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East Harptree and Ubley Collaboration Risk Assessment

School operation during the Covid 19 pandemic

Section 1

Risk Assessment

School operation during the Covid 19 pandemic

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Date of Assessment:	MAT/Establishment/Section/Team:	Review date:	
Assessed by:	1. Jane Bailey	Date:	6 th January 2021

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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 has now been updated to reflect updates published on 28 August 2020. The guidance is frequently updated and is available here: [Guidance for full opening: schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-full-opening-schools)

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.

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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".

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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) where recommended, use of face coverings in schools.
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)

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

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

Numbers 9 to 11 must be followed in every case where they are relevant.

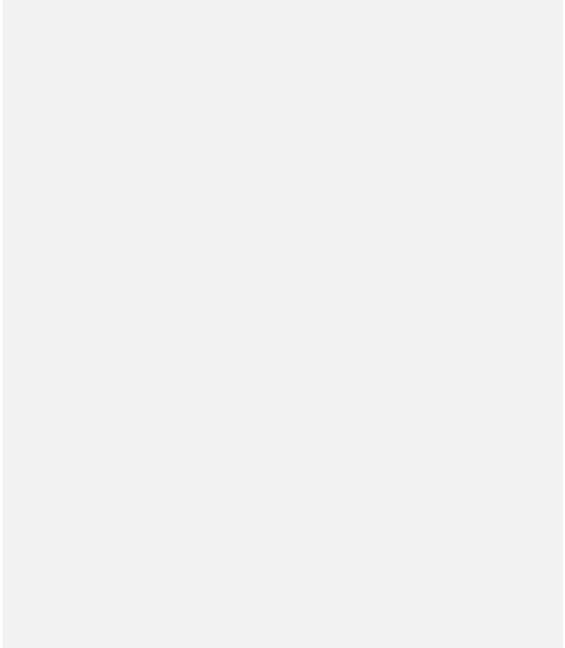
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What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Definitions Table 1)	What is the Risk Rating? (See Risk Rating Matrix Table 2)
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						
Contact with	Person contracts	Pupils and staff	Fatal/Major	Guidance has been issued to the entire	Med	Med 1

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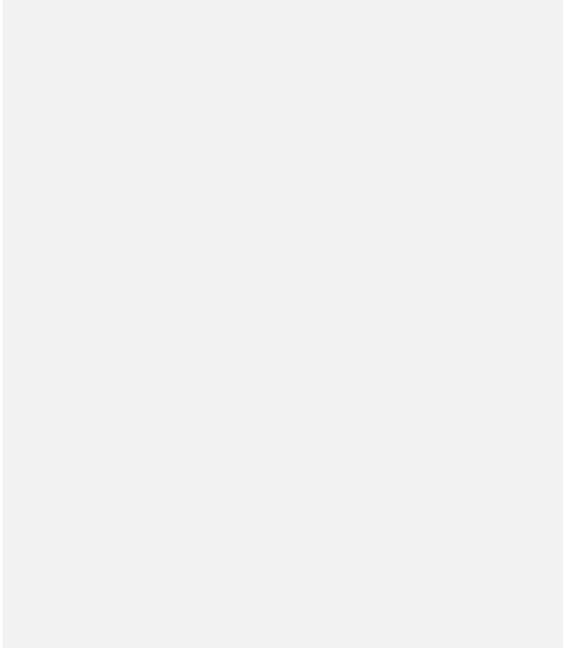
				Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Fatal/Major	Our procedure will be that If anyone in the school becomes unwell 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- https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection which sets out that they must self-isolate for at least 10 days and should <u>arrange</u>	Med	Med 2

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				<p>at Ubley – with windows open for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the staff bathroom. 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 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In this case the supervising staff member will wear a fluid-resistant surgical face mask if they can't keep 2 metres away.</p>		
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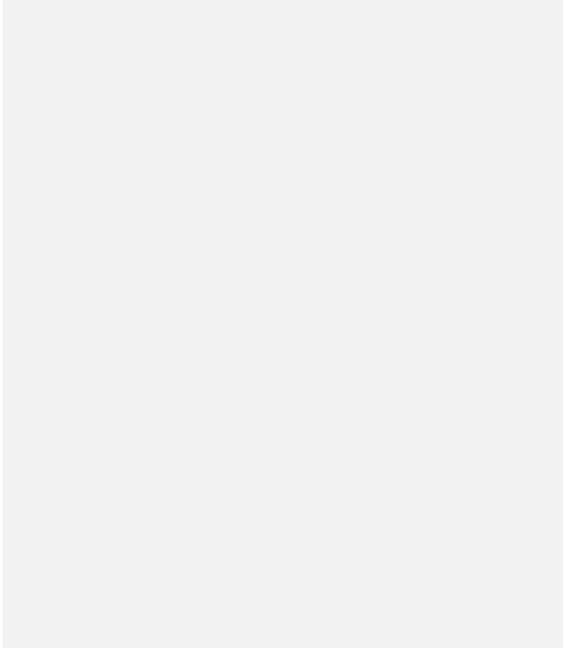


				<p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face mask do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none">• The symptomatic person subsequently tests positive• They develop symptoms themselves (in which case, they should arrange to have a test)• They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>They are instructed to wash their hands thoroughly for 20 seconds after any</p>		
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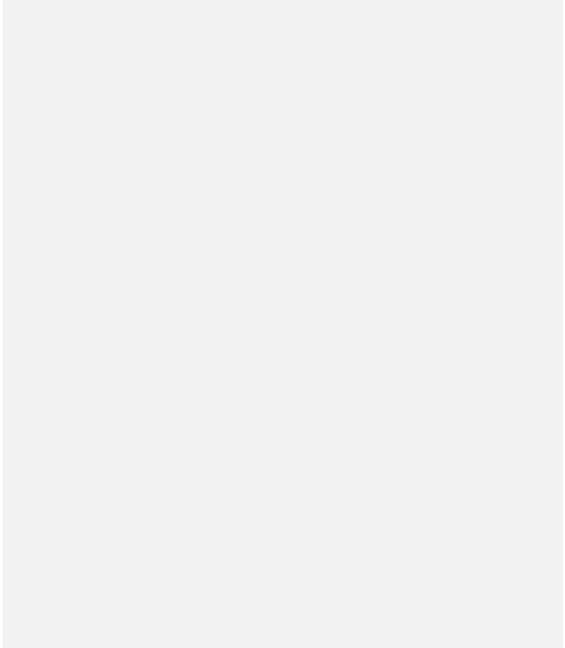
				<p>mix with pupils who are not in their group are limited during the administration of first aid/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>		
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. From 26 November 2020 disapplication no longer apply.	Low	Low
Administration of medication	Illness or injury to those who are	Pupils and staff	Fatal/ major	School procedures for the administration of prescription and controlled medication	Low	Low

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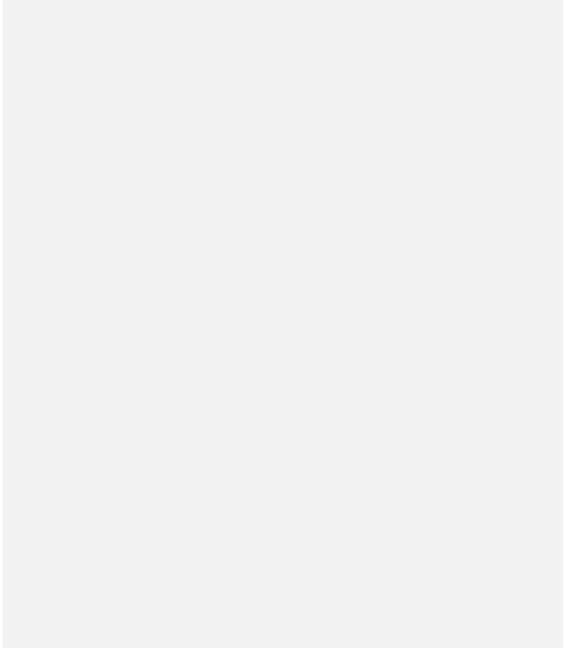
			<p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member 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</p>		
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	exposure to coronavirus in the school community.			<p>not possible (for example when moving around in corridors and communal areas) primary schools in the Trust will be required the use of face masks, in line with <u>government guidelines</u>, for all adults on site, both staff and visitors. This relates to internal and external spaces. In our small schools social distancing is not possible.</p> <p>We have advised staff that face visors or shields should not routinely be worn as <u>an alternative</u> to face masks. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.</p>		
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				<p>Staff will wear face masks in communal areas if they are not able to maintain 2m distance.</p> <p>All visitors will be asked to wear a face masks when entering the school sites including parents.</p> <p>We have asked parents carers to wear face masks outside where it is not possible to maintain a 2m social distance/ at all times on the school site.</p> <p>This approach has been explained to parents and carers in letters and is clearly signposted within the school grounds. Any visitor must advise the school if they are not able to wear a face covering and are exempt</p>		
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				<p>activating the 'Landlord Right' to warn the parent/carer and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.</p> <p>All staff will follow guidance: Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p>		
3) clean hands thoroughly more often than usual						

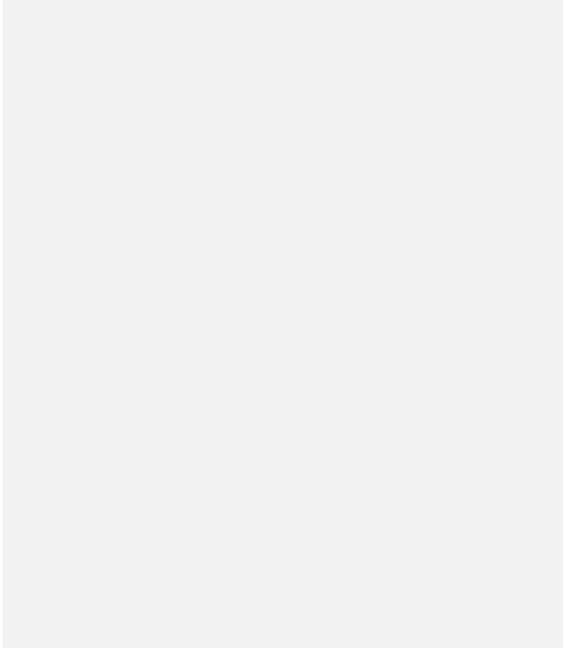
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				<p>paper towels will be emptied periodically during the day by the janitors.</p> <p>Supervision by staff is provided for all YR & KS1 pupils and where necessary for KS2 pupils.</p> <p>Signage about how to wash hands properly, is on display and regularly reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils (Fox Class at EH) hand sanitiser will be available. Hand sanitiser stations are available in every class and use is supervised by staff.</p>		
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</p>	Low	Low	

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				the building(s), communal areas and every class. We will not make our own having addressed the national CLEAPSS guidance.		
4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach						
Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils. Covered bins are available for the disposal of used tissues.		Low	Low			
5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach						
Cleaning	Person contracts COVID19 as a result of inadequate cleaning	Pupils and staff	Fatal/Major	For schools with contract cleaning: We have reviewed the cleaning specification with Direct Cleaning at EH & U to ensure that this meets requirements set out in	Med	Low

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				<p>they have received appropriate training and are provided with PPE, as set out in guidelines above. No other staff members are required to undertake cleaning duties.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none">Door handlesKettlesTapsSwitchesPhonesLaptops /Printers and photocopiers		
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	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials. PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used.	Low	Low
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	Staff and pupils will have individual pens, pencils etc. that are not shared. Classroom based resources such as books and games will be shared within the 'class group/bubble'; these will be	Low	Low

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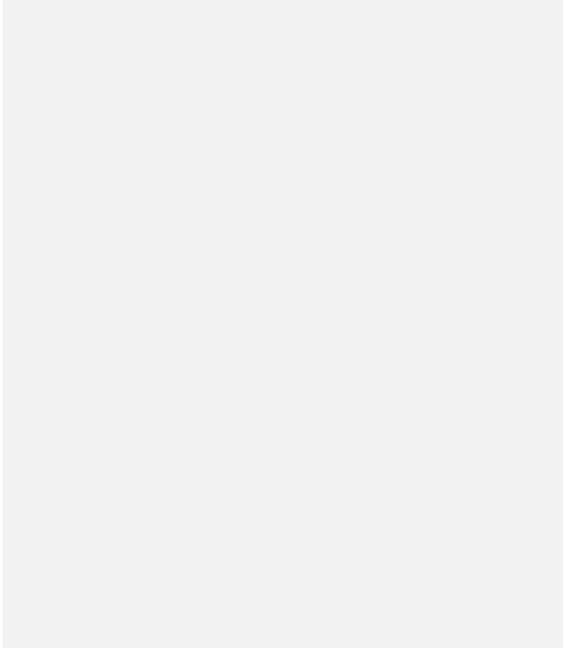
				<p>classrooms and teaching spaces until further notice. These will be stored in clearly signed, designated areas.</p> <p>Where any remain, they will be subject to regular cleaning and disinfection and will not be shared across bubbles.</p>		
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, water bottles, hats, coats.</p> <p>Book bags/bags are allowed.</p> <p>PE clothes to be worn to school on PE days – see below.</p> <p>Pupils and teachers can now take books and other resources home but only when essential.</p> <p>Any books or items that come into school</p>	Low	Low

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				<p>3) To change books on a Friday (used books to be put in 72 isolation box and then put back on shelf)</p> <p>KS2;</p> <ol style="list-style-type: none">1) Same as above2) Books changed on a Friday – child given 2 books and used book put in 72 hours isolation box and then put back on the shelf. <p>Wearing of school uniform has been reviewed and changed to provide wash days:</p> <p>EH: Mon: Uniform, Tues: PE Kit, Weds: Uniform, Thurs: PE Kit, Fri: Dress down day.</p>		
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			<p>are not clinically extremely vulnerable themselves, should still attend school, if they meet the vulnerable child or child of a key worker definition.</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we shall immediately offer them access to remote education such as the Trust's Home Learning Offer. We shall keep a record of, and monitor engagement with this activity but this will not be formally recorded in the attendance register.</p>		
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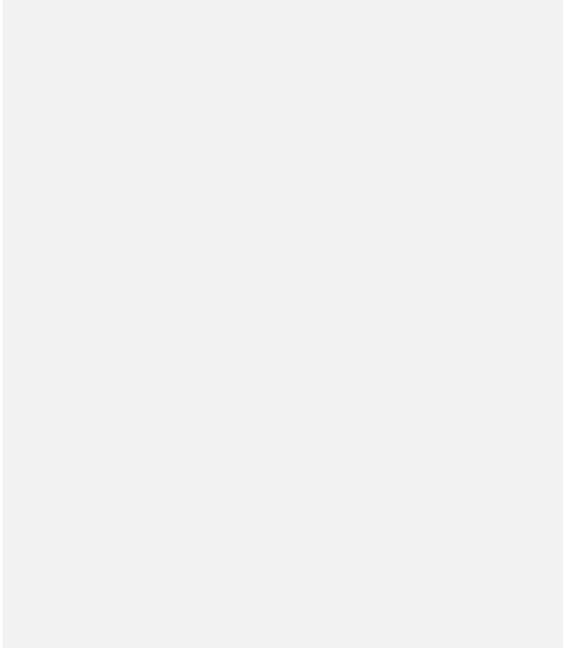
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupils should attend school if they meet the vulnerable child or child of a key worker definition.	Low	Low
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	We have taken note of government guidance (4/1/21) stating that: during the national lockdown, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.	Low	Low

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				<p><u>vulnerable from COVID-19 - GOV.UK (www.gov.uk)</u></p> <p>We will continue to review individual staff risk assessments as necessary.</p>		
		Clinically vulnerable including pregnant women	Serious	<p>May attend work but should follow advice https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>We have taken note of government guidance (30/12/20) as follows:</p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore</p>	Med	Low

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				<p>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <p>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to 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 been advised to shield).</p> <p>2 members of staff will require PA</p>		
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		(Including pregnant)		People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.		
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<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 consistent agency at each school is in place with agency control measures agreed.</p>	Med	Med 3

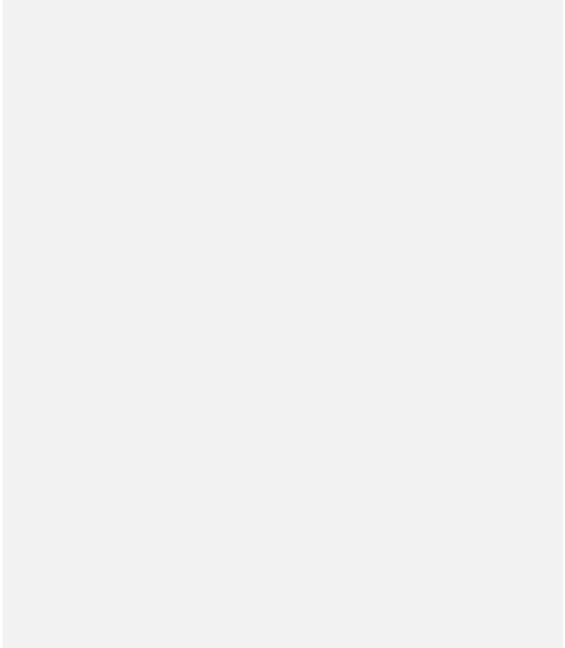
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				<p>should remain 2 metres from pupils and staff where possible.</p> <p>All trainees and students will be required to read and agree to the actions in this risk assessment</p>		
Use of volunteers	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will not be permitted and they should remain 2 metres from pupils and staff where possible.</p> <p>All volunteers will be required to read and agree to the actions in this risk assessment</p>	Med	Low

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				<p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Signage and hand sanitising units will be visible from outside of the school entrance to reinforce the need to sanitise, socially distance and wear a face coverings.</p>		
	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Assemblies, performances, visiting groups etc. will not take place until further notice.</p> <p>Microsoft Teams etc. may be used as an assembly / parents evening replacement</p>	Low	Low
Grouping pupils and social distancing of	Exposure to infection	Pupils and staff	Serious	We will utilise the space available within the school to maximise social distancing between all on site, children and adults	Med	Med 4

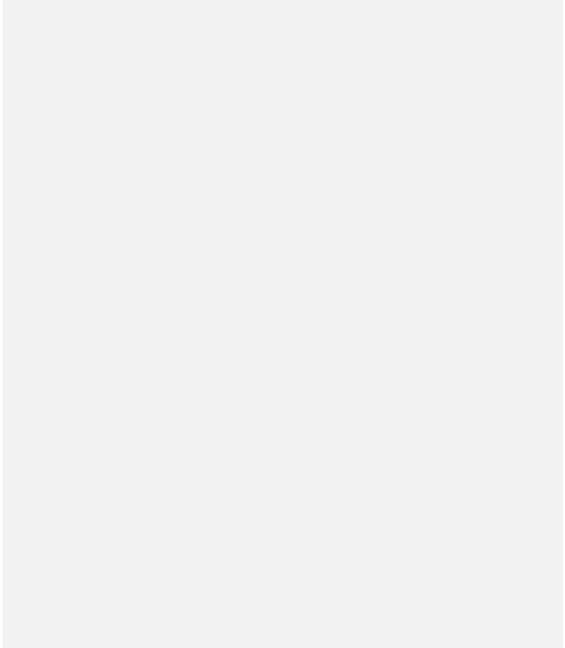
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				<p>apart from each other and staff. In line with the control measures set out in the guidance below we will ensure:</p> <ul style="list-style-type: none">• that individual groups use the same area of the setting/school throughout the day as much as possible• that sharing of toys and resources is reduced• that any toys or resources that are shared can be easily cleaned between different groups' use. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-h541-</p>		
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			<p>small, consistent group. In each school the children will be mixed into a KS1 (including reception) and a KS2 bubble, we will restrict each group to be no bigger than 15 – we are setting a maximum limit of entitled places at 12 in each bubble with 3 spaces left for emergency applications for vulnerable pupils. Each group will stay away from other people and groups. Different groups will not be mixed on the same or subsequent days.</p> <p>Groups will use designated toilet blocks during lockdown.</p> <p>We will use the same staff each day as far as possible, allowing for job shares, PPA, sports & lunchtime staff. Groups will use the same room or area of the school.</p>		
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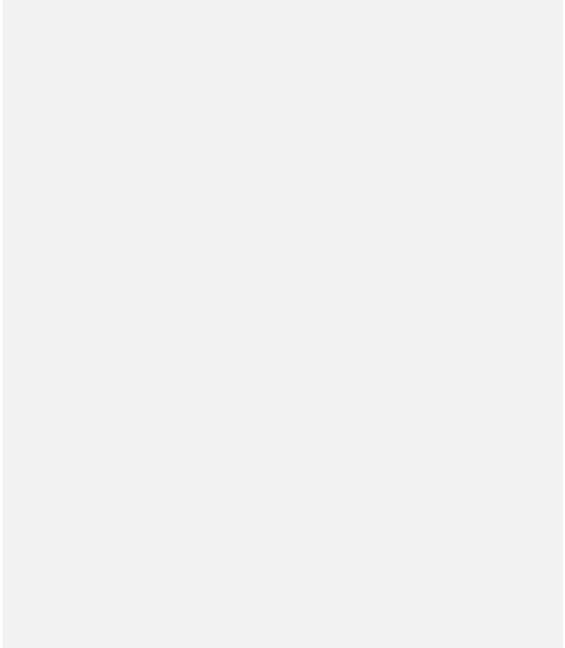
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				<p>need to cross bubbles e.g. PPA cover, covering a colleague:</p> <ol style="list-style-type: none">1) Where ever possible the 2-meter rule will be observed; if this is not possible then the adult needs to wear a visor and a mask.2) Adults, where ever possible, to stand behind the taped area in the classroom and keep 2 meters apart from children3) Adults to keep 2 meters apart from other adults within school – especially in communal areas or wear a mask and a visor.4) Regular hand washing procedures must be observed		
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				exposure to infection – all staff will wear a visor and face covering when in close proximity during small group & 1:1 work. Use of Perspex screens to be used where appropriate.		
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff		<p>We have an operating procedure for cleaning any shared instruments.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts</p> <p>Shared instruments will be cleaned after use by our school janitors or isolated for 72 hours between use.</p>	Low	Low

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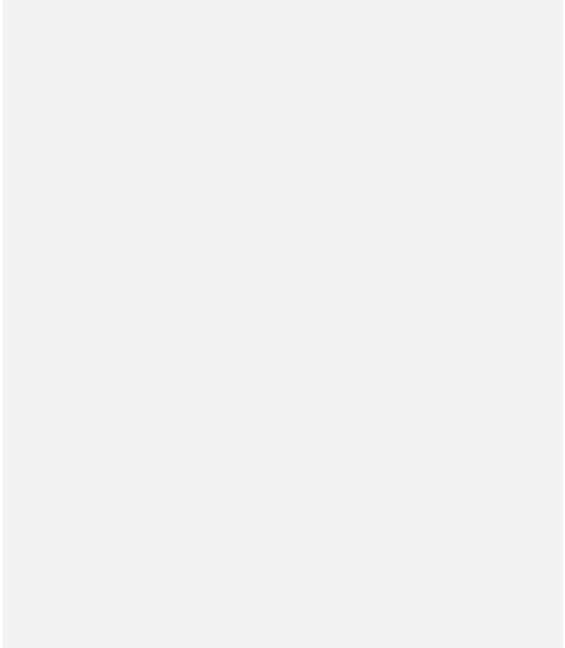
				<p>natural airflow (at least 10l/s/person for all present including audiences) and strict social distancing is in place.</p> <ul style="list-style-type: none">• In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons e.g. conductors or accompanists must be observed. Current guidance is that if the activity is face to face and without mitigating actions 2m is appropriate.• 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		
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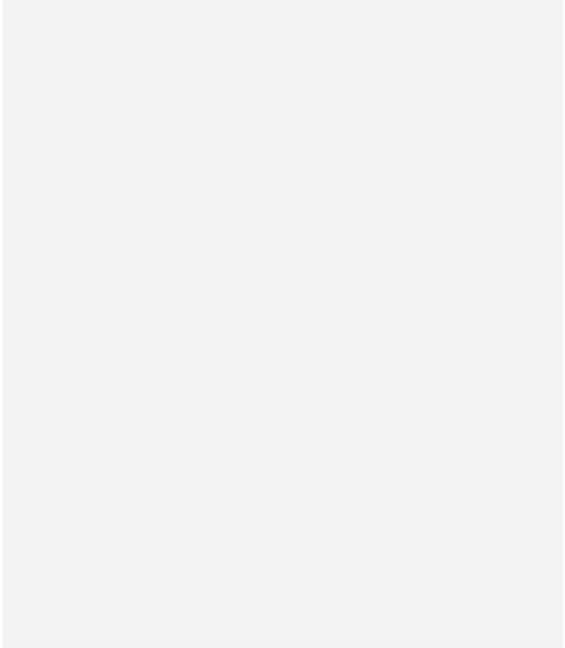
				External organisations for the delivery of music lessons will not take place due to lack of appropriate safe space in either school but will remain under review.		
Curriculum delivery: Drama and dance	Increased likelihood of infection from coronavirus	Pupils Staff	Serious	<p>In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing.</p> <p>Staff will not physically correct pupils.</p> <p>Lessons will be devised that do not incorporate opportunities for contact between pupils across bubbles</p> <p>Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.</p>	Low	Low

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				<p>principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none">• guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport• advice from organisations such as the Association for Physical Education and the Youth Sport Trust		
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				<p>cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces</p>		
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				Football & Netball Club is under review but will not yet resume. Friday Football Club at EH will not resume for individual bubbles until further notice. Providers will follow our RA arrangements and operate within their own wider protective measures.		
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Virtual tours will be provided for prospective parents on websites.	Low	Low
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider	Pupils and staff	Serious	Casual staff/agency staff will be required to cover absence.	Med	Low

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				We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice i.e. via T2P as per schools' emergency closure procedure		
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 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. Registers for different groups are available and accessible by admin staff.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social</p>	Low	Low

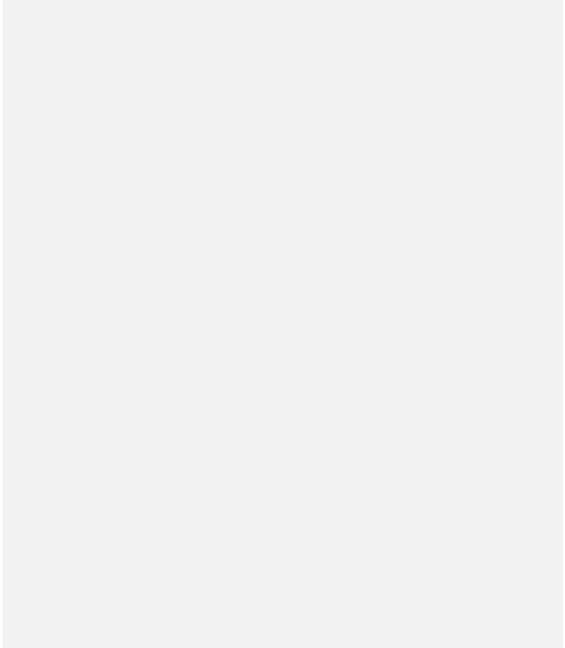
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Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We will arrange for pupils to access rooms directly from outside where possible – this is not possible for Fox Class at EH.</p> <p>Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways. This is not possible at EH when 4 classes are in use.</p> <p>Arrangements are in place to stagger break times and lunchtimes to reduce numbers from different groups accessing circulation routes.</p> <p>KS2 Bubble: Play 10:30 – 10:45 in designated play area</p>	Low	Low
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	inadequate social distancing: Collection of food by pupils and eating arrangements			All pupils will eat in classrooms and cleaning will be carried out before and after the consumption of food.		
	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>Outside areas will be designated - 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> <p>Adequate arrangements have been made for staff to maintain social distancing during break times.</p> <p>No more than 1 member of staff in EH staffroom. Staff break and lunchtime</p>	Low	Low

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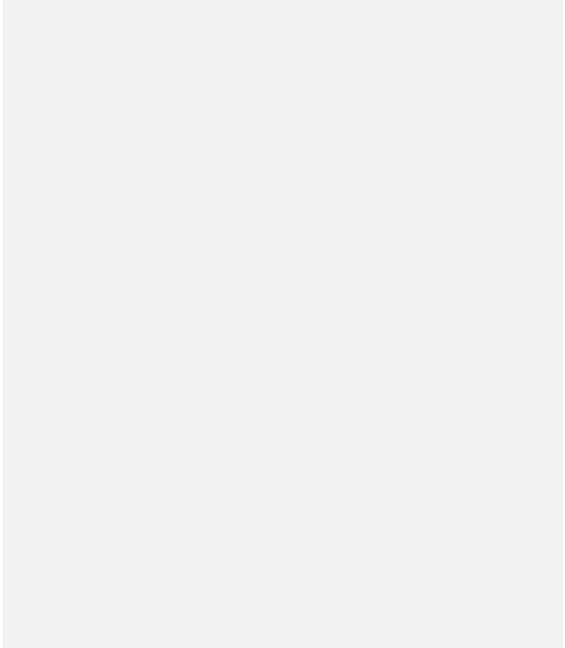


	risk of infection within the school community.			<p><u>outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</u></p> <p>We will consider how this provision will work alongside our wider protective measures, including keeping children within their bubbles where possible. It is not possible to maintain bubbles being used during the school day so we will use small, consistent groups but these will cross class bubbles.</p> <p>We have liaised with the PH Sports to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p>		
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Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff Wider community	Serious	During the national lockdown we will not host performances with an audience.	Low	Low
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	Educational visits will not be undertaken during the national lockdown	Low	Low
Social distancing with other children/young people	Attendance at multiple settings (eg wrap around care or Early Years attendance at LA and private provision on different days of the week).	Pupils and staff	Serious	We have advised parents that where possible they should limit the number of settings that their child attends. We recognise that there are some circumstances where a pupil will attend multiple settings (e.g. as part of provision outlined in an EHP). In these circumstances we will work with the	Med	Med 7

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				<p>displayed in the schools' reception areas for this purpose.</p> <p>If a visitor chooses not to check in using the NHS COVID-19 app, we will collect, store and dispose of contact details in line with Government guidance</p> <p>https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect</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. Face coverings must be worn by all visitors during whilst on site.</p>		
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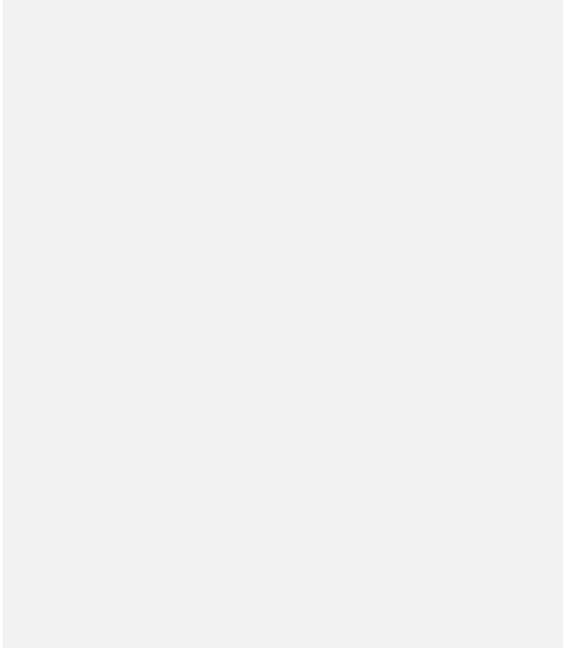
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				after unpacking items and dealing with waste packaging.		
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community via T2P, newsletters & Class Dojo.</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 via staff meetings / email / Teams communications.</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>	Low	Low
Other work areas	Exposure to	Staff	Serious	Where non-pupil facing staff can work	Low	Low

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				<p>All areas are cleaned regularly, a dishwasher (in Ubley) is available for cleaning crockery, utensils etc. To be washed thoroughly or individual mugs to be brought in from home. 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>		
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. Contractors will remain entirely separate from the school community.</p> <p>For areas where there are larger scale building projects in place, contractors will</p>	Low	Low

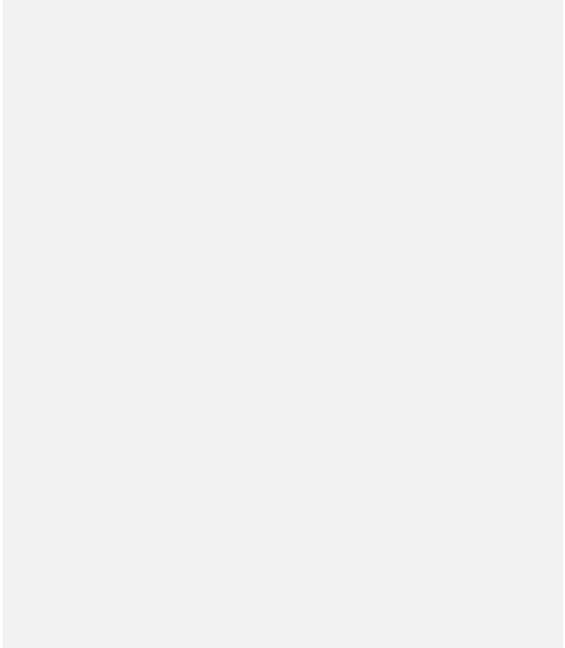
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				<p>Our approach to dedicated transport will follow government guidance set out in: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Our expectations are that for dedicated transport parents and transport providers will consider:</p> <ul style="list-style-type: none">• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. Ensuring the same children sit together will minimise the		
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				<ul style="list-style-type: none">• PHE advice (update for Sept 2020) set out in: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 That children and young people over the aged 11 and over wear a face mask when travelling on dedicated school transport. <p>We note Public health advice that staff should wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising</p>		
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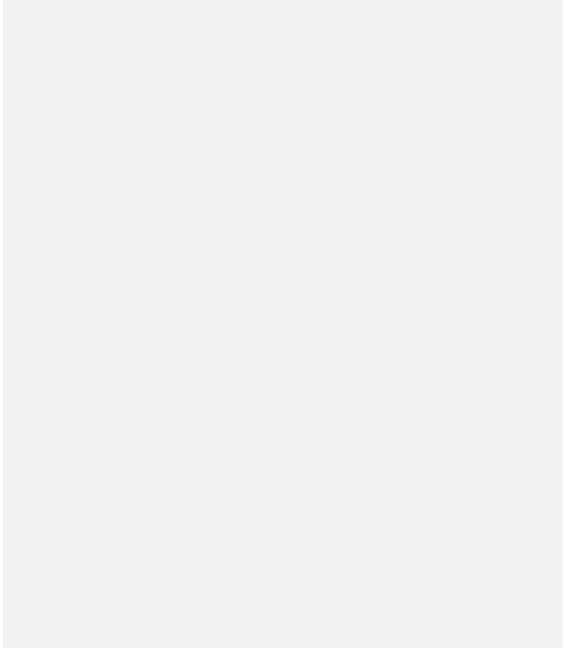
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	<p>Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school).</p> <p>(Predominantly applicable to secondary pupils)</p>	Pupils	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> • We will encourage pupils to walk or cycle to school where possible. • Where pupils must use school transport – strict guidelines as above will be followed – it is not possible for pupils to travel at different times of the day and there will be some mixing of protective groups – however journeys will not cross schools. • We have also discussed with pupils the potential for coronavirus to spread when they 	Med	Med 8
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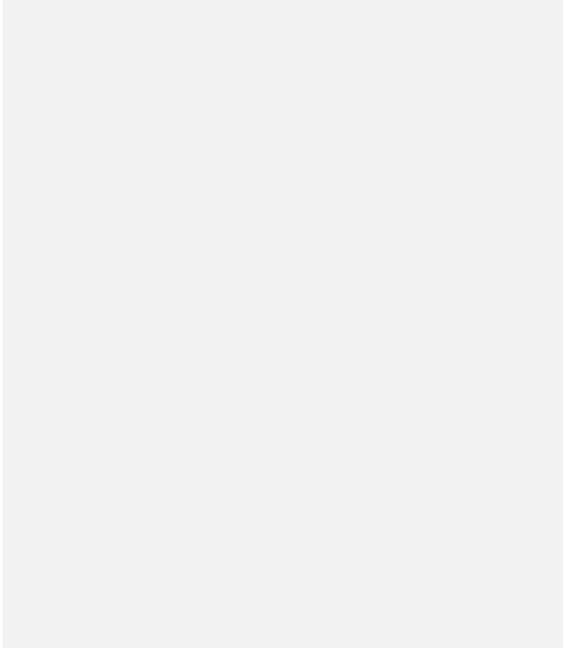
	Potential for increased exposure to coronavirus (and potential for introduction into the school) through staff use of public transport at peak times.	All staff	Serious	No staff use public transport to travel to work.	Low	Low
7) where necessary, wear appropriate personal protective equipment (PPE) (A face covering is technically not PPE because they are not designed to protect the wearer from infection from coronavirus).						
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Fatal/Major	"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 small number of cases including: children, young people and students	Med	Low

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				<p>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”</p> <ul style="list-style-type: none">• Where an individual risk assessment has identified PPE as a specific control measure.• Face masks should be worn by adults and pupils in secondary schools, in line with <u>government guidelines</u>, when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. This relates to internal and external spaces. Face masks should be worn in primary schools. in line with government		
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			<p>PPE by the school on request or permitted to use their own appropriate PPE. Staff should discuss this with their line manager.</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</p>		
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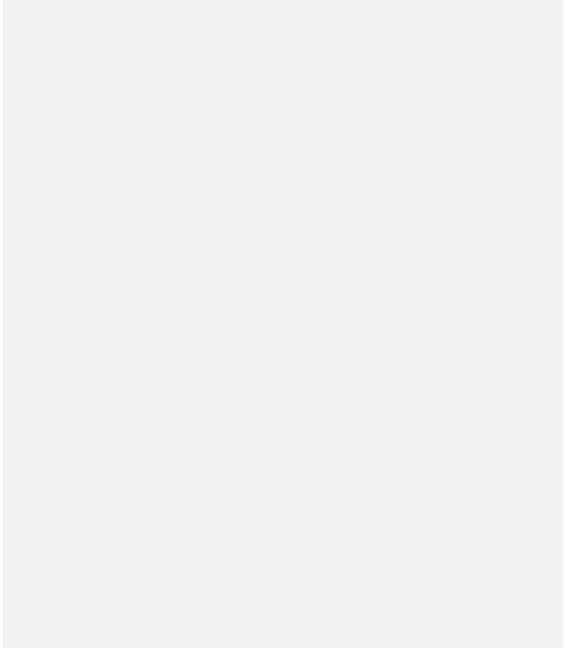
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circulation within the building)						
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	<p>We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.</p> <p>You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.</p>	Low	Low
	Additional doors	All premises	Serious	We have reviewed our site and identified	Low	Low

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				<p>before pupils return, to make sure everyone is clear about the importance of safely closing doors and windows, including any temporary 'hold open' measures as part of leaving the building.</p> <p>We have reviewed and updated our fire risk assessment accordingly</p>		
	<p>Inadequate ventilation contributes towards the spread of coronavirus.</p> <p>Open windows in the winter months mean that the</p>	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p>	Low	Low

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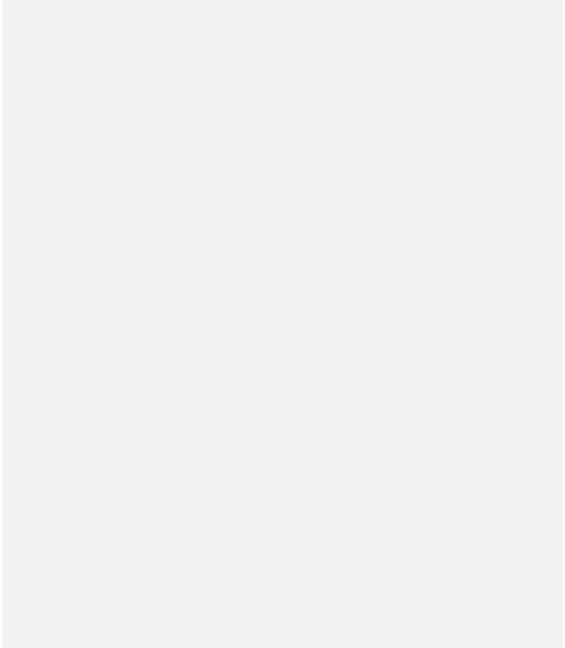


				<p>also assist with creating a throughput of air</p> <ul style="list-style-type: none">• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>We note the following advice from HSE:</p> <p>https://www.hse.gov.uk/temperature/thermal/managers.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2-covid-19-and-hvac-systems</p> <p>NB Minimum workplace temperature is 16 degrees centigrade.</p> <p>Once the school is in operation, we will</p>		
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				Including advising staff and pupils re: the value of layering clothing. <ul style="list-style-type: none"> • rearranging furniture where possible to avoid direct drafts • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 		
General						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of	All members of the school community	Serious	Our communication with parents and pupils prior to our return in September will include information about: <ul style="list-style-type: none"> • Arrival and departure from 	Med	Low

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				<p>put in place to support our work in infection control and social distancing</p> <ul style="list-style-type: none">• How we are permitting/requiring the use of face masks for staff, pupils or other visitors• What will happen if there is a case of coronavirus at the school. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at:</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the</p>		
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	Anxiety re: coronavirus and constraints of new learning environments	Pupils and staff	Serious	<p>Pupils will have been pre-warned about what to expect when they return to school.</p> <p>Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.</p>	Med	Low
	Anxiety from parents and young children when starting at a new early years setting	Pupils and community	Serious	<p>When settling in children new to an early years setting, we will ensure that parents and carers:</p> <ul style="list-style-type: none"> • wear face masks if required, in line with arrangements for staff and other visitors to the setting. • stay for a limited amount of time (ideally not more than an hour) 	Med	Low

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				https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance		
	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.	Low	Low
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for...	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.	Low	Low

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				<p>telephone counselling and support for Mental Health and Wellbeing.</p> <p>HR advice is available if required.</p> <p>We have consulted with trade unions, via the Employee Liaison Committee, on the template risk assessment and our advice to staff.</p>		
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>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"> The importance of protecting their own wellbeing. Staff will be advised to take appropriate breaks and exercise during the school day What to do if they suspect that 	Low	Low

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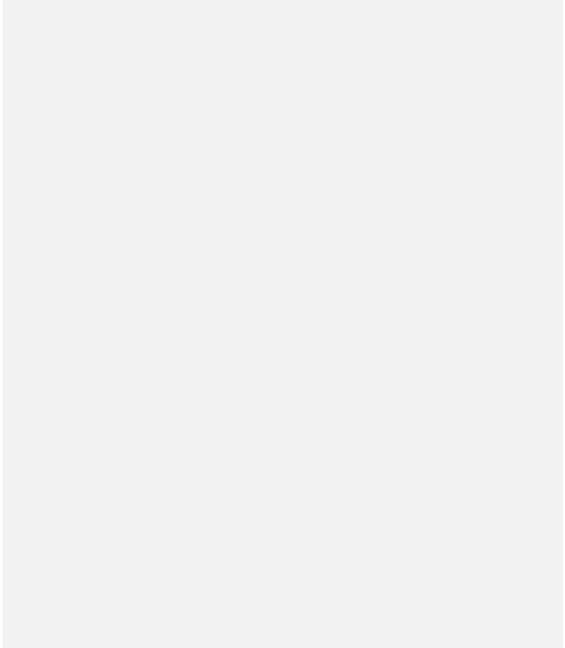
				<ul style="list-style-type: none"> • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • How we are permitting/requiring the use of face masks for staff, pupils or other visitors 		
Lettings	Potential for the introduction of coronavirus into the school, additional expense and	Staff, pupils and wider community	Serious	We do not let out any of premises (See Section 1: N re: operation of Breakfast and After School Clubs)	Low	Low

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				nhs-covid-19-app-in-schools-and-further-education-colleges		
9) engage with the NHS Test and Trace process						
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent within the school community	Pupils and staff	Serious	Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team . We will ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test 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, including children under 5, but children aged 11 and under will need 	Med	Med 10

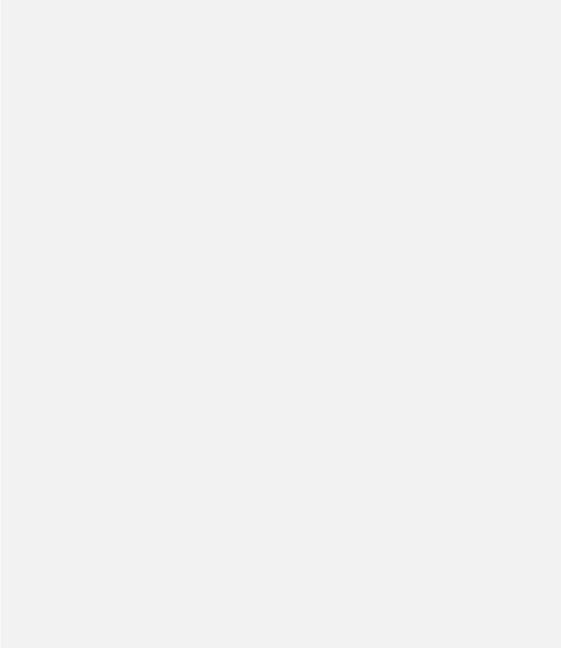
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			<p>access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere including staff.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-</p>		
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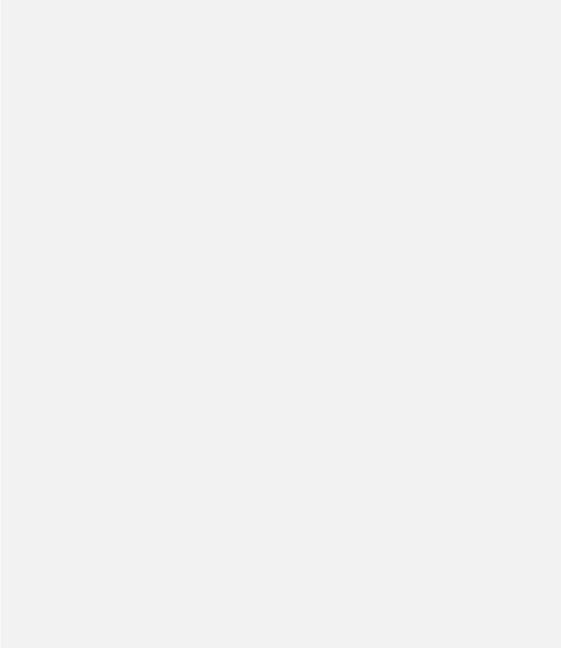
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				<p>if someone tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms 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-</p>		
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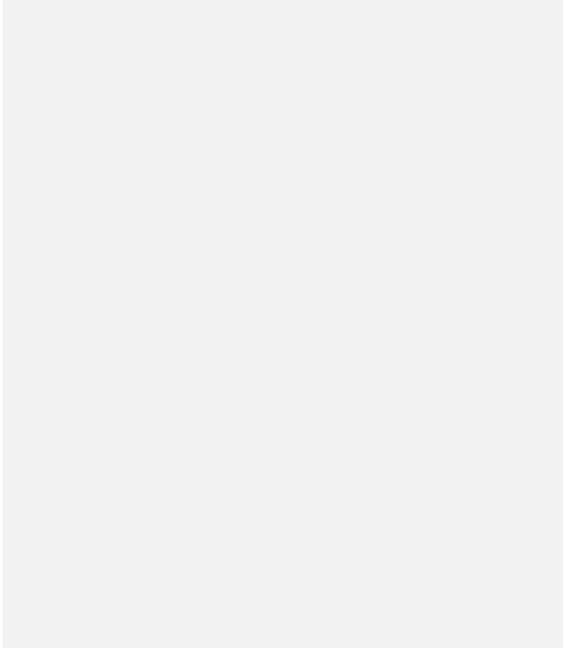


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				<p>attended the school – as identified by NHS Test and Trace.</p> <p>Alternatively, we will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and select option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice.</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</p>		
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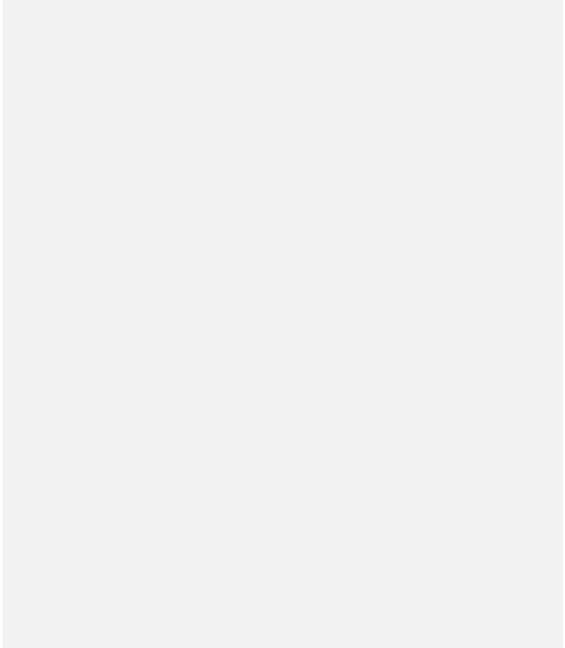


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				<p>including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none">• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual• travelling in a small vehicle, like a car, with an infected person <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 section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need</p>		
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				<p>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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none">• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.• if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the		
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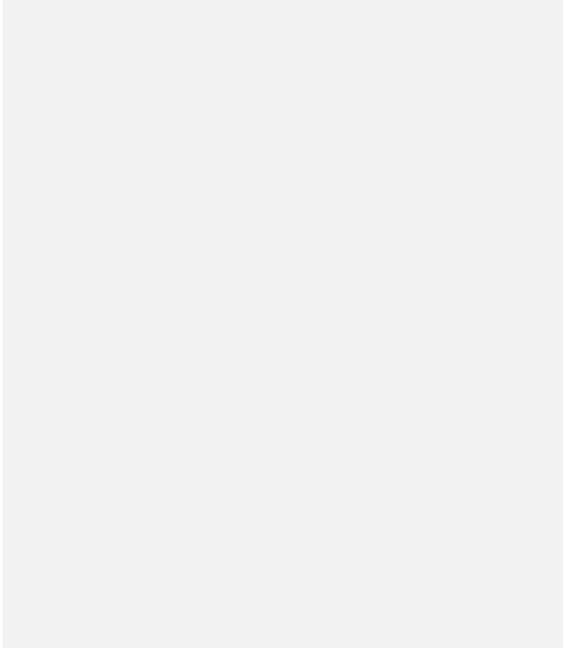
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				Further guidance is available on testing and tracing for coronavirus (COVID-19) .		
Inadequate response to alerts provided by use of NHS COVID-19 App	Inability to take the appropriate action in the same of a suspected case of COVID-19	Pupils and staff	Serious	<p>We note government guidance for use of the App in schools as set out below. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>The agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in</p>	Low	Low

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				to check in and a QR code should be displayed at reception. Where staff have downloaded the app we have advised them to turn the tracking off whilst they are work.		
11) contain any outbreak by following local health protection team advice						
Containing any local outbreak	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent	Pupils and staff	Serious	We note that if schools have two or more confirmed cases within 10 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. In some cases, health protection teams	Med	Low

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			<p>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 note the government publication of a temporary continuity direction https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote Education Temporary Continuity Direction - Explanatory Note.pdf which makes it clear that schools have a duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This came into effect from 22 October 2020.</p>		
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E-Safety	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. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.	Low	Low
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Polices continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal	Low	Low

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				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 we will speak to the child as well.		
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PART 3: Arrangements for staff working from home e.g. 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: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from	Low	Low
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				<ul style="list-style-type: none"> avoiding eye fatigue by changing focus or blinking from time to time. 		
Data protection	<p>Data breach exposes staff or students to risk of harm.</p> <p>Data breach is undetected.</p>	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>	Low	Low
Workplace stress exacerbated by social isolation.	<p>Depression</p> <p>Anxiety and other forms of mental</p>	Staff working from home	Serious	<p>The importance of protecting their own wellbeing will be stressed to staff. Staff will be advised to take appropriate breaks and exercise during the school</p>	Low	Low

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their control. 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 Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
MEDIUM item 1 Person contracts	All precautions have been put in place – Parent & Staff Information Updates – Staff Training	JB/SLT	Prior to 7/1/21	6/1/21 Reviewed 5/3/21

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	<p>cover, this may not be possible. There are no further precautions possible.</p> <p>LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the collaboration is able to take.</p>			
<p>MEDIUM item 4 Grouping pupils and social distancing of pupils: Early Years & Primary</p>	<p>Discussion with school transport provider and BASC to put in place measures to minimise pupil contact when mixing with other pupils outside of protective bubble.</p> <p>LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the collaboration is able to take.</p>	JB/Crown Coaches/PH Sports	12 th December - ongoing	Reviewed 5/3/21
<p>MEDIUM item 5 Daily variation in staffing means that the school is unable to operate safely for all groups of</p>	<p>Small school staff team. Limited capacity to cover staff absences – will need to rely upon casual/supply staff. If staff unavailable, procedure in place if emergency closure for specific groups is necessary.</p>	JB	Ongoing from 12 th December	5/1/21 Reviewed; Feb' 21

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<p>settings (eg wrap around care or Early Years attendance at LA and private provision on different days of the week).</p>	<p>LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the collaboration is able to take.</p>			
<p>MEDIUM item 8 Travelling to and from - increase risk of</p>	<p>Advice to be included in parental information to avoid school transport if possible. Children will not be able to travel in protective class groups. 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>LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the collaboration is able to take.</p>	<p>JB/Crown Coaches</p>	<p>Ongoing from 12/1/21</p>	<p>Reviewed; Feb' 21</p>

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community				
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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. .
2. .
3. .
4. .

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

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Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

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

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



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020

1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	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.	L	L



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020

				<p>preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>		
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LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020

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</p>	L	L
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LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020

1:N Afterschool and breakfast clubs						
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	We will consider how this provision will work alongside our wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then we will use small, consistent groups. As with physical activity during the school day, contact sports should not take place.	M	M



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020

Appendix A - Risk Assessment - East Harptree and Ubley Primary Schools

**Implementation of Lateral Flow Testing:
Provision and use of home testing kits to
primary and nursery schools from 25
January 2021**