



Document ref. no:

## Risk Assessment Form

<b>Description of the task/activity:</b>	<b>Covid-19</b> Summer term 2021 – post 17 <sup>th</sup> May 2021  Central Services and school based administrative and premises staff.  School visitors and contractors	<b>Location:</b>	<b>Beal High School Campus</b>
<b>Name of person(s) completing assessment:</b>	Phil Bray	<b>Job title(s):</b>	<b>Co-Headteacher for and on behalf of the Trust Executive</b>
<b>Local reference no:</b>	n/a	<b>Risk Register No:</b>	n/a
<b>Date of this assessment:</b>	<b>22<sup>nd</sup> June 2021</b>	<b>Date of signing:</b>	<b>22<sup>nd</sup> June 2021</b>
<b>Date of next Review:</b>	Review required if there is a significant change or Government guidance changes.	<b>Signed by (Department Manager):</b>	

<b>What is the hazard?</b>	<b>Who/what could be harmed and how?</b>	<b>Initial Risk Rating (H/M/L)</b>	<b>What effective control measures are currently in place?</b>	<b>Residual Risk Rating (H/M/L)</b>	<b>Are additional controls required (Yes/No)</b>
<b>Being infected by the Coronavirus</b>			<b><u>Public Health advice</u></b> Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.		



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	<p><b>Staff and students travel to work</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p><b><u>Measures for arriving at and leaving school</u></b></p> <p>Staff and students are advised to avoid public transport where possible, either by walking or cycling to work or using private vehicles. Letters will be sent to parents/carers regarding travel advice.</p> <p>Where the use of public transport is unavoidable the following control measures will be applicable:</p> <ul style="list-style-type: none"><li>• From 15<sup>th</sup> June 2020 anyone, except children under the age of 11, using public transport must wear a face mask</li><li>• TfL are adding extra buses to the network and prioritising some bus services for school travel and children will be asked to use these where provided to ensure spaces on other services</li><li>• We will check <a href="https://www.tfl.gov.uk/reopeningeducation">tfl.gov.uk/reopeningeducation</a> for the latest information on services and safer travel guidance and share this with students and parents</li><li>• We suggest staff wear protective gloves when using public transport and remove them when they arrive in school. Staff should observe social distancing as much as is practicable.</li><li>• TfL have implemented their own protective measures including deep cleaning and disinfection of buses and tube trains</li><li>• Following gov.uk guidance parents will be asked to drop their children away from the school gates to minimise transmission risk. Gathering at the school gates or otherwise coming onto site without an appointment is not allowed.</li></ul>	8	
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	<p><b>Staff in pupil or public-facing roles</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p><b>School Transport (BCS)</b></p> <ul style="list-style-type: none"> <li>From 2 December 2020, in accordance with advice from Public Health England, children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school or college, unless they are exempt.</li> <li>Distancing should be put in place on dedicated school transport where possible</li> <li>Students should either sit within their bubble on school transport, or with the same constant group of children each day</li> <li>Students should clean their hands before boarding transport and again on disembarking</li> <li>Organised queuing and boarding should be put in place</li> <li>Ensure ventilation of fresh air from outside the vehicle is maximised by opening windows and ceiling vents</li> </ul> <p><b>School workforce</b></p> <p><b>Staff who are clinically extremely vulnerable</b></p> <p>Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p>	4	
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			<p><b>Staff who are clinically vulnerable</b> CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p><b>Staff who are pregnant</b> Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees <a href="#">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a></p> <p>A workplace risk assessment will be carried out for all new and expectant mothers.</p> <p>Pregnant women from 28 weeks' gestation (third trimester), or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19). Further guidance and advice on coronavirus (COVID-19) and pregnancy can be obtained from the <a href="#">Royal College of Gynaecologists</a>.</p> <p>A risk assessment will check that pregnant women from 28 weeks can adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have</p>		
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			<p>been advised to shield). Where social distancing cannot be guaranteed, staff pregnant at 28 weeks plus should continue to work remotely.</p> <p>Pregnant women can attend the workplace if this is supported by the risk assessment.</p> <p>We will follow the same principles for pregnant pupils, in line with our wider health and safety obligations</p> <p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</b></p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). If this is the case they should now have been included in the CEV group and will be receiving a letter to confirm this.</p> <p>For others who feel they may be at increased risk these staff can attend school as long as the system of controls contained in this risk assessment is followed.</p> <p>Staff who live with those who may have comparatively increased risk from coronavirus can attend the workplace.</p> <p><b>Other support</b></p> <p>Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles.</p> <p>Where we are using volunteers, we will continue to follow the checking and risk assessment process in the</p>		
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			<p>volunteer section of <a href="#">keeping children safe in education</a>. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</p> <p>Mixing of volunteers across groups will be kept to a minimum, and they should adhere to the system of controls in place.</p> <p><b>Deployment of ITT trainees and school engagement</b></p> <p>ITT trainees can continue to go into their host school on placement.</p> <p>Trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place by host schools.</p> <p><b>Staff childcare issues</b></p> <p>If staff are bringing their own children to work because child care for them may be unavailable then they must complete a separate risk assessment. <a href="mailto:admin@bealhighschool.co.uk">admin@bealhighschool.co.uk</a> should be contacted</p> <p><i>Covid related childcare</i></p> <p>The staff special and compassionate and unpaid leave policy and procedure states the following:</p> <p>All BMAT employees are entitled to take a reasonable amount of time off, usually no more than two days per occasion,</p>		
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depending on the circumstances, and no more than two occasions per year, in order to care for or offer non-routine assistance to a dependent.....

For COVID related childcare, where a member of staff has to provide care to their child who has been instructed to self-isolate for up to 10 days we will:

Usually allow no more than 5 days paid dependency leave on no more than two occasions per year. Any other dependency leave will be unpaid. Further paid dependency leave will only be granted at the discretion of Principals and Co-Headteachers on a case by case basis.

### PPE

PPE for staff and students

[See Section 2](#)

PPE and medical care

PPE will be required in the following cases:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be



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maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

PPE (masks, gowns, visors and gloves) are available on reception for first aid use. These are only required if a distance of 2 metres cannot be maintained with an individual who is unwell with symptoms of COVID-19.

### Prevention

- 1. We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or those who have someone in their household who does, do not attend school**

Pupils, staff and other adults must not come into the school if:

- they have one or more [coronavirus \(COVID-19\) symptoms](#)
- a member of their household (including someone in their [support bubble](#) or [childcare bubble](#) if they have one) has coronavirus (COVID-19) symptoms
- they are legally required to [quarantine, having recently visited countries outside the Common Travel Area](#)
- they have had a positive test
- have been in close contact with someone who tests positive for coronavirus (COVID-19)



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			<p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"><li>• the start of their symptoms</li><li>• the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school)</li></ul> <p>If anyone in the school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will</p> <ul style="list-style-type: none"><li>• send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li><li>• advise them to follow the <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li><li>• advise them to <a href="#">arrange to have a test</a> as soon as possible to see if they have coronavirus (COVID-19)</li></ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a <a href="#">Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</a>, and the next 10 full days. It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.</p> <p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period</p>		
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			<p>and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p> <p>Contactless thermometers will be available for any member of staff or student who feels unwell when in school and they will be isolated and sent home if showing a high temperature.</p> <p>Reception and medical staff will be trained on responding to a suspected case of COVID-19 and also how to use PPE if a distance of 2m cannot be maintained with an ill or injured adult or child.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, the child should be moved to an area which is at least 2 metres away from other people. Isolation areas have been designated.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Following any incident of which a member of staff or student becomes unwell the work area / isolation room will be cleaned after they have left to reduce the risk of passing the infection to</p>		
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			<p>other people. See the COVID-19: cleaning of non-healthcare settings guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">(<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>)</a>.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand-sanitiser after any contact with someone who is unwell.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Students or staff reporting to the medical room with symptoms must have names and contact details recorded and a follow up contact made to confirm that the individual has booked a test and instructed not to attend school until the results of the test have been confirmed. Staff and parents will be told to inform the school immediately of the results of the test.</p> <p>Staff must book a test on the day on which symptoms are reported. Confirmation of this to be sent to Catherine Thomas Failure to book a test on the day symptoms are reported may</p>		
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mean that absence is unpaid.

## 2. Use of face coverings in schools

Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face covering measures put in place from the 8 March.

From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in school. Face coverings will also no longer be recommended for staff in classrooms.

We continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).

Staff and students may wear face coverings in classrooms if they wish.

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.

Children and young people aged 11 and over must still wear a face covering on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to children and young people who are exempt from wearing face coverings.

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			<p><u>Exemptions</u></p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"><li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li><li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li></ul> <p>Teachers and other staff should be sensitive to those needs.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering.</p> <p><u>Access to face coverings</u></p> <p>Staff should provide their own face coverings however a small contingency supply will be available for those who are struggling to access a face covering, have forgotten it or where it has become soiled or unsafe</p> <p><u>Safe wearing and removal of face coverings</u></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>Staff and students will be informed of the process for wearing</p>		
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			<p>and removing face coverings:</p> <ul style="list-style-type: none"><li>• Clean hands before and after touching, including to remove them or put them on</li><li>• Safe storage of them in individual, sealable plastic bags between use</li><li>• Where a face covering becomes damp it should not be worn and the face covering should be replaced carefully</li><li>• Students must not touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a waste bin (not a recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again</li></ul> <p><b>3. Clean hands thoroughly more often than usual</b></p> <p>Parents will be informed that children must be provided with and arrive in school with hand sanitiser and mask.</p> <p>Students will receive a very short 'COVID safe briefing' at the start of each morning session, reminding them of the importance of hand hygiene.</p> <p>Students and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Staff leading sessions will instruct students that they must clean their hands with hand sanitiser at the start of each session/lesson. This will ensure that hands are cleaned when arriving at school, after breaks, when changing rooms and</p>		
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			<p>before and after eating.</p> <p>Hand sanitiser or skin friendly cleaning wipes will be available in each teaching space for those students who have forgotten to bring their own. Students will be reminded of expectations and parents contacted if students regularly arrive in school without hand sanitiser.</p> <p>Note COSHH guidance below:</p> <p><i>Soft Hand Gel sanitiser (isopropyl alcohol) contains propan-1-ol, propan-2-ol (alcohol) and glycerine</i></p> <p><i>Hazard: flammable/irritant (eyes)</i></p> <p><i>Safety measures:</i></p> <ul style="list-style-type: none"><li>• <i>Keep away from sources of ignition</i></li><li>• <i>Keep away from food and drink</i></li><li>• <i>Wash hands before and after meals</i></li><li>• <i>Avoid contact with eyes</i></li></ul> <p><i>First aid measures:</i></p> <ul style="list-style-type: none"><li>• <i>Inhalation (intoxicating/irritant) – move away from source of exposure</i></li><li>• <i>Eye contact (severe irritation) – rinse immediately with plenty of water, provide immediate medical assistance</i></li><li>• <i>Ingestion (irritant)– if swallowed rinse mouth with water, immediately drink 1-2 glasses of water or milk – obtain medical attention</i></li></ul>		
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			<p><b>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it approach'</b></p> <p>Disposable tissues and bins will be available in each teaching space.</p> <p>The students briefing at the start of each day will remind students of the 'catch it, kill it, bin it approach'.</p> <p><b>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces</b></p> <p>All surfaces likely to be touched multiple times to be treated with Zoono Microbe Shield Surface Sanitiser (as used by TfL). Application to door handles, desk surfaces, handrails, toilet flush handles etc. will form an antimicrobial coating that bonds to surfaces and keeps surfaces germ-free for up to 30 days. This won't wash off during routine cleaning procedures.</p> <p>An enhanced cleaning schedule will be implemented to ensure that all surface likely to be touched in areas used by staff or students are cleaned with disinfectant daily and if used by different groups in between sessions. Rooms not being used will be locked where possible. Telephones and computer screens, keyboards and mice wiped with disinfectant cleaner daily if in use.</p> <p>Toilets in use will be cleaned before, after and between sessions each day.</p> <p>To reduce the risk of shared resources all food preparation items such as crockery, cutlery, glasses, containers etc. have</p>		
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			<p>been removed from communal and departmental areas.</p> <p>Individual hot drink containers are provided for staff. Any containers left out for others to handle or use will be disposed of by cleaning or premises staff.</p> <p><b>6. Minimise contact between individuals and maintain social distancing wherever possible</b></p> <p><b>Resumption of substantive timetable reflecting existing government guidance</b></p> <p>The substantive timetable will be resumed from 19<sup>th</sup> April 2021 including tutor time and a lunch break.</p> <p>Food and drink will be provided on site during break and lunchtime (students may continue provide their own food and drink). FSM students will be provided with food and drink.</p> <p>Canteens have been set up to maintain social distancing and minimise close contact by the use of barriers and a supervised queuing system. Cashless fingerprint scanners will be disinfected between each individual use.</p> <p>Indoor seating will not be used in the canteens.</p> <p>Students will move at lesson changeover minimising the need for staff movement at peak times. One-way systems will help control the flow of students between lessons.</p>		
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### General Measures

#### Measures within the classroom

Staff should maintain distance from students, staying at the front of the class and away from their colleagues where possible.

All teaching spaces will be marked up 2 metres from the whiteboard to show the designated teaching area. Students will not be allowed in this area except when entering or leaving the room.

Adults should maintain a 2 metre distance from each other and children where circumstances allow. They should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Students will be briefed to maintain social distancing.

Where possible all rooms will be rearranged to seat all students side by side and facing forwards.

All doors of rooms being used to be opened in the morning to minimise contact (e.g. lower contamination risk of too many people touching handles)

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			<p><u>External and internal safety signage:</u></p> <ul style="list-style-type: none"><li>• Bollard covers – social distancing reminder</li><li>• Keep your distance floor covers</li><li>• Keep your distance floor mats at all receptions</li><li>• Sanitiser stations at all receptions</li></ul> <p><u>Keeping occupied spaces well ventilated</u></p> <p>All windows that can be opened will be opened in any room that is being used and door wedges used to ensure doors, as long as they are not fire doors, are propped open to encourage circulation of air. Staff using rooms with doors wedged open to remove wedges in the event of a fire alarm.</p> <p>In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks or when the room is empty to purge the air in the space.</p> <ul style="list-style-type: none"><li>• Open high level windows in preference to low level to reduce draughts</li><li>• Increase ventilation while spaces are unoccupied</li><li>• We will provide flexibility to allow additional, suitable clothing. Students and staff will be allowed to wear suitable additional clothing, including coats, within the classroom if temperatures demand it.</li></ul> <p>We can continue using most types of air conditioning systems as normal but, if there is a centralised ventilations system that removes and circulates air to different rooms then the user must turn off recirculation and use a fresh air supply.</p> <p>Mechanical ventilation systems will be adjusted to increase the</p>		
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			<p>ventilation rate where possible and adjusted to fresh air (or if not then operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Assemblies with more than one group should be avoided.</p> <p>Friday prayers will take place but with 1m social distancing and a 15 minute time limit adhered to. Face coverings should be worn.</p> <p><u>Educational Visits</u></p> <p><b>Educational day visits</b></p> <p>In line with the roadmap, we can resume educational day visits from 12 April.</p> <p>Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>		
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			<p><i>Domestic residential educational visits</i></p> <p>In line with the roadmap, schools can undertake domestic residential education visits, from 17 May.</p> <p>Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.</p> <p>We will keep children within their consistent groups (bubbles) for the purpose of the visit</p> <p>A full risk assessment including reference to Annexe C of the 10<sup>th</sup> May Schools Guidance should be completed when planning any residential visit <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91111/schools-coronavirus-guidance-10-may-2020.pdf">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></p> <p><i>New bookings</i></p> <p>Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place.</p>		
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### *International visits*

The government has now published red, amber and green list rules for entering England.

Given the complexities attached to international travel at this stage of the pandemic, we recommend schools do not go on any international visits this academic year up to and including 5 September 2021.

The position beyond 5 September will be reviewed again in advance of Step 4.

### Transitional, taster and open days

We will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with your system of controls and align with the advice contained within this guidance and the roadmap out of lockdown.

### Physical Activity and PE

We have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in our system of controls.

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.



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We can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within our own system of controls.

For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport 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.

Where we are considering team sports we should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. [Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events)

Indoor and outdoor competition between different schools can take place.

Refer to:

- guidance on [grassroot sports for public and sport providers, safe provision](#) and [facilities](#), and guidance



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			<p>from <a href="#">Sport England</a></p> <ul style="list-style-type: none"><li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li><li>• guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance</a> documents</li><li>• <a href="#">using changing rooms safely</a></li></ul> <p>Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.</p> <p>Changing rooms will continue not to be used.</p> <p>The PE department can work with external coaches, clubs and organisations for curricular and extra-curricular activities if it is judged safe to do so.</p> <p><u>Music, dance and drama</u></p> <p>There may be an additional risk of infections in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with <a href="#">working safely during coronavirus (COVID-19): performing arts</a> and the guidance below:</p> <p>Teachers will take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p>		
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## Risk Assessment Form



Additionally, teachers will keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible microphones will be used to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, microphones will not be shared. If they are shared, we will follow the guidance on handling equipment as follows:

### *Handwashing*

Requiring increased handwashing before and after handling equipment, especially if being used by more than one person.

### *Avoiding sharing instruments*

Avoid and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.

If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets.

Instruments should be cleaned by the pupils playing them, where possible.

### *Handling scores, parts and scripts*

Limit handling of music scores, parts and scripts to the individual using them.

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			<p><i>Playing outdoors</i></p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p><i>Playing indoors</i></p> <p>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p><i>Singing, wind and brass playing</i></p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation as described below can be maintained.</p> <p>When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. The government has published advice on <a href="#">safer singing</a>.</p> <p><i>Social distancing</i></p> <p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each</p>		
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## Risk Assessment Form



			<p>singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</p> <p><i>Seating positions</i></p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</p> <p><i>Microphones</i></p> <p>Use microphones where possible or encourage singing quietly</p> <p><i>Performances</i></p> <p>If planning an indoor or outdoor face-to-face performance in front of a live audience, we will follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance we will also give particular consideration to the guidance on delivering outdoor events.</p> <p>We will still consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p> <p><i>Individual music lessons/peripatetic teachers</i></p> <p>Individual lessons in Music can resume and peripatetic teachers can continue to be engaged. The Music department should work with providers to minimise the number of visitors where possible, e.g. through longer assignments or more hours. Peripatetic teachers must not attend a lesson if they have any</p>		
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			<p>symptoms associated with coronavirus.</p> <p>Peripatetic teachers must observe the following:</p> <ul style="list-style-type: none"><li>• Maintain distancing requirements with each group they teach, where appropriate.</li><li>• Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.</li><li>• Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.</li></ul> <p><u>BCS</u></p> <p>BCS students will be taught in their own autonomous bubble. Mainstream access will not be allowed for KS3 students and only available for a limited number of KS4 students who access a substantial proportion of mainstream lessons</p> <p>BCS will be open as normal for students and operate as a small bubble (8.30am – 3.10pm).</p> <ul style="list-style-type: none"><li>• Students entering the building will need to have hand sanitiser on entrance through the door.</li><li>• Students will need to bring in packed lunches and eat in their classrooms. The canteen will not be serving food for students other than lunch bags for free school meals students.</li><li>• Students will use the BCS playground and other areas of BCS for free time.</li><li>• Regular hand washing breaks will be included in the</li></ul>		
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			<p>daily routine. Visual supports for students will be provided as appropriate.</p> <ul style="list-style-type: none"><li>• The staffroom will be open for staff to use although the fridge and all cups/cutlery are out of bounds. A BMAT mug will be given to all staff to use. Staff must bring in lunch that does not require a fridge.</li><li>• SF2 will continue to hold the BCS 6th form class and they will need to use the space outside their classroom for free time.</li><li>• School buses will be allowed to drive on site to pick up and drop off students.</li><li>• Parents are not allowed on site therefore LSAs/teachers will need to collect their students from the front gate and walk their students to the front gate for pick up at the end of the day</li><li>• Students will need to stay on site for all learning therefore out and about trips (including the Rec) will not be permitted. This will be reviewed in the first half term. The field and other outdoor areas of the school can be used for lessons.</li><li>• The safety aspects of the school day will need to be implemented into the 5P behaviour plans i.e. green behaviours are washing hands, using the 'catch it, bin it, kill it'. Students will be rewarded for following instructions.</li></ul> <p>Classrooms: Communal stationery will be cleared out of each class base: all draws and cupboards to be taped up and out of use to pupils. Students will need to bring in their own stationery Every classroom must have a bin Hand sanitiser, paper towels and soap will be available in each class base</p>		
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## Risk Assessment Form

All tables must be apart and forward facing  
Classrooms will be treated with Zoono (industrial cleaner) and deep cleaned each day.

### Behaviour

If any face to face conversation becomes threatening, teachers should dynamically assess the risk and, if necessary walk away and contact 'on call'.

See BMAT Student Behaviour Policy Addendum September 2020

Children not behaving in a safe manner will be sent home by SLT and parents contacted.

The DfE will now allow the use of an additional reason for exclusion for the academic year 2020/2021. The exclusion code is: PH - *Wilful and repeated transgression of protective measures in place to protect public health*

All EHCP students have individual risk assessments related to COVID-19.

### Measures elsewhere

Desks and all surfaces likely to be touched often in shared staff spaces will be treated with Zoono anti-microbial treatment and disinfected daily. Staff will be told that all desks and other surfaces likely to be touched must be cleared of all papers etc. at the end of each working day to enable them to be cleaned

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			<p>and disinfected.</p> <p>Staff meetings may be held but only where social distancing of 2 metres can be maintained.</p> <p>Staff using shared office space or staff rooms must ensure that they stay 2 metres apart and all doors and windows are kept open to enable good air circulation.</p> <p>Fridges must not be used and cutlery and crockery must not be shared.</p> <p>A one way system for movement of staff and students around the school will be implemented and routes marked.</p> <p><u>Use of books and resources</u></p> <p>Equipment and resources are integral to education in schools.</p> <ul style="list-style-type: none"><li>• Individual and very frequently used equipment such as pencils and pens should not be shared</li><li>• Classroom based resources (including equipment and worksheets) can be used and shared within the class but sharing should be avoided wherever possible. If resources are being shared remind students of the importance of not touching their faces and cleaning hands thoroughly with soap and water or hand sanitiser at the end of the session, before and after breaks and before eating.</li><li>• Classroom based resources which will shared between classes such as sports, art, music, DT and science equipment should be cleaned meticulously at the end of</li></ul>		
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## Risk Assessment Form

			<p>each session. Teachers (or technicians where available) will be provided with disposable gloves and disinfectant wipes to clean resources which will be used within 48 hours (72 hours for plastics). If equipment is not to be used within these timeframes there is no need to disinfect them.</p> <ul style="list-style-type: none"><li>• Students will be told to limit the amount of equipment they bring into school each day to essentials such as drinks and snacks, hats, coats, books and stationery. Bags are allowed.</li><li>• Students will not be changing for PE sessions but will be asked to come to school in kit. PE sessions have been scheduled to incorporate this requirement.</li></ul> <p><u>Marking work</u></p> <p>Teachers should minimise the work that is collected in by continuing to encourage students to submit work electronically via Moodle and Show My Homework.</p> <p>Students and teachers can take books and completed work home.</p> <p>Teachers can collect in books or other work to mark. Teachers should avoid touching their face during or after marking work and should clean their hands thoroughly or use hand sanitiser after marking work and before eating or drinking.</p> <p>Teachers may wish to consider quarantining books or other work for a period of 48 hours after collecting in and before marking. In this case the protocol in the statement above does not need to be followed.</p>		
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### Extra-curricular activity

From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remain important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation.

#### **7. Where necessary, wear appropriate PPE**

[See page 12](#)

### **Response to any infection**

#### **8. Engage with the NHS Test and Trace process**

Staff members, parents and carers will need to:

book a test if they or their child has symptoms - the main symptoms are:

- a high temperature
- a new continuous cough



## Risk Assessment Form

			<ul style="list-style-type: none"><li>• a loss or change to your sense of smell or taste</li></ul> <p>self-isolate immediately and not come to school if:</p> <ul style="list-style-type: none"><li>• they develop symptoms</li><li>• they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li><li>• anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)</li><li>• they are required to quarantine having recently visited countries outside the common travel area</li><li>• they have been advised to isolate by NHS test and trace or the PHE local health protection team</li></ul> <p>provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <p>Staff should attend the walk-through coronavirus testing station detailed below if closest to their location at the time symptoms appear. Staff must arrange a test immediately.</p>		
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Redbridge has opened three permanent walk-through coronavirus testing facility in the borough to give local people quick and easy access to testing if they have any COVID-19 symptoms

You can book a test through [nhs.uk/coronavirus](https://nhs.uk/coronavirus) or by calling 119.

Mildmay Road Car Park

Please visit the [Mildmay testing centre page](#) for full information on getting tested.

Gants Hill Library Car Park

Please visit the [Gants Hill Library testing centre page](#) for full information on getting tested.

Charteris Car Park

Please visit the [Charteris Car Park testing centre page](#) for full information on getting tested.

There are also two Mobile Testing Units in the borough for those with symptoms at the following sites:

Cranbrook Children's Centre, The Drive, Ilford

Mayfield Leisure centre, Goodmayes, IG3 9QN

Sites are open 7 days a week from 8am – 8pm

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			<p>Staff and parents will be asked to inform the school immediately of the results of a test:</p> <ul style="list-style-type: none"><li>• If someone with symptoms tests negative for coronavirus (COVID-19), then they need to stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</li><li>• if someone tests positive, they should follow the 'stay at home: <a href="#">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 a 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 10 days. PHE and LBR will be contacted for guidance.</li></ul> <p><b>9. Promote and engage in asymptomatic testing</b></p> <p>The school will follow the guidance for asymptomatic testing by the use of home testing kits for staff and students</p> <p>Both pupils and staff in secondary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test</p>		
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			<p>and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> <p>Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult.</p> <p>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. If the PCR test is negative, it overrides the self-test LFD test (at home only) and the pupil can return to school. Those with a negative LFD test result can also continue to attend school and use protective measures.</p> <p><b>10. Manage confirmed cases of coronavirus</b></p> <p>The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus. London Borough of Redbridge will be informed</p> <p>Swift action will be taken when someone tests positive for coronavirus (COVID-19). If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts.</p> <p>Schools may receive support on this through the dedicated</p>		
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			<p>advice service introduced by PHE, which can be reached through the DfE helpline on 0800 046 8687, or their PHE local health protection team if escalated. Based on their advice, people who have been in close contact with the person who has tested positive must be sent home and advised to self-isolate immediately and for at least the next 10 full days counting from the day after contact with the individual who tested positive. It is a legal requirement for an individual to self-isolate if they have been told to do so by NHS Test and Trace.</p> <p>Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"><li>• lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li><li>• has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:<ul style="list-style-type: none"><li>• face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li><li>• been within 1 metre for 1 minute or longer without face-to-face contact</li><li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)</li><li>• travelled in the same vehicle or a plane</li></ul></li></ul> <p>If someone who uses transport tests positive, the assessment is</p>		
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			<p>likely to take account of factors such as:</p> <ul style="list-style-type: none"><li>• vehicle size</li><li>• degree of face-to-face contact</li><li>• length of time in close proximity</li><li>• whether a Perspex screen is in place</li></ul> <p>To support the identification of close contacts the school will keep a record of pupils and staff in each teaching group/bubble and any close contact that takes place between children and staff in different groups.</p> <p>This will 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>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 10-day isolation period they should follow 'stay at home: <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and</p> <ul style="list-style-type: none"><li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation</li></ul>		
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			<p>period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"><li>• if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</li><li>• if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li></ul> <p>School will 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>In the event that a parent/carer of a child with symptoms insists a child attends school the school can make a decision to refuse if in our reasonable judgment it is necessary to protect students and staff from possible infection with coronavirus.</p> <p>Where a student is unable to attend school because they are complying with clinical and/or public health advice then remote education will be provided immediately.</p>		
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			<p><b>11. Contain any outbreak by following local health protection team advice</b></p> <p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak.</p> <p>We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required. We can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</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. This could be the class or year group.</p> <p>If we are implementing the system of controls, addressing any issues we have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. We should not close except on the advice of health protection teams.</p>		
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			<p><b>Contingency Framework</b></p> <p>Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more widespread issue across an area, ministers will take decisions on an area-by-area basis. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak.</p> <p>The government has made it a national priority that education and childcare settings should continue to operate as normal as possible during the coronavirus (COVID-19) pandemic.</p> <p>Measures affecting education and childcare may be necessary in some circumstances,</p> <p>for example:</p> <ul style="list-style-type: none"><li>• to help manage a COVID-19 outbreak within a setting</li><li>• if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission</li><li>• as part of a package of measures responding to a Variant of Concern (VoC)</li></ul> <p>Any restrictions will be kept under review and will be lifted as soon as the public health and scientific advice says it is appropriate to do so. The guiding principle for any decision</p>		
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			<p>making will be that any restrictions to attendance on site are kept to a minimum.</p> <p>Attendance restrictions will only ever be considered as a last resort. Where measures include attendance restrictions, the DfE may advise on any groups that should be prioritised.</p> <p><b><u>School contingency plan</u></b></p> <p><b>Testing</b></p> <ul style="list-style-type: none"><li>• If Asymptomatic Testing Sites (ATS) are re-introduced the Lower site Sports Hall will be set up for testing as per January 2021 and agency staff re-employed to manage the testing site. SLT will schedule tests as appropriate to minimise any disruption to learning.</li><li>• If advised to increase the use of home testing for staff and students we will communicate with parents and children to encourage this.</li></ul> <p><b>Face coverings</b></p> <ul style="list-style-type: none"><li>• If advised we will notify staff, students, and parents that face coverings should be temporarily worn more widely in the setting. This may include face coverings in communal areas (for students) and/or classrooms (for both students and staff).</li></ul> <p><b>Shielding</b></p> <ul style="list-style-type: none"><li>• In the event of a major outbreak or Variety of Concern (VoC) that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers may agree to re-introduce shielding. If shielding is re-introduced, then</li></ul>		
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guidance will be followed for staff and students with regards to working at home.

### Other measures

- Residential educational visits may be limited if advised
- Open days may be limited or cancelled as advised
- Transition or open days may be limited or cancelled as advised
- Parental attendance in school may be limited or cancelled as advised
- Performances may be limited or cancelled as advised

### Attendance restrictions

Attendance restrictions will only be considered as a last resort.

If advised to limit attendance we will follow the guidance below:

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year will still be allowed to attend.

If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers will still be allowed to attend.

### Workforce

We will continue to implement the system of controls set out in our guidance. We will explain to staff the measures we are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated

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			<p>workplace risk assessment.</p> <p>We will have regard to the guidance on <a href="#">clinically extremely vulnerable individuals</a>.</p> <p>We will consider if the coronavirus (COVID-19) education contingency framework offers more opportunities for staff to work at home, given reduced numbers of students on site and the use of remote education for students scheduled to be at home.</p> <p><b>School meals</b></p> <p>The school will provide meal options for all pupils who are in school, and meals will be available free of charge to pupils who meet the free school meals eligibility criteria.</p> <p>We will also continue to provide free school meals via the voucher scheme for eligible pupils who are not attending school where they:</p> <ul style="list-style-type: none"><li>• are self-isolating</li><li>• have had symptoms or a positive test result themselves</li><li>• are a close contact of someone who has coronavirus (COVID-19)</li><li>• are not attending as a result of implementation of local restrictions advised by government</li></ul> <p><b>Remote education provision</b></p> <p>A full programme of remote education will be provided to all students not attending school immediately following any restrictions on attendance.</p>		
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			<p><b>Safeguarding and designated safeguarding leads</b></p> <p>There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:</p> <ul style="list-style-type: none"><li>• local authorities</li><li>• clinical commissioning groups</li><li>• chief officers of police</li></ul> <p>If attendance restrictions are needed, all local safeguarding partners will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.</p> <p><b>Vulnerable children and young people</b></p> <p>Where vulnerable children and young people are absent, we will:</p> <ul style="list-style-type: none"><li>• follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns</li><li>• encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate</li><li>• focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home</li><li>• have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so</li></ul>		
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			<p>If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.</p> <p><b>Transport</b> Transport services to education settings will continue to be provided as normal where children are attending education settings. The transport to school and other places of education: 2020 to 2021 academic year guidance remains in place.</p> <p><b>Educational visits</b> Any attendance restrictions will be reflected in the visits risk assessment, and we will consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. We will consult the health and safety guidance on educational visits when considering visits.</p>		
	<p><b>Staff with sanitation duties</b> <b>Cleaning staff and caretakers</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p>		<p>The minimum PPE should be worn when cleaning an area where a person with possible or confirmed coronavirus has been following the cleaning in non-health care settings <a href="#">guidance</a>.</p> <p>Staff should wash their hands with warm soapy water for a minimum of 20 seconds. On arrival at work after each cleaning operation and disposal of materials and again prior to leaving work.</p> <p>Staff should avoid touching their face, nose and eyes.</p> <p>Where contractors maybe visiting school premises such operations will be assessed in advance by the head teacher or a member of the Senior Management Team to determine</p>	8	<p><i>Needed for environmental exposure:</i> Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, i.e. before and after tasks</p>

## Risk Assessment Form



			<p>whether such work is essential. In cases where work is essential a separate risk assessment will be conducted and communicated for each such operation.</p> <p>Staff should clean regularly touched surfaces, such as door handles and railings, regularly with disinfectant wipes, or a disposable cloth and warm soapy water or normal disinfectant products (e.g. Dettol spray).</p> <p>Apply 2 metre social distancing and all other PHE precautions (this includes inside vehicles)  <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>                  Staff should wear appropriate PPE and use wipes, etc.</p> <p>Where staff are cleaning an area with potential contamination from an individual with suspected COVID-19, disposable gloves and disposable apron should be worn. Where there is visible contamination from body fluids, disposable masks should be worn.</p> <p>Staff are briefed, given information and trained where needed on use of the PPE. Records to be kept of this.</p> <p>Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, i.e. before and after tasks</p> <p>Refuse containers have now been fenced in to prevent access and contain waste</p>		
<p><b>Failure to maintain social distancing requirement.</b></p>	<p>Staff/ children, Proximity - A person catches CV19 due to working closely with an infected person.</p>		<p>A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.)</p> <p>SLT are familiar with the <a href="#">guidance</a> on implementing protective</p>	8	

## Risk Assessment Form



			<p>measures in educational and childcare settings.</p> <p>Children should be reminded to respect social distancing. Teachers and all staff should model social distancing and teach children to give a sense of space. In particular:</p> <ul style="list-style-type: none"> <li>- Children should sit at their own desk;</li> <li>- Children should have their own stationery and be encouraged to not share equipment or if they do to wipe it between uses;</li> <li>- Where children need to queue up they should be approximately 2 metres apart;</li> <li>- Play equipment used outside – children should wipe any equipment they use at the end of a session;</li> </ul> <p>If any face to face conversation becomes threatening, dynamically assess the risk and, if necessary walk away and contact 'on call'.</p> <p>Children not behaving in a safe manner will be sent home by SLT and parents contacted.</p> <p>The DfE will now allow the use of an additional reason for exclusion for the academic year 2020/2021. The exclusion code is: PH - Wilful and repeated transgression of protective measures in place to protect public health.</p>		
	<p><b>Staff taking leave</b></p>		<p>The government has set a requirement for people returning from some countries to quarantine for 10 days on their return. The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a>.</p> <p>As would usually be the case, staff will need to be available to work in school during term time.</p>		



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			<p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Depending on the circumstances any period of self-isolation due to quarantine or lockdown measures in places visited may be unpaid</p>		
	<p><b>Working from home</b></p> <p>Upper limb disorders, tired eyes, headaches, stress</p>		<p>All staff working from home need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work as possible.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch.</p> <p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p> <p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment.</p>	6	
<p><b><u>Staff and Student Wellbeing</u></b></p>	<p>All staff- workload Impacts of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control</p>		<p>Regular information sharing and communication</p> <p>Ensure all staff stay connected to team communications to</p>	6	



## Risk Assessment Form

	<p>Vulnerable children and young people</p> <p>Physical activity</p>		<p>avoid risks of isolation</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands in line with BMAT job descriptions <i>'The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.'</i></p> <p>Implementation of BMAT safeguarding addendum in the event of a local outbreak and temporary school closure. For Plan B and Plan C, implementation of BMAT Safeguarding and Child Protection Policy 2020 applies.</p> <p>Ensure EHCP is reviewed by senior management team.</p> <p>Adhere to social distancing (at least 2 metres) where possible.</p> <p>Outdoor sports will be prioritised where possible. Activities such as the active mile and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p>		
<p><b>Caretakers/ Maintenance and external visits</b></p>	<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Adhere to social distancing (at least 2 metres), to not pass keys or any documents etc.</p> <p>All routine maintenance visits and statutory inspections should continue as far as practically possible wherever this can be achieved whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed.</p> <p>Deliveries and contractors (working outside or socially</p>	8	

## Risk Assessment Form



			<p>distanced) all pre booked and report to reception only.</p> <p>All external works will have to adhere to social distancing guidelines.</p> <p>Any internal works required will be done away from wider opening areas or undertaken out of working hours</p> <p>Vital H&amp;S testing is still ongoing e.g. Legionella and PAT testing.</p> <p>As normal, the school will engage with local immunisation providers to provide immunisation programmes on site and will ensure these will be delivered in keeping with the school's control measures.</p> <p>All other visitors are pre-booked, including new staff with ID for pre-employment checks.</p> <p>No ad hoc visitors allowed in – receptions are staffed on all BMAT sites with clear signage and instructions.</p> <p>All visitors are required to read the COVID19 Visitors Health and Safety briefing checklist and Safeguarding notice when signing in</p>		
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# Risk Assessment Form

## Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

## RAG Rating Matrix

Risk Rating	Possible Action to be Taken
<b>LOW</b> (<4)	<ul style="list-style-type: none"> <li>Department manager may accept risk</li> <li>Manage by routine processes</li> <li>Any costs to be funded within Directorate</li> <li>Hazard to be reviewed and updated at least annually.</li> </ul>
<b>MEDIUM</b> (5-10)	<ul style="list-style-type: none"> <li>Management action required to control risk as soon as reasonably practicable</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>Reviewed and updated at least every 6 months to ensure controls remain effective</li> <li>May necessitate bids for central funding.</li> </ul>
<b>HIGH</b> (>12)	<ul style="list-style-type: none"> <li>Immediate senior management action required to further control risk</li> <li>May halt work/task while additional controls are applied</li> <li>Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register</li> <li>Responsible Director to give priority for action/funding</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>To be reviewed and updated at least every month to ensure controls remain effective.</li> </ul>

Note:  
 Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)  
 Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))