

# Risk Assessment: School operation from 1 September 2020: response to Coronavirus (COVID-19).



The Delegated Services approach to, as simply as possible, completing our standard or routine risk assessment format is found on the **final page** on this format.

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

## **Section 1**

<p><b>MAT/Establishment/Section/Team:</b>  <b>Baytree School</b>  <b>Author: Ed Bowen-Roberts</b></p>	<p><b>Date of Assessment:</b>  <b>9 July 2020</b></p>	<p><b>Review date:</b>  <b>7 September 2020</b>                  (Complete once the action plan section below is addressed)</p>
<p><b>Assessed by:</b>                  Please note all those involved should sign up to this assessment. Print below:  <b>NAME:</b> <b>DATE:</b></p> <ol style="list-style-type: none"> <li>1. Ed Bowen-Roberts</li> <li>2. Aline Kay</li> <li>3. Kirsty Tudor</li> <li>4. Lottie Pimm</li> <li>5. Carol Orum</li> </ol> <p>etc</p>	<p><b>Staff signatures:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>etc</p> <p><b>I/We have read and understood this RA and our role in its implementation.</b></p>	

## **BACKGROUND AND CONTEXT:**

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

**This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It is available here:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

**We have included sections 2 and 3 from our previous risk assessment covering term 6 of the 2019-20 academic year as these could be of use if schools are required to close or partially close in response to a local outbreak of coronavirus.**

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

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

<https://mail.google.com/mail/u/0/?tab=rm0#inbox/FMfcgxwHNMZTbVpxnwzhbjRTNhHdvrR?projector=1&messagePartId=0.1>

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

**The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not**

**possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults”**

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

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

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

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

### **System of controls**

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

#### **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

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

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

Number 6 applies in specific circumstances.

**Response to any infection:**

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

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

<p>What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?</p>	<p>What <b>Hazards</b> are present or may be generated?                  Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified</p>	<p>Who is <b>affected</b> or <b>exposed</b> to hazards?                  (Staff                  Students                  Visitors                  Contractors                  Etc.)</p>	<p>What <b>Severity of Harm</b> can reasonably be expected?                  (See Definitions Table 1)</p>	<p>What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?</p>	<p>What <b>Likelihood</b>? See Definitions Table 1</p>	<p>What is the <b>Risk Rating</b>? See Risk Rating Matrix Table 2</p>
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<b>1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response</b>						
<p>Contact with infected persons/ exposure to the virus within the school.</p>	<p>Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 7 days.</p> <p>Those affected must follow government stay at home guidance as follows  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</a></p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus. <b>Therefore we will continue to not check pupil or staffs temperature before entering the school premises. We will check temperatures if a pupil or staff member became unwell.</b></p>	<p><b>High</b></p>	<p><b>High risk</b></p>

	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, if possible, to the designated isolation room where they can be isolated behind a closed door, depending on the age needs of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2</p>	High	High risk

				<p>metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <p>They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>		
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a> <b>All staff will have read the school test and trace guidelines.</b> We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested,</li> </ul>	<b>Medium</b>	<b>Medium Risk</b>

				<p>including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p><b>We note that the government will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly</b></p>		
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				<p><b>increase the likelihood of them getting tested. Advice will be provided alongside these kits.</b></p> <p>We will ask parents and staff to inform us immediately of the results of a test <b>via the agreed communication channels:</b></p> <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul>		
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<p>Management of confirmed cases of coronavirus</p>	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> </ul>	<p><b>Medium</b></p>	<p><b>Medium Risk</b></p>
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				<ul style="list-style-type: none"> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> 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>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</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 14-day isolation period they should follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and:</p>		
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				<ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>		
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure</p>	<b>Medium</b>	<b>Medium Risk</b>

				<p>– perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include the provision and implementation of remote home learning as set out in government guidance for the reopening of schools.</p>		
	<p>Attendance at multiple settings (eg for Early Years attendance at LA and private provision on different days of the week).</p> <p>Learners with dual placements</p> <p>Learners who attend other educational provisions inc Horse Riding Centres</p>	Pupils and staff	Serious	<p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHCP). Here we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupils in question.</p>	Low	No Significant Risk

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<b>1: B Cleaning and hygiene</b>						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Expectations for CYP to wash their hands has been written into the model timetable.</p> <p>Due to Special Educational Needs of our CYP there requires greater staff support to ensure good standards of hand cleaning. This may include the need to fully support a CYP to wash their hands, staff will be expected to wash their hands afterwards in line with guidance.</p> <p>Paper towels will be used to dry hands in preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day.</p>	Medium	Medium Risk

				<p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>		
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Covered bins are available for the disposal of used tissues.</p>	Medium	Medium Risk
Cleaning	Person contracts COVID-19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>A meeting has taken place with the cleaning manager (15/5/2020) and this document has been brought to his attention. A cleaning program and specification has been discussed in line with guidance referenced above.</p> <p><b><u>NB, we note that PHE will publish revised guidance for cleaning nonhealthcare settings by the end of the summer term.</u></b></p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies</p>	Medium	Medium Risk

				<p>to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>Our document stating how this will be applied and inspected in practice has been shared with relevant staff and is available within the Staff September Expectations.</p>		
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	<b>Low</b>	<b>No Significant Risk</b>

	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>Extra hand sanitiser stations have been positioned throughout the school building.</p> <p>Signage will be positioned throughout the school building regarding hand washing.</p> <p>We have obtained the Safety Data Sheet for the product(s) They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>	Medium	Medium Risk
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	<p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/hub'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/hubs will be cleaned frequently and</p>	Medium	Medium Risk

				<p>between use by different groups/hubs or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>Shared modelling equipment eg: plasticine, play dough etc will not be available</p> <p>Sandpit will not be available</p> <p>This expectation has been communicated to all teachers and support staff</p> <p>Pupils are not required to bring items in from home eg: for 'showing' etc. Reading books will be cleaned/ quarantined when they are returned to school.</p>		
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p>Use of the home to school diary will continue but the class team will sterilise and use gloves before use.</p>	Medium	Medium Risk
	Harder to clean items	Pupils and staff	Serious	We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with	Medium	Medium Risk

				<p>intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p> <p>An expectations document will be produced for all teachers prior to the 1 September and will include which items to remove and classroom cleaning expectations etc</p>		
	Items requiring laundry	Pupils and staff	Serious	We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	<b>Low</b>	<b>No Significant Risk</b>

### 1:C Minimising contact (social distancing)

Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>CYP will access their designated classrooms from specific entrances to minimise social contact</p> <p>CYP and their staff team will be limited to parts of the school building.</p> <p>Communal spaces will be timetabled e.g. sports hall / den</p> <p>Classes will work in hubs which will include a specific staff room and toilets therefore minimising the contact between pupils / staff accessing other parts of the building.</p>	<b>High</b>	<b>High risk</b>
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				<p>Staggering opening and departure times</p> <p>Opening up playgrounds etc, to increase opportunities for parents to wait separately.</p> <p>Advising parents that only one person should attend to deliver/pick up their child.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>(Y6 and secondary) Pupils will be advised of the appropriate entrance and exit to use.</p> <p>Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>		
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p><b>Whole School</b> Assemblies, performances, visiting groups etc will not take place until further notice.</p> <p><b>Opportunities for hub assemblies will be reviewed during Term 1</b></p> <p>Zoom/ MicroSoft Teams, etc are used as an assembly replacement?</p>	<b>Low</b>	<b>No Significant Risk</b>

<b>1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.</b>						
Grouping pupils of pupils and social distancing of pupils: <b>Early Years</b>	Exposure to infection	Pupils and staff	Serious	<p>We will minimise the opportunities for children to mix within the setting. For instance, ensure that, for instance where there are different rooms for different age groups, these groups are kept apart as far as possible.</p> <p>Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).</p> <p>We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In line with the control</p>		

				<p>measures set out in the guidance below we with ensure:</p> <ul style="list-style-type: none"> <li>• that individual groups use the same area of the setting/school throughout the day as much as possible</li> <li>• that sharing of toys and resources is reduced</li> <li>• that any toys or resources that are shared can be easily cleaned between different groups' use.</li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-b541-6b62ca6930f8&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-b541-6b62ca6930f8&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p>		
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Grouping pupils of pupils and social distancing of pupils: <b>Primary</b>	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	<p>We are following government guidance as follows:</p> <p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group(class) and</p>		
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				<p>that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Groups will use the same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks.</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible.</p> <p>We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p>		
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<p>Grouping pupils of pupils and social distancing of pupils: <b>Secondary</b></p>	<p>Exposure to infection Classroom teaching Secondary</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We are following government guidance as follows: <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>We will maintain consistent groupings of pupils. This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur.</p>		
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			<p>In our school this will be achieved as follows:  <b>School to add details here</b> (Note guidance below when formulating arrangements)</p> <p><i>In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19)</i></p> <p>We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Different groups will be kept apart where possible and pupils will be encouraged to keep their distance within groups. Sharing social spaces and rooms will be avoided where possible.</p> <p>We have advised staff of the strong public health advice that secondary school staff maintain distance from their pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance.</p>		
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				<p>We will minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</p> <p>If there is to be rotation of rooms eg: use of a science lab for different groups of pupils, all resources and the room will be cleaned thoroughly between groups.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p>		
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<p>Grouping pupils and social distancing of pupils: <b>Special Schools</b></p>	<p>Exposure to infection Classroom teaching Special schools</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Pupils will be grouped consistently to reduce the risk of transmission. We will implement 'hubs' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists.</p> <p>Groups will be kept apart from other groups where possible and children and young people that are able will be encouraged to keep their distance within groups. Where practicable we will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p>	<p><b>Medium</b></p>	<p><b>Medium Risk</b></p>
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				<p>We recognise that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Class team will social distance from one another. Where this is not possible e.g. carrying out personal care, appropriate PPE will be worn.</p> <p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/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/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p> <p>Existing risk assessments for children with EHC plans will continue to apply and be reviewed as required. This will include the identification of any additional support required for a successful return for full time education. In addition, the risk assessments may also be useful if pupils are required to self-isolate or a local outbreak requires us to limit attendance or close on a temporary basis.</p> <p>Those CYP that have not accessed school provision from March 2020 will require a personalised phased return to school provision plan</p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p>		
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1: E Use of Personal Protective Equipment						
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>(Where applicable) We have followed the advice of our employer issued on xxxxxxxx. This means that xxxxxxxxxxxx</p> <p>And/ or</p> <p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to</li> </ul>		

				<p>the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</a></p>		
Use of Personal Protective Equipment (PPE) in Special Schools	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>The above contributes, however, the increased likelihood that staff will be exposed to bodily fluids in the course of their work will mean that the use of PPE will be risk assessed and relevant equipment provided where applicable.</p> <p>The following link is used as our guidance at present:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-</a></p>	<b>Low</b>	<b>No Significant Risk</b>

				<a href="#">guidance/coronavirus-covid-19-send-risk-assessment-guidance</a>		
Use of Personal Protective Equipment (PPE) by pupils (over the age of 11) and staff arriving at school.  NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.	Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.	Pupils and staff	Serious	Pupils (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.		

<b>1: F School transport and travel arrangements</b>						
School transport	Risk of exposure to coronavirus whilst using dedicated school transport.  Risk of contamination across hubs by use of the same transport.	Pupils and staff	Serious	We will ensure that transport providers are aware of any changes to start and finishing times.  We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support hub, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.  Our approach to dedicated transport will consider:	<b>Medium</b>	<b>Medium Risk</b>

				<ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the hubs that are adopted within school. <b>We have worked with the ITU to ensure that routes reflect the hubs adopted by the school.</b></li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers.</p> <p><b>DFE will shortly publish new guidance to local authorities on providing dedicated school transport</b></p>		
	<p>Exposure to coronavirus will travelling to and from school and within wider social groupings (outside school).</p> <p>(Predominantly applicable to secondary pupils)</p>	Pupils	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> <li>• We will encourage pupils to walk or cycle to school where possible.</li> <li>• Reviewed numbers of pupils travelling at different times of the day and have</li> </ul>		

				<p>adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school</p> <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>		
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	<p>Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.</p> <p><b>We have recommended through the school guidance that members of staff do not car share.</b></p>		
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	<p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p>	<b>Medium</b>	<b>Medium Risk</b>

				<p>Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles. <b>We would always endeavour to transport a CYP with 2 members of staff.</b></p>		
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1: G School workforce						
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p><b>School Health Care Lead has produced a wellbeing newsletter which has been sent to staff.</b></p> <p><b>All staff have been reissued with the details of the school wellbeing support program.</b></p> <p><b>If appropriate 1-1 sessions will be offered to staff with a Clinical Psychologist.</b></p> <p>We have signposted to relevant counselling services. Including the <a href="#">Education Support Partnership</a> which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>HR advice is available if required.</p>	Medium	Medium Risk

				<p>We are working with the trade unions.  <a href="https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf">https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</a></p> <p>NB: Retain for future reference with this risk assessment as an appendix.</p>		
Staff who may be at increased risk from coronavirus.	Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at risk group	<p>Serious potentially fatal</p>	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.                  We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>OR</p> <p>We are having developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from</p>	High	High risk

				coronavirus (COVID-19) can attend the workplace.		
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>In preparation for a full return on 1 September 2020 training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> <li>• The importance of keeping teaching groups separate during the day</li> <li>• Arrangements for breaktimes and lunchtimes</li> <li>• Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy).</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Changes to school behaviour policies</li> <li>• Curriculum adaptations required re: social distancing</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> <li>• Use of PPE (where applicable).</li> <li>• All Staff must sign to confirm they have read the school guidance.</li> </ul>	Medium	Medium Risk

Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>We note that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. However due to the needs of the CYP social distancing is unable to be ensured therefore these staff will work remotely where possible.</p> <p>We will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p>	High	High risk
		Clinically vulnerable including pregnant women	Serious	<p>May attend work but should follow advice <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p> <p>If a clinically vulnerable member of staff is concerned about returning to work they will be advised to contact their relevant health professional for guidance.</p> <p>If pregnant, due to the needs of the CYP social distancing is unable to be ensured therefore these staff will work remotely. However staff may access the school site to carry out tasks where social distancing can be ensured.</p> <p>(NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).</p>	High	High risk

<p>Use of supply teachers and other temporary or peripatetic staff</p>	<p>Potential for the introduction of coronavirus into the school</p>		<p>Serious</p>	<p>Where possible we will endeavour to engage staff on a consistent basis. We will in the first instance utilise Baytree Bank staff and assign to identified hubs. A Bank member of staff will only be moved to another hub after a period of 7 days not attending the school site.</p> <p>We note that it is permissible for supply staff and other temporary works to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p>		
<p>Use of volunteers</p> <p>Visiting Professionals</p>	<p>Potential for the introduction of coronavirus into the school</p>		<p>Serious</p>	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will receive Covid 19 related procedures induction and be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p>All professionals in the first instance will be encouraged not to visit the school site unless essential and utilise virtual formats and home visits.</p> <p>Professionals will ensure the SLT are aware of any upcoming visits in order to minimise the volume of visits.</p> <p>All professionals will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of professionals across groups will be kept to a minimum, and they</p>	<p>High</p>	<p>High risk</p>

				<p>should remain 2 metres from pupils and staff where possible.</p> <p>Annual review will not re-commence until Term 2.</p>		
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1:H Pupil wellbeing						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September will include information about:</p> <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Pupil groupings</li> <li>• What school day will look like</li> <li>• Expectations for attendance</li> <li>• Expectations for the wearing of school uniform (government guidance is that this should be worn as usual).</li> <li>• The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this</li> <li>• Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing</li> <li>• What will happen if there is a case of coronavirus at the school.</li> </ul> <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p>	Medium	Medium Risk

				Government guidance for parents is available at: <b>Updated link to be inserted when available</b>		
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.  All safeguarding concerns have been logged in relation to the safeguarding policy.  Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.	<b>Low</b>	No Significant Risk
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils  Ineffective transition of new school starters	Pupils and staff	Serious	As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area. A phased return may be implemented to ensure a positive return to school.  We will ensure that we have two contact details a contact numbers for the parent so that we can call to ask parents or carers to collect their child or provide reassurance to the parent / carer if required.  As parents will not be able to stay with their children to support their transition, we will discuss arrangements on an individual basis and adopt a phased entry to ensure a positive return to school.  We will ensure that we have two contact details a contact numbers for the parent so that we can call to ask parents or carers to collect their child	<b>Medium</b>	Medium Risk

				or provide reassurance to the parent / carer if required.		
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.  Consistent methods of communication ensure that staff, pupils and parents are aware of these.		
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>These pupils may return to school on 1 September 2020. However, if local infection rates rise, they could be advised to shield again.</p> <p>We note that where pupils are no longer required to shield but generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). See: <a href="#">COVID-19 - 'shielding' guidance for children and young people.</a></p> <p>Where a pupil has been shielding due to their complex medical needs a discussion will be held with parents and relevant health professionals and a phased re-entry may be required to ensure the return to school is a positive, safe and manageable experience for the child.</p> <p>Where a pupil requires an Aerosol Generated Procedure (AGP) a further RA will be completed to assess if accessing the school environment would be safe for the individual, the other CYP and staff within the class. If it is not deemed safe home learning will continue and potential for staff conducting home visits to support learning will be explored. We await support and guidance</p>	<b>High</b>	<b>High risk</b>

				<p>from Health as to how we can support these CYP back into a school environment.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education and the potential for staff conducting home visits to support learning will be explored.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
		Clinically vulnerable pupils	Serious	<p>These pupils should attend school</p> <p>Where a pupil has been not attending due to their complex special educational needs a discussion will be held with parents and relevant health professionals and a phased re-entry may be required to ensure the return to school is a positive and manageable experience for the child.</p>	High	High risk
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	<p>These pupils should attend school</p> <p>Where a pupil has been not attending due to living in a household with a person who is extremely clinically vulnerable they may return to fulltime school provision. However due to their complex special educational needs a discussion will be held with parents and relevant health professionals and a phased re-entry may be required to ensure the return to school is a positive and manageable experience for the child.</p>	High	High risk
		Those living in a household	Serious	<p>These pupils should attend school</p> <p>Where a pupil has been not attending due to living in a household with a person who is</p>	High	High risk

		with a person who is clinically vulnerable. (Including pregnant)		clinically vulnerable they may return to fulltime school provision. However due to their complex special educational needs a discussion will be held with parents and relevant health professionals and a phased re-entry may be required to ensure the return to school is a positive and manageable experience for the child.		
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<b>1: I Provision of first aid and the administration of medication</b>						
Provision of first aid		Pupils and staff	Serious	<p>School Health Lead will ensure a paediatric trained first aider will always be on site.</p> <p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	<b>Low</b>	<b>No Significant Risk</b>
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	<p>EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov't stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site.</p> <p>We also note the requirement is modified where children aged 2-5 are on site (with no children</p>		

				<p>under 24 months) to a 'best endeavours duty' to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at:  <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p> <p>we will carry out a written risk assessment (content specified in link above) and ensure that someone with a current First Aid at Work (3 day) or emergency PFA certificate is on site at all times.</p> <p>We note and have actioned where necessary that the validity of certificates expiring on or after 16 March 2020 can be extended by up to three months. We are actively pursuing relevant training to ensure that all requalification for these certificates is completed before the published deadline of 30 September 2020.</p>		
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/major	<p>School procedures for the administration of prescription and controlled medication will continue to apply. All Staff will have received administration of medication training during September Inset days.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p>	<b>Low</b>	<b>No Significant Risk</b>

			<p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary</p> <p>(NB - Comment from colleague)</p> <p>“The prevalence of allergens such as egg and dairy will be much higher in classroom – some schools are insisting that pupils have a school packed lunch – this won’t work for allergic children and the offering seems to be egg mayo, cheese, tuna – all understandable; schools</p>		
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				should consider the offering in light of the allergic children they have in their school. The issue around this is that there is change and the risks need to be considered in light of that change.”		
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1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>We will ensure that all outlets have been flushed before resuming normal operation. Following this, we have commissioned a water treatment specialist to test the system, which we anticipate will present no problems. If it does, they will chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• the fire alarm system and emergency lights are operational</li> </ul> <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary,</p>	Medium	Medium Risk

				<p>pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See:  <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p>		
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	Low	No Significant Risk
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:		
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there</p>		

				<p>are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown and the expectation of doing so following social distancing rules where possible. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	<b>Low</b>	<b>No Significant Risk</b>

<b>1: K Curriculum delivery: Music and PE</b>						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff		<p>We will reduce the risk of transmission by physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>We have an operating procedure for cleaning any shared instruments.</p>	<b>Low</b>	<b>No Significant Risk</b>

				<p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Further more detailed DfE guidance will be published shortly.</p>		
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider</p>	<b>Medium</b>	<b>Medium Risk</b>

				carefully how such arrangements can operate within their wider protective measures.  Careful consideration will be taken prior to the re-introduction of hydrotherapy following all available guidance. The staff team will be provided with clear guidance prior to any hydrotherapy sessions.		
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<b>1: L Social distancing in the wider school environment</b>						
<b>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</b>						
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time  Due to small pupil numbers and the need to stagger start times with Herons Moor Academy the start and finish time will remain as normal for all.	Medium	Medium Risk
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will arrange for pupils to access rooms directly from outside where possible. Where possible, all pupils who can access their classroom via the playground will be encouraged to do so.  Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.  Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.	Medium	Medium Risk
Lunchtimes	Exposure to infection from inadequate social distancing during	Pupils and staff	Serious	Liaison with catering contractors is in place.		

	preparation and serving of food (catering staff)			Our own catering staff arrangements for social distancing have been implemented.		
	Payment for food (secondary)	Pupils and staff		Finger recognition systems for meal payment will be cleaned between each pupil's use.		
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Pupils will enter the lunch area in their existing groups.</p> <p>Groups to be kept apart as far as possible.</p> <p>We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food.</p> <p><b>Pupils will continue to eat in classrooms in order to minimise interactions and potential for contamination.</b></p>	<b>Low</b>	<b>No Significant Risk</b>
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously.</p>	<b>Low</b>	<b>No Significant Risk</b>
Residential settings	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>Our risk assessment takes into account guidance below:</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings</a></p>		

Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	<p>We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings</a>.</p> <p>In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).</p> <p>Our risk assessment for carrying out these visits will be carried out in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination and wider advice on visiting indoor and outdoor venues.</p> <p>We will also make use of outdoor spaces in the local area to support delivery of the curriculum if this can be carried out in line with the implementation of the protective measures outlined in this risk assessment.</p> <p>(See <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a> )</p>	<b>Low</b>	<b>No Significant Risk</b>

<b>1:M Social distancing: Offices and shared staff areas</b>						
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.	<b>Medium</b>	<b>Medium Risk</b>

				<p>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Staff signing in arrangements (review – can touch screens be cleaned between each use?).</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> <p>Clear expectations around signing in will be communicated to staff via signage</p>		
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>	Low	No Significant Risk

	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>		
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils, etc.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc, has been implemented.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>	<b>Low</b>	<b>No Significant Risk</b>
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	<b>Low</b>	<b>No Significant Risk</b>

<b>1:N Afterschool and breakfast clubs</b>						
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>We will consider how this provision will work alongside our wider protective measures, including keeping children within their year groups or hubs where possible. If it is not possible to maintain hubs being used during the school day then we will use small, consistent groups.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>	<b>Medium</b>	<b>Medium Risk</b>

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

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p> <p>Revert back to contacting all parents weekly and those families we are concerned about will be contacted more frequently in discussion with social care.</p>	<b>Low</b>	<b>No Significant Risk</b>
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.	<b>Low</b>	<b>No Significant Risk</b>

				School to make parents aware of sites they are asking their children to use and school staff their child will interact with.		
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	<b>Low</b>	No Significant Risk
	Injury or contamination of staff undertaking home visits.  Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.  Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).  Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.  If phoning families <b>where appropriate</b> we will speak to the child as well.	<b>Low</b>	No Significant Risk

### PART 3: Arrangements for staff working from home during a local outbreak

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	We follow guidance from HSE (March 2020) as follows: <b>(to be re-sent for 1 September 2020)</b>  For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.	<b>Low</b>	No Significant Risk
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				<p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a></p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> </ul>		
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	<b>Low</b>	No Significant Risk
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.	<b>Low</b>	No Significant Risk

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				Access to counselling services is provided by Mindful Employers. All staff have been provided with details of this for use at home.		
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### **Section 3 – ACTION PLAN**

#### **Instructions for completion**

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

What is the <b>Hazard</b> you need to Control? (high or amber from the risk rating column above)	What <b>Additional Precautions</b> do you need to either eliminate or reduce the risk to an acceptable level.	Who is <b>Responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>Were</b> these controls implemented (Date)?
<b>HIGH</b> Contact with infected persons/ exposure to the virus within the school	All relevant guidance has been and will again be shared with staff and families prior to the 1 September  All relevant PPE is readily available with clear guidance on when to use.  A clear plan has been implemented in the situation of a CYP or member of staff contracting Covid19.  An environment has been identified for the CYP or member of staff who is exhibiting symptoms.  A clear plan for partial and full closure will be implemented if required.	Headteacher / Deputy Headteacher	1 September 2020	
<b>HIGH</b> Social distancing across the site	Due to the complexity of our CYP all are unable to socially distance and the vast majority require adult support for all daily tasks including personal care, eating and drinking.  Number of visitors to the school site will be minimised.	All responsible	1 September 2020	

	<p>All shared spaces have been allocated between schools and expectations around cleaning communicated to staff teams.</p> <p>See detailed measures being implemented to reduce footfall and maintain social distancing listed in the social distancing across the site section above.</p>			
<b>High</b> Staff who may be at increased risk from coronavirus	<p>All extremely clinically staff will continue to work from home and carry out adapted duties.</p> <p>All pregnant staff will continue to work from home or at the school site completing tasks where they can socially distance.</p> <p>All clinically vulnerable staff have been identified and a risk assessment carried out. Where staff have concerns they will be advised to seek advice from a health professional.</p>	Headteacher / Deputy Headteacher	1 September 2020	
<b>High</b> Visiting Professionals	<p>Professionals entering the school site will be kept to a minimum.</p> <p>All professionals will follow the expected school guidance.</p> <p>See detailed measures being implemented to reduce the impact of visiting professionals listed in the corresponding section above.</p>	Headteacher / Deputy Headteacher	1 September 2020	
<b>High</b> Individual pupil medical requirements	<p>An individual risk assessment has been or will be completed prior to the return to school provision.</p> <p>All pupils deemed extremely clinically vulnerable will be required to seek advice from a health professional prior to returning.</p> <p>All pupils deemed clinically vulnerable will be encouraged to seek medical advice from a health professional prior to returning.</p>	Deputy Headteacher / School Health Lead	1 June 2020 1 September 2020	
<b>High</b> Pupils requiring	<p>These pupils have been identified and a detailed personalised risk assessment will be conducted.</p>	Headteacher / School Health Lead	1 September 2020	

aerosol generated procedures	<p>Those considered at significant risk will continue to learn from home and potential for staff conducting home visits to support learning will be explored</p> <p>More advice and support is required from health in regards to how to safely support these pupils back into school provision.</p>			
MEDIUM Engagement with the NHS test and trace Process	<p>Guidance has been developed and shared with all staff providing clear expectations around engagement with the track and trace.</p> <p>All visitors details will be collected (In line with GDPR) to ensure engagement with the track and trace.</p>	Headteacher / Deputy Headteacher		
MEDIUM Containing any local outbreak	<p>Senior Leadership Team will engage with the local health protection team.</p> <p>Senior Leadership Team will communicate any outbreaks with the local authority.</p>	Headteacher / Deputy Headteacher		
Medium Hand hygiene	<p>Due to Special Educational Needs of our CYP there requires greater staff support to ensure good standards of hand cleaning. This may include the need to fully support a CYP to wash their hands, staff will be expected to wash their hands afterwards in line with guidance.</p> <p>Expectations for CYP to wash their hands has been written into the model timetable.</p> <p>Clear guidance of hand washing expectations communicated to staff.</p>	All	Ongoing	
Medium Use of hand sanitiser potential for improper use and ingestion.	<p>Due to Special Educational Needs of our CYP there is an increased risk of consumption of hand sanitiser.</p> <p>High staff pupil ratio ensures CYP are supported at all times.</p> <p>The safety data sheets have been sourced for the hand sanitiser used so the guidance of consumption is available.</p>	Class teachers / support staff	1 September 2020	

<p><b>Medium</b> Person contracts COVID-19 as a result of inadequate cleaning</p>	<p>Deep cleans will happen in all areas with a clear cleaning programme in place. Meeting held on the 15 May outlining expectations of cleaners and a clear cleaning specification is in place in line with guidance.</p> <p>Baytree staff will continue to clean within the classrooms including toys, resources, touch points etc throughout the school day.</p>	<p>James (Adapt) John Cunningham Judy Hill</p>	<p>1 September 2020</p>	
<p><b>Medium</b> Risk of exposure to coronavirus whilst using dedicated school transport.</p>	<p>We have worked with the ITU to ensure the planned routes support the hub system being implemented for September 2020.</p> <p>Risk of new starters requiring home to school transport which could compromise the hubs. We will work with families and the ITU to ensure the appropriate planning of these cases.</p>	<p>Headteacher</p>	<p>1 September 2020</p>	
<p><b>Medium</b> Staff anxiety re: returning to work and potential exposure to the virus.</p>	<p>Regular contact and communication has been maintained with staff unable to attend school site.</p> <p>School Health Care Lead has produced a wellbeing newsletter which has been sent to staff signposting to support available.</p> <p>All staff have been reissued with the details of the school wellbeing support program.</p> <p>If appropriate 1-1 sessions will be offered to staff with a Clinical Psychologist.</p>	<p>School Health Lead</p>	<p>1 September 2020</p>	
<p><b>Medium</b> Ineffective reintegration of young/vulnerable pupils who have not been attending school for a</p>	<p>Use of phased returns may be required especially for learners with complex health needs. Parents will be advised to seek advice and support from specialist health professionals.</p>	<p>All teachers</p>	<p>1 September 2020</p>	

<p>number of weeks causes anxiety and distress for parents and pupils</p> <p>Ineffective transition of new school starters</p>	<p>We will ensure we work in partnership with families and health professionals to successfully integrate all learners.</p> <p>Planned phased entries for new starters will be personalised, working with families.</p>			
<p><b>Medium</b></p> <p>Preparation of school building</p>	<p>All relevant compliance work has been arranged during the summer holiday.</p> <p>School Business Manager will liaise with facilities manager to ensure all relevant work has been completed and the building is in line with all relevant guidance.</p>	<p>School Business Manager</p>	<p>1 September 2020</p>	

**References:** Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. . . Baytree School Health and Safety Policy
2. . North Somerset School's HR Guidance
3. . Government Guidance
4. . HSE Approved code of practice

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

**Table 1: Definitions**

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
<p><b>Fatal/Major Injury</b></p>	<p>Death, major injuries or ill health causing long term disability/absence from work.</p>	<p><b>High (frequent)</b></p>	<p>Occurs repeatedly/ to be expected.</p>
<p><b>Serious Injury</b></p>	<p>Injuries or ill health causing short-term disability/absences from work (over three days absence)</p>	<p><b>Medium (possible)</b></p>	<p>Moderate chance/could occur sometimes.</p>

<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<b>Low (unlikely)</b>	Not Likely to occur
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Table 2: Risk rating matrix: **Potential severity of Harm** + **Likelihood of Harm** = Risk rating

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

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

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

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