



## **COVID19 Risk Assessment -Full opening from September 2020**

### **Introduction:**

The latest government guidance suggests that special schools' work towards a full opening from September 2020 children and young people, without a focus on specific year groups. 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).

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).

Kingsbury Academy has always been open to at least 7 learners from the beginning of the lockdown. During this time the academy has developed a good understanding around safely managing risk for our learners and staff. As of 1<sup>st</sup> June 2020, we had 19 learners in attendance (23% of capacity).

The Senior Leadership Team is confident that Kingsbury Academy can fully open from September 2020. We are currently at capacity of approximately 23% and are looking to gradually increase this to approximately 30%. 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.

## Risk assessment scoring

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

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

Likelihood
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. From 1 September new advice will apply to the use of face coverings by staff and pupils in some schools that teach people in years 7 and above in England. 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
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- 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
  - 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 for use if dealing with a child with symptoms of coronavirus.

### **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 during any personal care.

- 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 should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

### **PPE management:**

- Training and guidance has been provided to staff via email and senior leaders holding the PPE will ask staff collecting them about their understanding and how confident they feel about the correct use of PPE (including health condition, asthma, skin allergy, 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
- Regular 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 the each group stays away from other groups (see risk assessment below).

Public Health England (PHE) notes that regular hand cleaning, hygiene and cleaning measures whilst effectively handling potential cases of the virus, then the risk of transmission will be lowered. (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
  - 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:**

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 14 days and notify the school if anyone in the household displays symptoms

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

Essential workers, staff and learners' 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>

### **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)

- 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 14 days; household members of individual to self-isolate for 14 days but household members of others do not need to self-isolate
- If test is positive, key areas 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
<p><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></p>	<p><b>4</b> <b>Very High</b></p>	<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 7 days, although it is at the discretion of the Head Teacher to ask for a 7-day quarantine if other symptoms are noted. Their household members must remain at home for 14 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> <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've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> </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 have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario. 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</li> </ul>	<p><b>2</b> <b>low</b></p>

		<p>within their childcare or education setting are sent home and advised to self-isolate for 14 days.</p> <p>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.</p> <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>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>• <b>Drop off and collection of learners</b></li> <li>• <b>Entry and exit to and from school</b></li> </ul>	<p><b>3</b> <b>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> </ul>	<p><b>2</b> <b>Low</b></p>
<p><b>Spread/contraction of COVID-19 due to lack of social</b></p>	<p><b>3</b> <b>High</b></p>	<ul style="list-style-type: none"> <li>• Learners are kept in small groups as they cannot socially distance themselves at all times</li> </ul>	<p><b>2</b> <b>Medium</b></p>

<p><b>distancing measures during the school day including:</b></p> <ul style="list-style-type: none"> <li>• <b>Classroom use / activities.</b></li> </ul>		<ul style="list-style-type: none"> <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 timetable has been reviewed to reduce movement around the school.</li> <li>• The same staff will be allocated where possible for each class group.</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. (<i>where possible</i>)</li> <li>• Resources are not shared (<i>where possible</i>) and are cleaned at the end of the day</li> <li>• Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Temperature checks to be completed for any learner who is suspected of being unwell.</li> </ul>	
<p><b>Spread/contraction of COVID-19 due to lack of social distancing measures by number of people on site, including:</b></p> <p><b>Maintenance contractors;</b></p> <p><b>Delivery personnel</b></p> <p><b>School employees</b></p> <p><b>Parents</b></p>	<p><b>3</b> <b>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>• 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 in the meeting room and to be booked by appointment.</li> </ul>	<p><b>2</b> <b>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> </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> </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> <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> </ul>	<p><b>2</b> <b>Medium</b></p>

		<ul style="list-style-type: none"> <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. These include toys, books, desks, chairs, door handles and push plates, sinks, toilets and light switches.</li> <li>• Activities are avoided which involve passing items around a class.</li> <li>• Hand sanitiser to be available throughout the building</li> <li>• Learners are regularly reminded not to touch their or other learners faces</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 the end of each 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 be closed for 72 hours and then deep cleaned</li> <li>• Staff will be provided with and wear PPE when required in accordance with the Academy guidance.</li> </ul>	<b>2 Medium</b>
<b>Spread/contraction of COVID-19 due to lack of social distancing Measures</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> <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> </ul>	<b>1 Low</b>

<p>by number of people on site, including:</p> <ul style="list-style-type: none"> <li>• Maintenance contractors;</li> <li>• Delivery personnel</li> <li>• School employees</li> <li>• Parents</li> </ul>		<ul style="list-style-type: none"> <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 4 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> </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>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures.</li> </ul>	<p><b>4</b> <b>Very high</b></p>	<ul style="list-style-type: none"> <li>• Qualified First Aiders are in place across the rota system at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three-month additional time allowed for requalification due to current restrictions)</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>Intimate care procedures</b></p>	<p><b>1</b> <b>Low</b></p>

		<ul style="list-style-type: none"> <li>• All staff to wear 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>• <b>Dealing with a confirmed case of Covid-19;</b></p> <p><b>Dealing with an increase in suspected cases of Covid-19;</b></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 14 days.</li> <li>• Learners in that transport bubble will be told to isolate for 14 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 14 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 isolate for 14 days as a precaution. This will be decided at the discretion of SLT.</li> </ul> <p><b>Covid 19 outbreak:</b></p>	<p><b>2</b> <b>Low</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) www.gov.uk/government/news/study-finds-very-low-numbers-of-covid-19-outbreaks-in-schools</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>
<b>Fire and evacuation procedures being</b>	<b>3 Very High</b>	<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> </ul> </li> </ul>	<b>1 Low</b>



<p><b>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>		<ul style="list-style-type: none"> <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> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	
<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, or who live with someone who is in this position are expected to work from home where appropriate.</li> <li>• Staff who would be in direct contact with children for their role and are classed as vulnerable are encouraged to work from home.</li> <li>• Staff who are vulnerable but could work in an office environment or a risk assessed classroom environment and socially distance could be back at school with HR advice and potential individual risk assessment if needed or in some cases work from home.</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>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-">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-</a></li> </ul> </li> </ul>	<p><b>2</b> <b>Medium</b></p>

		<p><a href="#">wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></p> <ul style="list-style-type: none"> <li>• Telephone contact from SLT/HR with staff.</li> </ul> <p><b>Learners and parents:</b></p> <ul style="list-style-type: none"> <li>• Regular phone calls made by class teacher of those learners not on site.</li> <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>• Safe and well check phone calls weekly for vulnerable group by a DSL and/or member of SLT</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.</li> <li>• All parents of learners returning have received a phone call by school leaders/managers to confirm that their child is not in the clinically extremely vulnerable category and how not received a letter from their GP.</li> </ul> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <ul style="list-style-type: none"> <li>• Medical Matrix created with information to assess health risks of learners on site and those who parents wish for them to return to school</li> <li>• Key information for parents on our website around safeguarding, health and safety, multi-agency support etc.</li> </ul>	
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