 2 metres apart, continue to use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas. Primary age children and those with cognitive functioning that makes social distancing difficult, can socialise with children within their designated group (bubble)
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources. Desks/tables where practicably possible should be forward facing – pupils should Avoid facing each other by sitting side by side.
- Minimise social contact by forming fixed groups of staff and children and avoiding movement between or blending of groups whenever possible. This may be a whole class group or if that is not possible combined class groups. It is accepted that staff may have to deliver to more than one group, which is permissible, but contacts should be minimised and social distancing adhered to when possible.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE has been provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school)

#### Lateral Flow Testing:-

- Take active steps to encourage staff to use Lateral Flow Test, twice weekly, to identify asymptomatic cases.

Note: This risk assessment remains subject to changes at short notice following updates from the Department for Education (DfE) and/or Coventry City Council (CCC).

This risk assessment reflects our practice and the associated Health and Safety measures adopted for staff and learners.

The Senior Leadership Team (SLT) will review this risk assessment during each weekly SLT meeting and make a decision on whether we would be able to safely open for additional learners' in line with government guidance.

Any updates to the risk assessment will be shared prior to the phased increase of our learners to: our Trustees', the Local Authority, parents' and staff'. Feedback received by all our stakeholders will guide future planning in this area.

Resources and References:

<a href="#">Schools Coronavirus Operational Guidance February 2021 full re-opening</a> <a href="#">Guidance-for-full-opening-special-schools-and-other-specialist-settings</a> <a href="#">Actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment</a> <a href="#">Mass asymptomatic testing: schools and colleges</a> <a href="#">Air conditioning and ventilation during the coronavirus outbreak</a> <a href="#">COVID-19: cleaning of non-healthcare settings</a> <a href="#">keeping children safe in education</a> <a href="#">letters-to-clinically-extremely-vulnerable-people</a> <a href="#">Covid-19-advice-for-pregnant-employee</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>	<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> <a href="#">Free-school-meals-guidance</a> <a href="#">Face-coverings-in-education</a> <a href="#">Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries</a> <a href="#">Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a> <a href="#">What-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</a> <a href="#">Health and safety risk checklist for classrooms</a> <a href="#">E-bug posters</a>
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**Risk assessment scoring**

**Likelihood** - For each issue/situation, determine the likelihood it will occur.

**Severity (outcome)** - determine the potential injury/health.

<b>Likelihood</b>
4 = Certain = common or frequent occurrence
3 = Probable = likely to occur sometime
2 = Possible = may occur sometime
1 = Improbable = unlikely to occur

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low

There are some specific issues that are addressed within the risk assessment but for clarity please read the following government advice to schools:

**Personal Protective Equipment (PPE) including face covering and face masks:**

Personal Protective Equipment (PPE): including face coverings and face masks. Updated guidance in regard to face coverings was issued in March 2021 recommending that face coverings are worn by staff in communal areas, such as corridors and staff rooms. We are mindful and respectful of some circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others. This includes (but is not limited to):

- children under the age of 11 (Public Health England do not recommended face coverings for children under the age of 3 for health and safety reasons) people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
  - PPE is available for staff including surgical masks, face shields, aprons and disposable gloves
  - PPE to be worn when in sustained close proximity to a child, e.g. temperature screening, routine first aid, or intimate care
  - PPE to be worn when attending any staff/child displaying symptoms of COVID 19.
- Staff may choose to wear PPE at other times, being mindful of the following (to be reinforced in training/induction):

- PPE is not a substitute for social distancing
- The wearing of face shields is not a substitute for wearing a face covering as droplets can still reach the mouth and nose.
- Surgical masks should not be worn for more than 4 hours consecutively.
- Guidance of wearing PPE properly should be followed please refer to your emails or ask a senior leader in school.

• Face shield, disposable apron, masks and gloves kept in the medical room and toilet/changing areas, for use if dealing with a child with symptoms of coronavirus.

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

- 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. But during this phase, staff **must** wear PPE, including a surgical mask, during any personal care. Face shields must be used if there is a risk of fluids getting near the eyes.
- 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 facemask, gloves and apron should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

#### **PPE management:**

- Training and guidance has been provided to staff via email and senior leaders will routinely remind staff about the appropriate donning/doffing of PPE. Staff should alert SLT to any issues around PPE, such as allergies, exemptions etc.
- Disposable – PPE equipment to be disposed of using yellow bins
- Stocks are reviewed weekly and PPE orders are made through the local authority.

#### **Social distancing in schools:**

We know that some of our learners cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more learners back to school we are taking this into account in addition to the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms - anyone (staff or learners) with symptoms will be sent home immediately and will be required to be tested.
- Frequent hand cleaning and good respiratory hygiene practices
- Enhanced cleaning of settings

It is still important to reduce contact between people as much as possible, by ensuring learners' and staff' where possible, only mix in a small, consistent group and that each group stays away from other groups (see risk assessment below).

Public Health England (PHE) notes that regular hand cleaning, hygiene and cleaning measures, if employed effectively, will reduce the risk of transmission. (This is reflected in our risk assessment below)

Kingsbury Academy has also reflected on and taken into consideration the following NASUWT information for its members: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

Kingsbury Academy has also considered the daily management of the school such as staff availability, staff welfare and safety following:

- Staff who have underlying medical conditions (as defined in government guidance).
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- Recognised risks for our BAME staff. We will carry our individual risk assessment as per the request of staff.

Individual risk assessments for specific learners are regularly reviewed to ensure they include provision for safe practice during this time and take into account the risk of coronavirus. This may include additional assessments of learners who previously were not assessed to need one. This may include the following learners:

- Learners who have not previously needed a risk assessment under the new circumstances may pose a risk;
- Learners who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially learners who may have episodes of physical aggression and those with known risk of spitting and or requiring physical intervention.

The Behaviour support team and associated staff will be consulted when reviewing or writing such assessments.

### **Parent/visitor mixing**

- Parents will not be able to access to the internal building, including the school office – all enquiries by phone or email or by appointment only. When collecting pupils in the school grounds there is a 2-metre rule in place
- Visitors and contractors to be kept to the absolute minimum; hand sanitiser used before using sign-ins
  - Visitors must wear masks in school
  - Visitors temperature will be taken upon arrival
  - Visitors to the school will be kept to the absolute minimum and by appointment only
  - Regular visitors to school are provided with LFT kits.
  - Track and Trace is in place

### **Premises management:**

In conjunction with this risk assessment and guidance, Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's H&S Lead has been sent this guidance and has accessed all Judicium templates. This information has been shared with the premises team who will refer to this information in order to ensure that management of the school site is appropriate at this time.

### **Covid-19 Test and Trace:**

Coventry City Council are offering Lateral flow tests for anyone who lives and/or works in Coventry. Staff have been provided with this information. Lateral Flow Test kits are available for staff to test themselves at home, twice weekly.

Essential workers, staff and learners' can apply for a covid-19 test on the government portals below Coronavirus in Children- Guidance on Symptoms and Testing: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/> Apply for Test for Essential Workers: <https://www.gov.uk/apply-coronavirus-test-essential-workers> Updated link for testing below

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

### **Pre-screening**

Note: DfE guidance is that "routine testing of an individual's temperature is not a reliable method for identifying coronavirus"; however, temperature screening of all patients is used in NHS settings:

- All staff to check their temperatures regularly at home if a thermometer is available
- Parents to agree through home schoolbook, to say that they will isolate their child for 10 days and notify the school if anyone in the household displays symptoms

### **Covid-19 Testing:**

All school staff, including contracted staff have access to Lateral Flow test (LFT) kits. Participating staff are asked to test themselves at home, twice weekly. The results, whether positive or negative, are reported to the DfE and school. Staff who test positive using a LFT are then required to book a PCR test at the local test centre. Staff and identified close contacts will self isolate for 10 days.

Essential workers, staff and pupils can apply for a covid-19 test on the government portals below, if needed the Academy can arrange the test on their behalf:

Coronavirus in Children- Guidance on Symptoms and Testing:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

Apply for Test for Essential Workers:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

Lateral Flow tests for household and bubbles of school pupils and staff.

<https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>

### **Staff or learners' showing symptoms**

- Headteacher or Senior Leadership team on duty notified immediately and implement measures below as appropriate:
- Symptomatic learner to await pickup in the meeting room, with door closed and windows open. Staff to use full PPE (available in room next to HT office and pupil toilet/changing areas)
- Symptomatic adults to go home immediately
- Test for symptomatic child or staff to be requested
- All parents advised to keep their child/ren at home until results of the test arrive\*
- If test is positive, symptomatic individual to self-isolate for 10 days and all children and staff in group to self-isolate for 10 days; household members of symptomatic individual to self-isolate for 10 days but household members of others do not need to self-isolate
- Area/s where symptomatic pupil/staff member have been to be shut off and cleaned according to the following linked guidance

- In the event of Kingsbury Academy being made aware of a positive test result of a student/staff member, a relevant communication will be sent to notify parents/staff/governors and trustees as appropriate
  - If the outcome of the test results is negative, the self-isolation ends for the household members provided they have not developed symptoms during the isolation period
  - If member of staff/pupil/ child who is self-isolating due to a positive household member develops symptoms during the isolation period, they should arrange to be tested and self-isolate for 10 days from the onset of symptoms

**\* Additional precautions, beyond DfE guidance**

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

Area of concern/risk	Likelihood rating before measures	Implemented control measures and relevant guidance	Likelihood rating after measures
<b>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic</b>	<b>4 Very High</b>	<ul style="list-style-type: none"> <li>• The school has informed parents, learners, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection)</li> <li>• Employees have had sufficient information and briefing regarding infection control and school protocols.</li> <li>• Staff and learners who have the following symptoms to remain at home for 10 days, although it is at the discretion of the Head Teacher to ask for a 10-day quarantine, if other symptoms are noted. Their household members must remain at home for 10 days:               <ul style="list-style-type: none"> <li>➤ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> </ul> </li> </ul>	<b>2 low</b>

		<ul style="list-style-type: none"> <li>➤ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>➤ loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <ul style="list-style-type: none"> <li>• Symptomatic pupils will be isolated, prior to collection and the area will be thoroughly cleaned afterwards. Staff supervising the pupil will wear full PPE and change this and undertake thorough hand washing, once the pupil has left. Area will be thoroughly cleaned afterwards.</li> <li>• All school staff, including contracted staff have access to Lateral Flow test (LFT) kits. Participating staff are asked to test themselves at home, twice weekly. The results, whether positive or negative, are reported to the DfE and school. Staff who test positive using a LFT are then required to book a PCR test at the local test centre. Staff and identified close contacts will self isolate for 10 days.</li> <li>• Parents / carers and any visitors, such as suppliers, are informed via signage and office staff not to enter the school if they are displaying any symptoms of coronavirus</li> <li>• All staff and learners who are attending school will be advised to access a test if they display symptoms of coronavirus. School has a small number of tests for pupil use, if necessary. School cannot administer these tests but will issue to parents and carers to administer. Where the learner or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the learner tests positive, the rest of their class or group within their childcare or education setting are sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of learners and how to safely manage an individual displaying symptoms.</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively</li> <li>• Hazard reporting mechanism are in place and easily accessible</li> <li>• Consultation with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful</li> </ul>	
<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>		<ul style="list-style-type: none"> <li>• Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. Any household members within school will be sent home to self-isolate for 10 days or until the test result is known and is negative</li> <li>• Engage with the NHS Test and Trace process</li> <li>• Contain any outbreak by following local public health protection advice contact: Public Health England health protection team</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.</li> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning.</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed.</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	

<p><b>Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school</b></p>		<ul style="list-style-type: none"> <li>• The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted</li> <li>• All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening</li> <li>• The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage</li> <li>• The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff</li> <li>• Staff understand that they must report a positive LFT result to their manager, immediately self-isolate, book a PCR and report the result</li> </ul>	
<p><b>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</b></p> <ul style="list-style-type: none"> <li>• Drop off and collection of learners</li> <li>• Entry and exit to and from school</li> </ul>	<p><b>3 High</b></p>	<p><b>Drop off and to entry the school:</b></p> <ul style="list-style-type: none"> <li>• Greater distancing between buses in our car park to allow social distancing</li> <li>• Parents will not enter school building as staff will pick up learners from the entrance door.</li> <li>• Learners and staff to wash hands when they get to the classroom.</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>• Learners are reminded and supported to wash hands before they leave the classroom.</li> <li>• Bus collection timings in place, so exit from the school is staggered to allow social distancing.</li> <li>• Guides to remain on transport. School staff not to enter onto minibuses except in an emergency situation.</li> </ul>	<p><b>2 Low</b></p>
<p><b>Children may have fallen behind in their learning during the school closure and</b></p>		<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Home and remote learning will continue for any pupils required to self isolate</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	

achievement gaps will have widened			
Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning		<ul style="list-style-type: none"> <li>• A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level</li> <li>• High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups</li> <li>• Remote education is integrated into the school's curriculum planning</li> <li>• Printed resources are available for those that cannot access the internet physically or cognitively</li> </ul>	
Physical activity in school		<ul style="list-style-type: none"> <li>• Pupils to be kept in consistent groups</li> <li>• Sports equipment to be thoroughly cleaned in between each use by a different group</li> <li>• Avoid contact sports</li> <li>• Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene</li> <li>• External facilities are used in accordance with Government guidance</li> <li>• <a href="#">guidance on the phased return of sport and recreation and Sport England</a> Include activities such as active miles and active travel to promote social distancing exercise</li> <li>•</li> </ul>	
Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:	<b>3 High</b>	<ul style="list-style-type: none"> <li>• Learners are kept in small, consistent groups as they cannot socially distance themselves at all times.</li> <li>• The timetable has been reviewed to reduce movement around the school.</li> <li>• Classrooms have been organised to achieve 2m distances between learner desks/chairs at all times (<i>where possible</i>)</li> <li>• The same staff will be allocated where possible for each class group.</li> </ul>	<b>2 Medium</b>

<p>• <b>Classroom use / activities.</b></p>		<ul style="list-style-type: none"> <li>• Staff will not be asked to move across within a working day, unless essential for the safety and smooth running of the school.</li> <li>• Classrooms with direct access to outdoor areas to ensure that they are not using the space at the same time as other classes. (where possible)</li> <li>• Resources are not shared (where possible) and are cleaned frequently at various points throughout the day. Cleaning materials are in each classroom.</li> <li>• Where possible, pupils will have their own resources.</li> <li>• Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.</li> </ul>	
<p><b>Spread/contraction of COVID-19 due to lack of social distancing measures by number of people on site, including: Maintenance contractors; Delivery personnel School employees Parents</b></p>	<p><b>3 High</b></p>	<ul style="list-style-type: none"> <li>• Visitors will only be permitted into the school if they have an appointment.</li> <li>• Visitors will only be permitted at their designated time. There should be no more than 2 people in reception at any one time throughout the day.</li> <li>• Meetings with visitors will be via video conference or phone where possible.</li> <li>• Delivered items will be left inside the first reception area for staff to collect.</li> <li>• School offices have desks positioned in order to provide adequate separation to reduce contact.</li> <li>• Staff required to practice social distancing when outside of the school building.</li> <li>• Learners where possible will practice social distancing from staff appropriate to their understanding.</li> <li>• Staff will be provided with and wear PPE, when required, in accordance with government guidance.</li> <li>• Staff <b>must</b> wear a mask when in communal areas of school, such as corridors etc.</li> <li>• If parents need to drop off items for their child, they should be left at the school main reception for staff to collect.</li> <li>• Any NHS clinics to be held remotely where possible or in the meeting room and must be booked by appointment.</li> </ul>	<p><b>2 Medium</b></p>

<p><b>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</b></p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<p><b>3</b> <b>High</b></p>	<p><b>Dining</b></p> <ul style="list-style-type: none"> <li>• Learners all eat lunch in their classrooms.</li> <li>• Tables are wiped clean with appropriate disinfectant before and after lunch</li> <li>• Learners to wash hands before and after eating lunch in the classroom.</li> <li>• Staff to collect lunch for other classes.</li> <li>• Lunch breaks are staggered to avoid the need for queues.</li> <li>• Staff allocated areas for lunch breaks.</li> </ul> <p><b>Moving around the school</b></p> <ul style="list-style-type: none"> <li>• Corridors to be kept as clear as possible to enable safe movement around school.</li> <li>• Transition to specialist areas has been timetabled to reduce the need to pass one another.</li> <li>• Staff must wear masks when moving around school</li> </ul> <p><b>Break time/playground</b></p> <ul style="list-style-type: none"> <li>• Daily inspection and enhanced cleaning programs in place for external areas and equipment</li> <li>• Change of timetable to allow class groups to use the playground at different times (where possible)</li> <li>• Staff to maintain 2m social distance from colleagues, unless supporting a pupil directly.</li> </ul>	<p><b>2</b> <b>Medium</b></p>
<p><b>Spread/contraction of COVID-19 due to lack of following hygiene requirements.</b></p>	<p><b>3</b> <b>Very high</b></p>	<ul style="list-style-type: none"> <li>• All those entering the school are required to wash/sanitise their hands</li> <li>• Hand washing stations are in place within each classroom and/or toilets</li> <li>• Signage is located near to each wash station or sink reminding people to wash their hands and how to do it effectively</li> <li>• Learners are shown and supported how to wash hands properly, for 20 seconds and regularly completed throughout the day</li> <li>• Help is available for learners who have trouble cleaning their hands independently.</li> </ul>	<p><b>2</b> <b>Medium</b></p>

		<ul style="list-style-type: none"> <li>• Staff will remind learners to use tissues and bin them once used. If tissues are not readily available exactly when needed learners are reminded to cough or sneeze into their arm where possible.</li> <li>• Toilets and wash stations have single use paper towel for drying hands.</li> <li>• Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, certain medical procedures and in the event that someone becomes symptomatic on site.</li> <li>• Frequently touched surfaces and touch points are cleaned using sanitizing chemicals by <b>classroom staff</b>. These include desks, door handles and push plates, sinks, padlocks and light switches. Cleaning kit to be provided for each bubble.</li> <li>• Activities are avoided which involve passing items around a class.</li> <li>• Where possible, pupils will have their own set of resources</li> <li>• Hand sanitiser to be available throughout the building</li> <li>• Learners are regularly reminded not to touch their or other learners/staff faces</li> </ul>	
<p><b>Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably</b></p>		<ul style="list-style-type: none"> <li>• To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice):</li> <li>• opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air</li> <li>• Opening external doors may be considered (as long as they are not fire doors and only where safe to do so)</li> <li>• Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see School uniform</li> </ul>	<p><b>Low</b></p>

		<ul style="list-style-type: none"> <li>• Where possible furniture will be arranged to avoid direct drafts</li> <li>• mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</li> <li>• Carbon Monoxide detectors can be used as a monitor for measuring the quality of air in a room</li> </ul>	
<b>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</b>	<b>3 Very high</b>	<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➢ Frequent cleaning of classrooms, toilets, common areas and dining halls;</li> <li>➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.</li> </ul> </li> <li>• Toilets will be cleaned in the morning, after lunch and at the end of the day.</li> <li>• Common areas will be cleaned once a day</li> <li>• Classrooms used will be cleaned after school</li> <li>• Equipment used by the learners and staff will suitably be cleaned at frequent periods throughout the day</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will either be deep cleaned or closed for 72 hours</li> <li>• Staff will be provided with and wear PPE when required in accordance with the Academy/ Government guidance.</li> </ul>	<b>2 Medium</b>
<b>Spread/contraction of COVID-19 due to lack of social distancing</b>	<b>3 High</b>	<ul style="list-style-type: none"> <li>• Visitors will only be permitted into the school if they have an appointment.</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available.</li> </ul>	<b>1 Low</b>

<p><b>Measures by number of people on site, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Maintenance contractors;</b></li> <li>• <b>Delivery personnel</b></li> <li>• <b>School employees</b></li> <li>• <b>Parents</b></li> </ul>		<ul style="list-style-type: none"> <li>• Meetings with visitors will be via video conference or phone where possible</li> <li>• Delivered items will be left outside of the school building for staff to collect</li> <li>• School offices have reduced in occupation and desks positioned in order to provide adequate separation to reduce contact;</li> <li>• Staff allocated break spaces to be used by no more than 6 (not including 2 staff at PPA stations) staff at one time, all distanced 2m apart.</li> <li>• Learners <b>where possible</b> will practice social distancing from staff appropriate to their understanding.</li> <li>• Staff will be provided with and wear PPE when required in accordance with government guidance.</li> <li>• If parents need to drop off items for their child, they should be left at the school main entrance for staff to collect.</li> <li>• Visitors are required to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk</li> </ul>	
<p><b>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</b></p> <ul style="list-style-type: none"> <li>• <b>Dealing with general First aid;</b></li> <li>• <b>Lack of trained first aiders;</b></li> <li>• <b>Dealing with a suspected case of Covid-19;</b></li> <li>• <b>Inappropriate handling / removal of clinical waste</b></li> </ul>	<p><b>4</b> <b>Very high</b></p>	<ul style="list-style-type: none"> <li>• Qualified First Aiders are in place. An appropriate ratio for paediatric first aiders are in place for Early Years provision</li> <li>• Staff or learners who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate</li> <li>• Staff required to assist this person will wear full PPE including, apron, gloves, mask and visor. This should remain a consistent member of the class team (where possible).</li> </ul> <p><b>Waste disposal measures</b></p> <ul style="list-style-type: none"> <li>• When anyone is displaying symptoms of the virus staff to follow waste control measures (including disposable cloths and tissues)</li> <li>• All waste to be put in a plastic rubbish bag and tied when full. To be placed into a second bag and tied.</li> <li>• Waste will be disposed as usual into a yellow sanitary waste bin.</li> </ul>	<p><b>1</b> <b>Low</b></p>

<p>• Intimate care procedures.</p>		<p><b>Intimate care procedures</b></p> <ul style="list-style-type: none"> <li>• All staff to wear full PPE when completing intimate care procedures.</li> <li>• Staff to ensure that PPE is disposed of in a yellow sanitary waste bin.</li> <li>• Staff must continue to follow the intimate care policy.</li> <li>• Classes have been allocated specific toilet to use to avoid cross contamination.</li> </ul>	
<p>• Dealing with a confirmed case of Covid-19;</p> <p>Dealing with an increase in suspected cases of Covid-19;</p>	<p><b>3</b> <b>Very High</b></p>	<p><b>Learners:</b></p> <ul style="list-style-type: none"> <li>• In the event of a confirmed positive case of Covid 19 for a learner, that learner will be required to stay at home for 10 days (to coincide with their bubble returning).</li> <li>• Staff and learners within that class group (bubble) will be sent home to isolate for 10 days.</li> <li>• Learners in that transport bubble will be told to isolate for 10 days.</li> <li>• SLT/SMT to contact parents to reassure and support.</li> <li>• Classroom will be locked, and deep cleaning will take place, classroom will not be used for 3 days.</li> <li>• School will inform transport that there has been a confirmed case of a learner and give details.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• In the event of a confirmed positive case of Covid 19 for a staff member they will be required to stay at home for 10 days and provide details to track and trace if contacted.</li> <li>• Staff and learners within that class group (bubble) will be sent home to quarantine for 10 days.</li> <li>• SLT / HR to contact staff member to offer support and advice.</li> </ul> <p><b>Increase in suspected cases in a class:</b></p> <ul style="list-style-type: none"> <li>• In the event that there is an increased number of learners/staff showing symptoms within a class bubble, that class bubble will be sent home to</li> </ul>	<p><b>2</b> <b>Low</b></p>

		<p>isolate for 10 days as a precaution. This will be decided at the discretion of SLT.</p> <p><b>Covid 19 outbreak:</b></p> <ul style="list-style-type: none"> <li>• Coronavirus (COVID-19) outbreaks and infections are rare according to a study by Public Health England (PHE) <a href="http://www.gov.uk/government/news/study-finds-very-low-numbers-of-covid-19-outbreaks-in-schools">www.gov.uk/government/news/study-finds-very-low-numbers-of-covid-19-outbreaks-in-schools</a></li> <li>• In consultation with Directors, Public Health England and Local Authority SLT will make the decision to close the school if we reach a certain threshold.</li> </ul>	
<b>Lack of suitable premises management</b>	<b>3 High</b>	<ul style="list-style-type: none"> <li>• The school adheres to the government guidance on managing buildings that are partially open.</li> <li>• The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time</li> <li>• Premises staff levels are maintained and suitable for the use of the building</li> <li>• Appropriate cleaning and premises staffing levels are in place</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste.</li> <li>• Contingency in place for sudden staff absence.</li> </ul>	<b>2 Low</b>
<b>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</b>	<b>3 Very High</b>	<ul style="list-style-type: none"> <li>• Suitable storage and management of large containers of flammable hand sanitizer is in place</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately</li> <li>• Material safety data sheets are held for all chemicals and readily available to all staff.</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements</li> <li>• COSHH safety training has been completed by all those managing chemicals for cleaning.</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	<b>1 Low</b>

<p><b>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.</b></p>	<p><b>3</b> <b>Very High</b></p>	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>• Safe assembly of all following social distancing requirements</li> <li>• Safe exit via the nearest fire exit</li> <li>• Training staff of any changes to evacuation</li> <li>• Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school <ul style="list-style-type: none"> <li>• Use of the school has been reduced to enable safe sweeping and evacuation</li> <li>• Due to reduced numbers use of the school is kept to specific areas where possible.</li> </ul> </li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	<p><b>1</b> <b>Low</b></p>
<p><b>Staff-rotas and shielding clinically vulnerable</b></p>	<p><b>4</b> <b>Very high</b></p>	<ul style="list-style-type: none"> <li>• Staff who are clinically extremely vulnerable are expected to work from home when advised by the Government or local infection levels.</li> <li>• Staff who would be in direct contact with children for their role and are classed as vulnerable are encouraged to wear masks/face coverings at all times.</li> <li>• Staff who are clinically vulnerable will have an individual risk assessment to determine any additional control measures required</li> <li>• DSL always available during school hours for staff.</li> <li>• At least 2 Senior Leaders are available every day on site including the Head Teacher; if the Head Teacher cannot be on-site there will be 2 x SLT members on-site.</li> <li>• BAME staff will have the opportunity to complete an individual risk assessment based on the BAME risk model with our HR manager.</li> </ul>	<p><b>2</b> <b>Medium</b></p>
<p><b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b></p>		<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>	

<p><b>Staff and learner welfare, including parents</b></p>	<p><b>4</b> <b>Very High</b></p>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Wellbeing support for all staff is in place and information for this has been provided by HR i.e. counselling services and educational psychologist and mental health support from SAS.</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and learners such as stress and wellbeing including: <ul style="list-style-type: none"> <li>➤ <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> </ul> </li> </ul> <p><b>Learners and parents:</b></p> <ul style="list-style-type: none"> <li>• Safe and well check phone calls daily for those who do not attend and were expected</li> <li>• Wellbeing support for those learners that require additional support is provided by the pastoral team.</li> <li>• Home visits completed frequently following the attendance procedures described by the local authority under Covid 19 circumstances.</li> <li>• Safeguarding provision adapted to reflect Covid 19</li> <li>• Free school meal vouchers sent home to all FSM learners who are self isolating</li> </ul>	<p><b>2</b> <b>Medium</b></p>
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