

Risk Assessment

School operation during the COVID-19 pandemic with effect from 17th May 2021

Section 1

Date of Assessment:	MAT/Establishment/Section/Team:	Review date: (Complete once the action plan section below is addressed)	
Assessed by: Please print names of all those involved with this assessment.	1. Kim Laney	Date:	
	2. Mark Middleton		
	3. Jon Nunes		
	4. Jacci Ramplin		
Staff signatures: I/We have read and understood this RA and our role in its implementation.	1.	Date:	
	2.		
	3.		
	4.		

BACKGROUND AND CONTEXT:

From 8th March 2021 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 updated on 22 February 2021. This risk assessment incorporates the changes to guidance in relation to face coverings with effect from 17th May 2021. The guidance is frequently updated and is available here: [Guidance for full opening: schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools)

The guidance states that:

“We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this guidance. 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 students 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. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education. You must comply with health and safety law and put in place proportionate control measures.

To meet these obligations you must:

- review your health and safety risk assessments in light of this refreshed guidance
- make any necessary changes to your control measures applying the system of controls”

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf

The risk assessment will be reviewed in response to updates to government guidance and any examples of shared ‘best practice’ that we receive.

Section 2

Part 1: Reopening schools from 8th March 2021

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states:

“We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. This is the set of actions you must take. They are grouped into ‘prevention’ and ‘response to any infection’. If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term.”

The system of controls: protective measures

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

By following the system of controls, we have effectively reduced risks in our school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below. The updated risk assessment has been organised to relate to the system of controls.

Prevention:

- 1) minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school ~~unwell~~
- 2) ensure face coverings are used in recommended circumstances
- 3) ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) maintain ~~introduce~~ enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) consider how to minimise contact across the site and maintain social distancing wherever possible
- 7) keeping occupied spaces well ventilated

Numbers 1 to 7 must be in place in all schools, all the time.

In specific circumstances:

- 8) ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) promote and engage in asymptomatic testing, where available.

Response to any infection:

- 10) promote and engage with the NHS Test and Trace process
- 11) manage and report confirmed cases of coronavirus (COVID-19) amongst the school community

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

Numbers 10 to 12 must be followed in every case where they are relevant.

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 required to self-isolate by ensuring they do not attend the school						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Students and staff	Fatal/Major	Guidance has been issued to the entire school community, including any visitors onsite. Anyone affected must stay at home if they (or their family, support bubble or childcare bubble members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus. They have been informed that they must immediately cease to attend and not attend for at least 10 days from the day after the start of their symptoms or the positive test date, if they did not have any symptoms. The school community has also been informed that they are required to quarantine for this same period having	Low	Medium Risk

				<p><u>recently visited countries outside the Common Travel Area</u></p> <p>Those affected must follow government stay at home guidance as follows: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Public Health England (PHE) has good evidence that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>LSP guidance on someone testing positive/showing symptoms for COVID-19 sent to all staff (D)</p> <p>Confederation of school Trusts flowchart on advising individuals and households to be discussed with staff during insets (K)</p> <p>Anyone with symptoms is told not to attend school.</p>		
	Contact with those developing symptoms of the virus during the working day.	Students and staff	Fatal/Major	<p>Our procedure is 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-</p>	Low	Medium Risk

				<p>households-with-possible-coronavirus-covid-19-infection</p> <p>which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household, support bubble or childcare bubble (including any siblings) should self-isolate for 10 days from the day after when the symptomatic person first had symptoms or the positive test date, if they did not have any symptoms.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible), to DM2 where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The area in which they are waiting will be ventilated, if it is safe to do so. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. We have produced a plan to show the shortest routes possible and shared this with staff. The area used will be cleaned and disinfected using standard cleaning products before being used by anyone else and signs will be displayed to ensure no one else enters the area before it is vacant, and cleaning has been undertaken.</p> <p>Use DM2 for waiting / collection. Windows to be opened and closed by</p>		
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				<p>FA on duty. Exam tables set up to allow self-isolation. (E1/E3)</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else and signs will be displayed to ensure it is not used before cleaning has been undertaken.</p> <p>Cleaners to be advised whenever room/toilets have been used.</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 should wear a fluid-resistant surgical face mask if they can't keep 2 metres away from the pupil. If the staff member can't avoid contact with the child, they will follow government guidance contained in: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Adequate PPE to be stored in DM2 & Testing area. Instructions for donning of PPE on display in DM2 (E2) and</p>		
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				<p>Testing area - extensive training also given to test staff.</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital, unless advised to.</p> <p>Wherever possible, be collected by a member of their family or household. They should avoid using public transport. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.</p> <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 students 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). 		
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				<ul style="list-style-type: none"> • They test positive from an LFD test. <p>They are instructed to wash their hands thoroughly for 20 seconds, or use hand sanitiser, after any contact with someone who is unwell.</p> <p>Cleaning will be undertaken in line with DfE guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Students and staff	Serious	<p>Qualified first aiders are available as required</p> <p>Where reasonably practicable we will ensure that opportunities for students to mix with students 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> <p>Anyone showing Covid-19 symptoms to be treated in DM2 and not the main First Aid room. Where multiple people, attend efforts will be made to maintain year group bubbles.</p> <p>Full PPE is available in both First Aid areas. Non-Covid treatment to be self-</p>	Medium	Medium Risk

				administered (under expert supervision) wherever possible		
Administration of medication	Illness or injury to those who are unable to access their medication	Students and staff	Fatal/ major	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents will be advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>PPE available for FAs in FA room.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) are known to all staff and their requirements identified on class lists for each teaching group.</p> <p>Available to all staff on SIMS record</p> <p>EHC Plans or other relevant Healthcare Plans are shared with staff responsible for each teaching group.</p> <p>Available to all staff on SIMS record</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers are easily accessible and their whereabouts known by staff</p>	Low	Medium Risk

				<p>and pupils. Students requiring these are 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>FAs trained on this task. Details on SIMS</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables are cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom/dining area for longer than necessary.</p> <p>We will adapt lunchtime and breaktime arrangements in response to the allergies of the specific children in our school e.g. restrictions on the food that can be consumed on the premises.</p> <p>Backwell is not insisting that students bring packed lunches or that they must eat in classrooms. Parents to be reminded that we are a nut-free</p>		
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				school so snacks/food to be selected accordingly		
2) ensure face coverings are used in recommended circumstances						
Use of face coverings (in the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth)	Failure to use face coverings in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Students and staff	Serious	<p>For Secondary schools: Government guidance (22/2/21) states:</p> <p>Where students in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by students when outdoors on the premises. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.</p> <p>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>As additional control measures in our school we require face coverings to be worn by all adults and students, although we will always recognise government guidelines on exemptions, in all interactions when 2 metres distance cannot be maintained,</p>	Low	Low Risk

				<p>including in classrooms. This includes interactions between adults, between adults and students and between students. This relates to all internal space and external spaces, with the exception for students in outdoor social spaces at lunch or breaktimes (although social distancing should still be maintained as much as possible).</p> <p>We will always recognise government guidelines on exemptions and will not require official medical evidence for an exemption from students, parents or carers. We will provide exemption lanyards/badges for all students with exemptions.</p> <p>For all schools:</p> <p>In all schools, face coverings only need to be worn in the classroom by staff if they move between bubbles and cannot maintain 2 metres social distancing. Secondary age pupil's no longer need to wear face coverings in the classroom.</p> <p>In all schools, face coverings should be worn by staff and visitors in situations outside of classrooms where bubble populations mix and where social distancing is difficult (for example, indoors when moving around in corridors and communal areas).</p> <p>In addition to the above, any member of staff or pupil may wear a face covering</p>		
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				<p>in any further situation at their own discretion.</p> <p>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. In all cases, any educational drawbacks will be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) will be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on.</p> <p>Staff have been consulted on this approach and face coverings are provided for staff by the school. Any further purchases of face coverings by the school for students or staff will be of 3 layer face masks. Staff and students are encouraged to wear 3 layer face masks but can purchase or make face coverings of their own choice as long as they fit comfortably and securely over the nose and mouth. It is recommended that they are compliant with government guidance.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading,</p>		
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				<p>clear sound or facial expression to communicate, will be provided by the school on request. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19) and can therefore be used as an alternative to other face coverings.</p> <p>Face visors or shields must not be worn/used as an alternative to face coverings, although we will always recognise <u>government guidelines on exemptions</u>. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They may be used in addition to a face covering but should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Staff and students will remain within their defined groups wherever possible. Where this is not possible additional precautions, such as the wearing of face coverings by staff (and students in secondary schools), will be implemented if 2 metres social distancing cannot be maintained at all times. We will always recognise government guidelines on exemptions.</p>		
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				<p>Backwell School is not requesting staff to stay in bubbles but they are expected to minimise movement around site and wear face coverings in all indoor communal areas (exc classrooms).</p> <p>Face coverings will be worn at all times by other adults (and students in secondary schools), that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. This includes other adults such as specialists, therapists, clinicians, supply staff and other temporary or peripatetic staff, volunteers and ITT trainees. We will always recognise government guidelines on exemptions.</p> <p>This approach has been explained to parents and carers in newsletters, via text message and is clearly signposted within the school grounds.</p> <p>In cases of non-compliance the member of SLT on duty will remind adults not wearing face coverings of the requirement to do so. In the case of continued non-compliance this will be followed up by letter reiterating our approach. Further non-compliance will lead to the headteacher sending a Final Warning Letter. As a last resort the headteacher and in the case of further non-cooperation, in consultation with the Trust, will consider the potential of</p>		
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				<p>approaching DS and 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>Students without an exemption lanyard/badge that are not wearing a face mask will be challenged on Health and Safety grounds. We will ensure the continuation of education provision for any student who is removed from the classroom for refusing to comply. .</p>		
	<p>Students/ staff do not have face coverings.</p> <p>Face covering is damaged or otherwise unsuitable for use.</p>	Students and staff	Serious	<p>Requirements for adults (and students in secondary schools) to have a face covering has been communicated to parents/carers, staff and visitors.</p> <p>It is reasonable to assume that staff and students will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</p> <p>However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering. However,</p>	N/A	N/A

				failure to wear a face covering as detailed in this risk assessment could ultimately result in face to face provision being withdrawn.		
	Students, Staff or visitors exempt from wearing a face covering	Students Staff Visitors	Serious	<p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</p> <p>Survey completed with all students. 146 identified as needing individual RAs. Central list accessible to all teachers. Risk Assessments being completed over coming days and weeks.</p> <p>Additional list to be drawn up where we reach an agreement with parents/carers that student does not need to wear a face covering.</p>	Low	Low Risk

				Staff RAs already in place. If staff are unable to wear masks in communal areas then they are asked to limit their movement around site.		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Students and staff	Serious	<p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in line with this risk assessment. This process has been communicated clearly to pupils, staff and visitors and allow for adjustments to be made for students with SEND who may be distressed if required to remove a face covering against their wishes.</p> <p>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. Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Students will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a</p>	Low	Low Risk

				<p>plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Separate guidance is available on preventing and controlling infection, including the use of PPE, in <u>education, childcare and children's social care settings</u></p> <p>Detailed and consistent instructions at start and end of all classes. Use of face coverings supported by Individual Risk Assessments as required.</p>		
3) ensure everyone is advised to clean their hands thoroughly and more often than usual						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Students and staff	Serious	<p>Opportunities are provided for staff and students to clean their hands with hand sanitiser or with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • when they change rooms • before food preparation • before and after eating any food, including snacks. • before leaving school • after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day.</p>	Low	Low Risk

				<p>Delegated Services have confirmed there is no Government guidance to this effect. Using hand towels leads to vandalism and excessive cost in our experience. Governors agreed on 8th June to continue to use hand dryers at Backwell School.</p> <p>Handtowels provided if hand dryers stop working. New hand dryers will be provided if not cost prohibitive.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Signage displayed in all toilets on the importance of washing hands for 20 seconds.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of students hand sanitiser will be available.</p> <p>Hand sanitiser pump dispensers have been installed on inside of every classroom and students reminded to use by class teachers.</p>		
	Use of hand sanitiser potential for improper use and ingestion.	Students and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Alcohol free hand sanitiser is provided for use in science labs when required (CLEAPPS guidelines)</p>	Low	Low Risk

				<p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed'.</p> <p>Hand sanitiser pump dispensers have been installed on inside of every classroom and students reminded to use by class teachers at start and end of lessons.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>Printed set of Safety Data Sheets available in SBL's office</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p> <p>We have added checking of dispensers to site team's regular worksheet – teachers advised to report any empty dispensers via Every helpdesk –ideally in advance</p>		
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				but no later than the start of each lesson.		
4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach						
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Students and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum.</p> <p>The message is reinforced with students and, where necessary, students should be supported to get this right.</p> <p>Covered bins are available for the disposal of used tissues.</p> <p>Tissues to be available in every classroom etc. Covered bins not provided (cost/danger of extra contact with bin and increased risk of transmission).</p> <p>Covered bins not used -replaced with frequent emptying routine and 'Catch it, bin it, kill it' signage displayed. DT dept. investigated options for safe lidded solutions.</p>	Low	Low Risk
5) maintain 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	Students and staff	Fatal/Major	<p>For schools with contract cleaning: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>As a minimum, frequently touched surfaces will be wiped down twice a day,</p>	Low	Medium Risk

				<p>and one of these will be at the beginning or the end of the working day.</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 handles risk mitigated by everyone using sanitiser before entering/leaving rooms & doors being propped open. • Kettles see below point re kitchens • Taps see below point re kitchens • Switches risk mitigated by everyone using sanitiser before entering/leaving rooms • Phones / Laptops / Keyboards / Mouses – No hot-desking. Antibac wipes available when shared IT is unavoidable. • Printers and photocopiers Sanitiser to be available at each touchscreen with signage instructions for usage. • Staffroom/ food preparation Staff using their own curriculum kitchen areas to be responsible for wiping surfaces before/after each use (or kitchen will be out of bounds). School to provide cleaning equipment. CL/SL to be responsible for dept. risk assessment writing, updating and adherence. 		
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				<ul style="list-style-type: none"> Bathrooms Janitors main focus will be on toilets Surfaces that students are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc. <p>Janitorial services will be available during the school day for this purpose.</p> <p>Lids on toilets, where available, will be closed when not in use</p> <p>Daily briefing with Glen local representative. Glen have been instructed to clean staff areas in use during day and at the end of day. Canteen cleaned between sittings.</p> <p>Additional daily cleaning in all classrooms by students. Edge Protect being used across all classrooms and staff areas to support this (provides 21-30-day protection).</p> <p>Teachers to supervise students wiping down desks and chairs at end of each lesson. Instructions available in each room. All to sanitise before entering / leaving the classroom.</p> <p>Training/demonstration given to staff during September inset days. Teachers to demonstrate to students in early lessons and as required. Build into behaviour for learning policies.</p>		
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	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Students and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Not required for students wiping desks, as only they will have been in contact since previous clean. Training was given at staff insets in September.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Available in SBL office</p> <p>Only recommended cleaning products will be used.</p> <p>Cleaning products in classrooms to be kept at front with teacher.</p> <p>If cleaning product missing/running out, teachers to log with site team via helpdesk at start of lesson so can be delivered during lesson.</p>	Low	Low Risk
Measures to reduce contamination from coronavirus.	Use of shared resources	Students and staff	Serious	<p>Staff and students will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them</p>	Low	Low Risk

				to be quarantined and out of reach for 48 hours (72 hours plastics). Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.		
	Harder to clean items	Students and staff	Serious	We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice. Where these remain, they will be subject to regular cleaning and disinfection. More appropriate to primary schools. Sofas in library have been removed from use. ES to sort through equipment and manage appropriately.	Low	Low Risk
	Items from home to school and vice versa	Students and staff	Serious	We are limiting the items that students bring in from home each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Students and teachers can take books and other shared resources home although this will be limited. Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. Students will not be allowed to share equipment brought from home. Parents to be reminded to ensure students have everything required so do not need to share.	Low	Low Risk

				Classrooms to be resourced for spare pen/pencils. Teachers to ensure usage is rotated so equipment not reused within 48/72 hours.		
	Items requiring laundry	Students and staff	Serious	<p>We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.</p> <p>Specific instructions required for DT kitchens / PE / ES</p>	Low	Low Risk
6) consider how to minimise contact across the site minimise contact between individuals and maintain social distancing wherever possible						
Individual pupil medical requirements	Students in identified groups are vulnerable to contracting Coronavirus.	Extremely clinically vulnerable students	Fatal/ Major	<p>We will follow government guidance (22/2/21) that states that:</p> <p>The advice for students who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p>We may request from parents/carers sight of the shielding letter sent to CEV</p>	Low	Low Risk

				<p>children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</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> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Pastoral/ES team to work with families to develop individual risk assessment for each specific case/student.</p> <p>Parental survey sent mid-August and RAs created and updated as required. (L)</p> <p>Risk is low until 31st March as CEV students are not allowed on site</p>		
		Clinically vulnerable pupils	Serious	These students should attend school	Medium	Medium Risk

				<p>We will follow the same principles for pregnant students as for pregnant staff, in line with our wider health and safety obligations.</p> <p>If required: Student Services/Pastoral/ES team to work with families to develop individual risk assessment for each specific case/student.</p> <p>Parental survey sent mid-August and RAs created and updated as required. (L)</p>		
		Students living in a household with a person who is extremely clinically vulnerable.	Serious	<p>These students should attend school</p> <p>If required: Student Services/Pastoral/ES team to work with families to develop individual risk assessment for each specific case/student.</p> <p>Parental survey sent mid-August and RAs created and updated as required. (L)</p>	Medium	Medium Risk
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	<p>These students should attend school</p> <p>If required: Student Services/Pastoral/ES team to work with families to develop individual risk assessment for each specific case/student.</p> <p>Parental survey sent mid-August and RAs created and updated as required. (L)</p>	Low	Low Risk
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	<p>We have taken note of government guidance (22/2/21) stating that: CEV staff are advised not to attend the workplace. This is the case even after</p>	Low	Low Risk

				<p>they have been vaccinated. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required). Any CEV member of staff, that have received such a letter, will not be able to attend school while this guidance is in place.</p> <p>CEV staff should talk to their line manager about how they will be supported, including to work from home where possible. We will continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>All other staff can continue to attend work the workplace, including those living in a household with someone who is clinically extremely vulnerable, where home working is not possible. It is especially important that they diligently follow the control measures in this risk assessment.</p> <p>The Government have issued guidance for those classed as CEV:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff identified via Summer surveys. Line Manager and HR to remain in regular contact. List updated w/c</p>		
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				<p>2/11/20. Each member of staff has completed individual RA with HR. 2 x members of staff in this category all of whom have been individually risk assessed by our HR team – both are working from home during the lockdown.</p> <p>Additional staff members who have been moved into the CEV category are also to remain at home until Government advice changes.</p> <p>Risk is low before 31st March as CEV staff are not allowed on site</p>		
		Clinically vulnerable including pregnant women	Serious	<p>We have taken note of government guidance (22/2/21) as follows:</p> <p>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>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.</p> <p>Specific guidance is available for pregnant women:</p>	Medium	Medium Risk

				<p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>We will carry out an individual risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries.</p> <p>For pregnant women that are considered as CEV please refer to the CEV section above. For pregnant women that are considered as CV please refer to the CV control measures above.</p> <p>CV pregnant women, of any gestation should not be required to continue working in school if this is not supported by an individual risk assessment.</p> <p>Additional mitigation for pregnant women, those breastfeeding, or have given birth within the last 6 months, if not able to work from home, is to always maintain 2 metres distance from other adults or pupils. If at all possible close contact work with students should be avoided. If the working environment does not allow 2 metres distance then working in a different capacity or changes to the working environment should be made e.g., moving furniture or, if the classroom of a teacher in this</p>		
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				<p>category does not allow 2 metres distance, then they may need to swap to a different classroom etc. These mitigations apply to all women in this category but the opportunity for homeworking or working in a different capacity should be prioritised for those who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus.</p> <p>Staff identified via weekly survey Line Manager and HR to remain in regular contact. Members of staff completed individual RA with HR. 8 x members of staff in this category - all of whom have been individually risk assessed by our HR team.</p> <p>Staff to be identified to SLT/Managers so extra precautions can be taken.</p>		
		Those living in a household with a person who is extremely clinically vulnerable.	Serious	<p>These staff members are attending work.</p> <p>We will follow government guidance (22/2/21) that states that: Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</p> <p>Staff identified via weekly survey Line Manager and HR to remain in regular contact. Members of staff completed individual RA with HR. 2 x members of staff in this category - all of whom have been individually risk assessed by our HR team.</p>	Medium	Medium Risk

				Staff to be identified to SLT/Managers so extra precautions can be taken.		
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	<p>These staff members are attending work.</p> <p>We will follow government guidance (22/2/21) that states that: Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</p> <p>Staff identified via weekly survey Line Manager to remain in regular contact.</p> <p>Confirm that we have 8 staff in this category - all of whom have been individually risk assessed by our HR team.</p>	Low	Low Risk
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 ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with other staff and students as far as is practicable.</p> <p>Face coverings will be worn at all times by supply teachers, other temporary or peripatetic staff that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. We will always recognise government guidelines on exemptions.</p>	Low	Low Risk

				<p>All casual staff will be required to read and agree to the actions in this risk assessment.</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p> <p>Where used, temporary staff to follow same rules & procedures as other staff and be offered same training</p>		
Use of trainees and students	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>Trainees and students are able to work at the school, as would usually be the case. Where possible they will be attached to a consistent group or bubble</p> <p>All trainees and students will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of trainees or students across groups will be kept to a minimum, and they should remain 2 metres from students and staff where possible.</p> <p>Face coverings will be worn at all times by trainees and students that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. We will always recognise government guidelines on exemptions.</p> <p>All trainees and students will be required to read and agree to the actions in this risk assessment</p> <p>Trainees to follow same rules & procedures as other staff and be offered same training</p>	Low	Low Risk

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 be kept to a minimum, and they should remain 2 metres from students and staff where possible.</p> <p>Face coverings will be worn at all times by volunteers that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. We will always recognise government guidelines on exemptions.</p> <p>All volunteers will be required to read and agree to the actions in this risk assessment</p> <p>We use very few volunteers.</p> <p>Volunteers to follow same rules & procedures as other staff and be offered same training</p>	Low	Low Risk
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Students and staff	Serious	<p>We have taken the following measures to minimise contacts, and mixing, and to maintain social distancing on site including:</p> <ul style="list-style-type: none"> Staggering opening and departure times to keep groups apart as they arrive and leave. <p>Opening time is naturally staggered due to arrival points of different coaches. Students to be closely</p>	Medium	Medium Risk

				<p>supervised on arrival. Departure time to be staggered by key stage</p> <ul style="list-style-type: none"> • Opening up playgrounds etc, to increase opportunities for parents/carers to socially distance while waiting. • Advising parents that only one person should attend to deliver/pick up their child. • Erected signage and barriers to remind those visiting the site of social distancing requirements. <p>Signage erected on all entry/exit points in use + internal one-way systems in place and signposted. Site divided into year group specific bubbles with assigned canteen areas and toilets. Lunch and break to be shortened and organised to allow for separate bubbling in canteen spaces. More details below.</p> <p>(Y6 and secondary) Students have been advised of the appropriate entrance and exit to use.</p> <p>Opportunities for groups of students congregating on site before and after school have been minimised.</p> <p>Parents/carers will be asked to continue to wear face coverings on the school site when within the school buildings.</p>		
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				Parents/carers may also be asked to continue to wear face coverings when outside in the school grounds, if the grounds are not sufficient to enable appropriate social distancing		
	Large groups of students and/or adults increase the likelihood of exposure to and transmission of coronavirus	Students and staff	Serious	Assemblies, performances , visiting groups etc will not take place until further notice unless they can be undertaken in line with government guidelines Microsoft Teams etc may be used as an assembly replacement	Low	Low Risk
Grouping students and social distancing of students:						
	Exposure to infection Classroom teaching Secondary	Students and staff	Serious	We are following government guidance of 22/2/21. We will ensure students and staff, where possible, only mix in consistent groups based on year groups and that that group stays away from other people and groups, as far as possible. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares, specialisms and PPA etc. We note the recommendation for the arrangement of classrooms with forward facing desks and will maintain this arrangement in key stages 2 and above. with forward facing desks. All of the above will be undertaken whilst ensuring that it does not affect the quality and breadth of teaching or access for support and specialist staff and	Medium	Medium Risk

				<p>therapists. We may have to allow mixing in wider groups for areas such as specialist teaching, wraparound care or transport.</p> <p>Staff and students have been advised that they must maintain distance from students and other staff where possible and to wear face coverings if they move between bubbles or groups and when 2 metres social distancing cannot be maintained.</p> <p>This guidance is reinforced on a regular basis particularly where staff work 'across' bubbles.</p> <p>We will take opportunities, where possible, to deliver parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p> <p>The rationale for our approach is set out below:</p> <p>All 7 x year groups to form their own 'bubble'. Timetabled classes will continue in usual classrooms but will all be double lessons. This means we will move to a 4-week timetable (rather than a 2-week timetable) which will more than halve mass movements. Every transition will be from outside time to class time or vice versa. The only classroom-to-classroom change will occur after tutor time into period 1. For this reason tutor times have been reduced to 2 x per week (50 minutes each).</p>		
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				<p>Release from classes will be staggered within a block to ensure free movement to the outside.</p> <p>Vast majority of movement around Backwell is outside in the fresh air. Internal movements will follow one-way systems, which will minimise contact/difficulties in social distancing.</p> <p>Teachers to stay at front of class – 2m from students where possible (except at end of lesson when spraying desks) and take all precautions when moving around the site, avoiding student mass movement times whenever possible.</p> <p>Teachers to be responsible for supervising students wiping down tables, chairs and textbooks during the final 5 minutes of each lesson.</p> <p>Face coverings to be worn in all inside communal areas (excluding classrooms unless mixed year groups inside in exceptional cases). To be put on before leaving a classroom and remain on until arrival at next location – e.g. classroom, canteen or designated outdoor space. To be kept on in canteen until food is about to be consumed.</p>		
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				<p>All classroom desks to face forwards. Where this is not possible (DT) screens to be used.</p> <p>Shortened and (for years 7 & 8 only) alternating lunch and break times will enable us to segregate bubbles when not in classrooms. Each year group will have its own dedicated eating/outdoor space which will be supervised. In exceptional wet weather, large spaces will be allocated for students. Dedicated indoor spaces to be used during wet weather have been allocated. This can all be found on the site map.</p> <p>Internal one-way systems will be used to minimise transitory contact in certain areas</p> <p>Teachers to stay at front of class – 2m from students at all times and take all precautions when moving around the site, avoiding student mass movement times whenever possible. Staff who have been identified by line manager/HR as being at high risk must follow the guidance set out in their individual risk assessment.</p> <p>Students will be expected to wipe down their desk/chairs/equipment during the last few minutes of each lesson. This to be done under teacher supervision. Edge Protect will be used in all teaching spaces (21-30 days protection). Janitorial support</p>		
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				<p>will be in place and available to support if required</p> <p>CLEAPPS advice (GL343 – 8th July 2020) states that practical equipment used will not require any additional cleaning, though users should be reminded to regularly wash their hands with alcohol –free hand sanitiser. Students will likely need regular reminders as to when to do this.</p>		
Small Group Work/ Close contact work	Exposure to infection	Students and staff	Serious	<p>Where close contact/small group work is undertaken outside of an established group/bubble pupils and staff members will remain 2 metres apart wherever possible. Where this is not possible, or where work is required to be undertaken in close proximity to another, additional precautions including the use of face coverings and increased hygiene protocols must be undertaken. Further control measures such as visors or screens are also recommended.</p> <p>Students will always work in year group bubbles. Staff will take extra precautions to protect their 2m distance. PPE is available if staff would like it but is not required.</p>	Low	Low Risk
Curriculum delivery: Music, Dance and Drama	Increased likelihood of infection from coronavirus from playing musical	Students 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, including guidance provided by the DCMS for</p>	Medium	Medium Risk

	instruments and singing.			<p>professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u></p> <p>Our class sizes will be greater than 15. We will aim to use instruments by year group to avoid cross contamination between bubbles. Where not possible we will ensure that a different year group does not use instruments within 48/72 hours. As a last resort, teachers will clean instruments.</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments and singing in groups will take place outdoors where possible. If indoors we will limit numbers where necessary to take account of space. • If playing indoors using a room with as much space as possible eg: large room with high ceiling. We will limit numbers to take into account to ensure sufficient ventilation and the ability to social distance. • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained. 		
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				<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 eg: conductors or accompanists must be observed. Current guidance is that if the activity is face to face and without mitigating actions 2m is appropriate. Students will use seating where practical to help maintain social distancing. • Students 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. • Microphones will be used where possible or we will encourage singing to be carried out quietly. <p>When handling instruments:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. • Sharing equipment will be avoided. Any shared equipment including cases, handles, props, chairs, microphones and music stands must be disinfected regularly and always between users, following <u>government guidance on cleaning and handling equipment</u>. 		
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				<ul style="list-style-type: none"> • Instruments should be cleaned by the students playing them where possible. • Handling of music scores, parts and scripts to be limited to individual using them only. • Pick up and drop off points have been set up rather than passing equipment etc hand to hand. <p>Schools are able to work with external organisations for the delivery of music lessons where they are satisfied that this is safe to do so and where it meets the guidelines above. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Mu4/PR5/Mu5 to be used for peripatetic teaching as they are large enough for the instruments taught in each.</p> <p>PR5 must be used with a screen.</p> <p>Social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.</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>		
Curriculum delivery:	Increased likelihood of	Students and staff	Serious	Students will be kept in consistent groups, sports equipment thoroughly	Medium	Medium Risk

Physical Education	infection from coronavirus			<p>cleaned between each use by different individual groups.</p> <p>We will aim to use equipment by year group to avoid cross contamination between bubbles. Where not possible we will ensure that a different year group does not use equipment within 48/72 hours. As a last resort, teachers will clean equipment.</p> <p>Use timetabling to ensure adequate time between year groups</p> <p>PE lessons may be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within our own system of controls.</p> <p>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 students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Sports whose national governing bodies have developed guidance under the</p>		
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				<p>principles of the government's guidance on team sport and been approved by the government are permitted. These sports are on the list available at grassroots sports <u>guidance for safe provision including team sport, contact combat sport and organised sport events.</u></p> <p>Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. Indoor and outdoor competition between different schools can take now place.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on <u>grassroot sports for public and sport providers, safe provision and facilities</u>, and guidance from <u>Sport England</u> • advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> • guidance from Swim England on school swimming and water safety lessons available at <u>returning to pools guidance</u> documents. • <u>using changing rooms safely</u> <p>We are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will consider carefully how</p>		
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				such arrangements can operate within their wider protective measures.		
Public Examinations (Use of the school as an Examinations Centre for existing and potentially returning students who are no longer on the school roll.)	Failure to engage with the 'track and trace process' increases the likelihood of exposure to and transmission of coronavirus in the school community and beyond.	Students and staff	Serious	We will collect and keep contact information for candidates and invigilators so that we can share it with NHS Test and Trace if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the school. Every exam will have a seating plan, so we will add the names of the invigilators and cross reference them to the contact details we hold for candidates and invigilators.	Low	Low Risk
	Poor social distancing increases the likelihood of the transmission of coronavirus on arrival and departure of candidates	Students and staff	Serious	<p>Candidates will be advised to read the safer travel guidance before planning their journey to their exam, especially where the exam is being held in a location to which the candidate does not normally travel.</p> <p>As candidates arrive before the scheduled start time of exams, we will keep them separate from other students arriving at the school.</p> <p>We will identify a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.</p>	Low	Low Risk

				<p>We will also make sure that any candidates who arrive late for the exam follow social distancing measures.</p> <p>There will be a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this, we will take into account any candidates who need extra time in exams.</p>		
	Inadequate cleaning increases the likelihood of the transmission of coronavirus.	Students and staff	Serious	<p>Exam rooms will be kept clean. Frequently touched surfaces (for example, door handles, individual desks) will be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.</p> <p>Rooms do not need to be left empty between exams, provided they are cleaned properly each time.</p> <p>In addition we use a fogging product (Edge Protect) which provides ongoing protection for upto a week</p>	Low	Low Risk
	Poor social distancing increases the likelihood of the transmission of coronavirus	Students and staff	Serious	<p>Desks will not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group/bubble, but we will ensure that candidates are</p>	Medium	Medium Risk

				<p>seated 2 metres apart from each other. For VTQ exams, we will follow the guidance specified by the relevant awarding organisation, but we will ensure that candidates are seated 2 metres apart from each other.</p> <p>All other candidates, whether in different group bubbles, private candidates or those returning to school to take exams, will be seated 2 metres apart from each other. These candidates can be seated in the same room.</p> <p>There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.</p> <p>The importance of adequate ventilation will also be considered when selecting the room for exams.</p> <p>Invigilators may walk up and down aisles between desks, but there will also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. The invigilator will wear a face covering when moving around the room or when within 2 metres of another person.</p>		
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	Failure to wear a face covering increases the likelihood of the transmission of coronavirus in areas where social distancing cannot be observed.	Students and staff	Serious	<p>Candidates do not need to wear face coverings during exams as they will always be seated 2 metres away from another person, but they may wear them if they wish to.</p> <p>Invigilators will wear a face covering when moving around the room or when within 2 metres of another person.</p> <p>Candidates and Invigilators should wear face coverings in communal areas and moving around the exam room.</p> <p>Everyone who uses public transport to travel to exams should follow the requirements for wearing face coverings.</p>	Low	Low Risk
	Invigilators - Poor social distancing increases the likelihood of the transmission of coronavirus	Students and staff	Serious	<p>We will follow our protocols in place for visitors and temporary staff. Invigilators can move between different schools. They should minimise contact and maintain as much distance as possible from other staff. Invigilators will wear a face covering when within 2 metres of another person.</p> <p>Before the exams, we will advise invigilators what they need to do to minimise contact and maintain as much distance as possible from other staff.</p> <p>Invigilators do not need to wear gloves when collecting exam scripts from candidates but will be advised to wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.</p>	Low	Low Risk

				Trial exams to be completed remotely during lockdown. Invigilators being offered on site LFD tests as required.		
	Poor social distancing between staff and candidates increases the likelihood of the transmission of coronavirus.	Students and staff	Serious	<p>We will advise invigilators and other staff to stand alongside candidates when interacting with them, rather than face to face.</p> <p>For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2-metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2-metre distance, they should avoid close face to face contact, and wear a face covering.</p> <p>These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams.</p> <p>If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff will maintain a 2-metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face covering.</p> <p>All candidates' desks to be adequately spaced. Invigilator space of at least 2 metres in place. Rooms to be ventilated. Additional rooms to be found.</p>	Medium	Medium

				Trial exams to be completed remotely during lockdown. Invigilators being offered on site LFD tests as required.		
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Students and staff	Serious	<p>Virtual tours will be provided for prospective parents and carers.</p> <p>If it is necessary for parents and carers to visit in person, we will ensure:</p> <ul style="list-style-type: none"> • face coverings are worn. • there is regular handwashing, especially before and after the visit. • we hold visits after hours. If this is not possible, we will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed. • that the area visited is fully cleaned before reoccupation by staff and pupils. <p>Prior to a visit, we will ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> • of the system of controls • how this impacts them and their responsibilities during their visit • how to maintain social distancing from staff, other visitors, and children other than those in their care 	Low	Low Risk
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and	Students and staff	Serious	Utilise other suitably qualified members of staff within the school alongside casual staff/agency staff to cover absence.	Low	Low Risk

	social distancing arrangements.					
	Daily variation in staffing means that the school is unable to operate safely for all groups of pupils.	Students and staff	Serious	<p>Staff have been advised that they must inform Tracey Atkins (HR) /Staffabsence@backwellschool.net as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>New staff absence email has been created - staffabsence@backwellschool.net. Messages go to Head/Deputy/SBL and HR.</p> <p>The Head will contact the Chief Executive/Chief Financial and Operating Officer if part closure is necessary due to insufficient staff available. The school will work with the Trust to put in place alternative arrangements e.g. the Trust's home learning for any period of temporary closure.</p> <p>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 ParentMail or similar</p> <p>Schoolcomms process to be used for this. Can easily select specific groups/classes as syncs with SIMS.</p>	Medium	Medium risk
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Students and staff	Serious	<p>Measures necessary for additional ventilation of the building have been reviewed and will not compromise fire safety or site security arrangements.</p> <p>Onsite rules will include instructions to open windows at start of day and</p>	Low	Low Risk

				<p>close them at end of day + prop door open. Staff are responsible for closing doors during an emergency.</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 will be required.</p> <p>We will carry out emergency drills as normal (following social distancing as appropriate). We have made adjustments to our fire drill to allow for social distancing as appropriate.</p> <p>No anticipated change to current procedures.</p> <p>JN updated staff to this effect 12/6/20. Registers for classes to come from SIMS as is usual case</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>		
Arrival and departure from school	Exposure to infection from inadequate social distancing	Students and staff	Serious	<p>We have reviewed start/ finish times to keep groups of students apart as they arrive and finish school. This will not involve the loss of teaching time</p> <p>We are not planning to stagger arrival times as this tends to be naturally spread out already.</p> <p>We will stagger departure times as follows:</p>	Low	Low Risk

				<ul style="list-style-type: none"> - Y7&8 (540 students) – 3pm - Y9&10 (540 students) – 3.05pm - Y11, 12 & 13 (660 students) – 3.10pm <p>Loss to teaching time will be offset by a shorter lunch break.</p> <p>Students will be encouraged to wait outside in year group areas if they cannot leave site immediately.</p> <p>Support staff may work from home if they can do so effectively – to be agreed with line manager</p>		
Circulation within the building	Exposure to infection from inadequate social distancing	Students and staff	Serious	<p>Students will access rooms directly from outside where possible.</p> <p>Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.</p> <p>Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers from different groups accessing circulation routes.</p> <p>The vast majority of movement at Backwell is outside.</p> <p>Release from classes will be staggered within a block to ensure free movement to the outside.</p> <p>We will segregate access points as possible to minimise cross bubble contact (e.g. Different entry doors for</p>	Low	Low Risk

				<p>upstairs / downstairs classrooms as possible).</p> <p>Face coverings will be worn inside all corridors and communal areas at all times unless eating/drinking.</p>		
Lunchtimes and break times	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Students and staff	Serious	<p>Liaison with catering contractors is in place.</p> <p>OR</p> <p>Our own catering staff arrangements for social distancing have been implemented.</p> <p>Aspens plan has been received. Documents are kept in the kitchen so any visit from an informant officer we have them to hand when needed. Training has taken place. (G)</p> <p>Aspens staff being offered on-site LFD tests if desired.</p>	Low	Low Risk
	Payment for food (secondary)	Students and staff	Serious	<p>Whilst finger recognition systems are in use for meal payment it will be cleaned between each pupil's use.</p> <p>We have removed biometric readers. Each student will be issued with a PIN. Names can be used if PIN is forgotten. In both cases Aspens, staff enter into the till so there is no contact risk to the student/member of staff. Tills display an image of the student to minimise misuse.</p>	Low	Low Risk
	Exposure to infection from inadequate social distancing: Collection of food	Students and staff	Serious	<p>Students will enter the lunch area in their existing groups.</p> <p>Groups to be kept apart as far as possible.</p>	Medium	Medium Risk

	by students and eating arrangements			<p>We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food.</p> <p>Secondary school students will wear face coverings in their lunch area, apart from when eating/drinking, when 2 metres social distancing cannot be maintained between them</p> <p>When not in lockdown canteen usage will be segregated accordingly during both breaks:</p> <ul style="list-style-type: none"> - Y7 Lower school canteen (break 2) - Y8 Lower school (break 1) - Y9 = Quantock canteen - Y10 = Mendip canteen - Y11 = House block hatch and Quad pod. - Y12 = 6frm canteen - Y13 = 6frm serving hatch (eat in library) 		
	Exposure to infection from inadequate social distancing: breaktimes	Students and staff	Serious	<p>Outside areas can be shared but students will remain in their distinct groups.</p> <p>Different groups of students 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>	Low	Low Risk

				<p>The shortening and management of break/lunchtimes allows separation of outdoor space into year groups. We have also identified outside spaces for each year group to use as well as dedicated indoor space for wet days.</p> <p>Adequate arrangements have been made for staff to maintain social distancing during breaktimes.</p> <p>The use of staff rooms has been minimised, although staff still have a break of a reasonable length during the day.</p> <p>Other alternatives to the use of staff rooms will be used wherever possible e.g. external space, taking breaks in classrooms etc. If there is not alternative to using the staff rooms, 2 metres' distance will be maintained at all times along with good ventilation. Staff will wear face coverings when moving around the staff room. We will always recognise government guidelines on exemptions.</p> <p>Staff will mainly use their classrooms or outside during break times. Curriculum offices to be used by designated staff only (usually those without their own classroom).</p>		
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club	All members of the school community	Serious	<p>Guidance from 23/2/21 may be found as follows:</p> <p>We will continue to offer this provision for children attending our site. Updated guidance for operating may be found as follows:</p>	Low	Low risk

	thus increasing the risk of infection within the school community.			<p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>As children who were aged 11 and above on 31 August 2020 are recommended to wear face coverings when they are being educated or cared for in classrooms or during activities, where social distancing cannot be maintained, we will maintain this within any afterschool or breakfast provision.</p> <p>Where parents are using external childcare providers or out of school extra-curricular activities for their children, we will advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</p> <p>Where school is the provider:</p> <p>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.</p> <p>Control measures re: hygiene, cleaning etc set out above and as detailed in this risk assessment will be followed.</p>		
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				<p>Children will remain in their year group or bubbles where possible. Where not possible we will group children in smaller and consistent groups and retain records of attendance and groupings.</p> <p>Multiple groups may use the same space with distancing between the groups along with the other control measures in this risk assessment.</p> <p><u>If an external provider is used on school premises:</u></p> <p>We will liaise with the external provider 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> <p>We will share information re: our grouping of students so that these are maintained where possible.</p> <p>Sports provision should be compliant with the arrangements for physical education set out in this risk assessment. As with physical activity during the school day, contact sports should not take place.</p>		
Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff Wider community	Serious	<p>In line with Government guidance (22/2/21), we will not host performances with an audience. We may consider alternatives such as live streaming and</p>	Low	Low risk

				<p>recording performances, subject to the usual safeguarding considerations and parental permission</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. Performing arts - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</p> <p>If planning an outdoor performance we will also give particular consideration to the guidance on delivering outdoor events. Keeping workers and audiences safe during COVID-19 (England) (eventsindustryforum.co.uk)</p> <p>We will still consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p>		
Educational visits	Exposure to infection from inadequate social distancing etc	Students and staff	Serious	<p>In line with Government guidance (22/2/21), we will not be undertaking educational visits at this time.</p>	Low	Low risk

				<p>We may, however, make use of outdoor spaces in the local area to support delivery of the curriculum if this can be carried out in line with the implementation of the protective measures outlined in this risk assessment.</p> <p>All 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 consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see Contents (oeapng.info))</p> <p>We note that schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time.</p>		
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				<p>We will keep children within their consistent groups (bubbles) for the purpose of the visit and follow guidance set out in Appendix C Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) which sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3 of the roadmap.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</p> <p>International visits will not take place until 5 September at the earliest.</p>		
Transitional, taster and open days	<p>Inadequate social distancing leads to exposure to coronavirus.</p> <p>Poor record keeping leads to difficulties in tracing contacts should this be required.</p>	Pupils and staff	Serious	<p>We will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and aligned with the advice contained within the latest guidance and the roadmap out of lockdown.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Adherence to guidance re: group sizes • Maintaining bubbles and records of attendees • Social distancing for staff working with groups of pupils • Social distancing and guidance for meeting with others for interactions between staff, parents/carers and their children 		

				We will not be conducting home visits		
Social distancing with other children/young people	Attendance at multiple settings (eg wrap around care, Early Years attendance at different providers on different days of the week or dual registered at a special school).	Students and staff	Serious	<p>We have advised parents that, where possible, they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHP). In these circumstances we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p> <p>While some adjustment to arrangements may be required, students in this situation will not be isolated as a solution to the risk of greater contact, except when required by specific public health advice.</p> <p>Individual Risk Assessment to be created and monitored for students in this situation. We do not have many students attending multiple sessions</p>	Low	Low Risk
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Students and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Door entry systems have been adjusted, where possible, so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p> <p>Screen erected in reception.</p>	Low	Low Risk

				<p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Social distancing / sanitisation posters on display + floor markings to indicate 2m distancing</p> <p>Visitors to the school have the opportunity to check in via the NHS COVID-19 app and a QR code is displayed in the school's reception area 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>QR code on display in reception and site team office.</p> <p>Consultations with parents/outside agencies etc, will take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Adequate size meeting rooms to be used wherever possible. Must be booked and cleaned afterwards (responsibility of room booker).</p> <p>Payments are online/ contactless where possible. Office staff wear gloves when handling cash.</p>		
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				<p>Hand sanitiser is available alongside signing in arrangements and staff/visitors are reminded to sanitise before and after signing in.</p> <p>We do not use screens for signing in.</p> <p>Cash being taken for mask reimbursement and charity donations. Money put in safe and quarantined for at least 48 hours before anyone touches it.</p> <p>Receptionist to complete signing in/out book</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> <p>Lanyards and plastic wallets to be wiped down by receptionist on return.</p> <p>School community advised not to attend the premises if they are displaying any Covid-19 symptoms.</p> <p>Hand sanitiser available</p>		
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Clear guidance for delivery drivers is placed at the school entrance including advising the school reception safely of their arrival e.g. via telephone or screen.</p> <p>School staff advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>	Low	Low Risk

				Phone access via site mobile and instructions given. Site Number on signage outside workshop. Staff have been briefed		
	Violence and aggression towards school staff causes injury and distress	Students and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates are provided to all members of staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>We will deploy the range of behaviour remedies if behaviour becomes unacceptable, from warning to full banning from site/sect 547 warnings/action.</p>	Low	Low Risk
Other work areas e.g. Offices	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are encouraging all employees, with the exception of those in the clinically extremely vulnerable group, to return to work where possible to support the effective running of the school.</p> <p>CEV staff that can undertake an activity from home, without detrimentally affecting the work of the school should discuss doing so with their line manager.</p> <p>Wherever possible offices will not be shared and, where this is unavoidable, 2 metres social distancing will be observed at all times. Staff working in shared offices should be considered as being in a bubble but should still maintain 2 metres social distancing wherever possible. Face coverings will be used when moving around shared</p>	Medium	Medium Risk

				<p>offices. Anyone entering an office, that is not part of the office bubble, should wear a face covering if they cannot maintain 2 metres social distance at all times</p> <p>Staff have been reminded of this during week 2 of term 4 (via the Head) and encouraged to review and resubmit their curriculum risk assessments.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture has been reconfigured in staff areas to allow 2m distancing.</p> <p>Room capacity is adhered to. All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>Hand towels and antibac spray to be provided in all kitchen areas. Staff are responsible for department risk assessments and the hygiene of their own kitchen areas if they are to remain fully open.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p> <p>Antibac wipes to be available in all areas where work areas may be shared. This to be avoided wherever possible.</p>		
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Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p> <p>A record will be kept of all visitors that choose not to check in via the NHS COVID-19 app and a QR code, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>All contractors to provide RAs and method statements before attending site. They will be asked to leave site if they do not adhere to adequate controls.</p>	Low	Low Risk
Travelling to and from school	Risk of exposure to coronavirus whilst using dedicated school transport.	Students and staff	Serious	<p>We will ensure that transport providers are aware of any changes to start and finishing times.</p> <p>We note that students on dedicated school services do not mix with the general public on those journeys and tend to be consistent.</p> <p>Our expectations are that for dedicated transport parents and transport providers will consider:</p> <ul style="list-style-type: none"> distancing should be maximised and mixing of groups should be minimised where possible and practical. 	Medium	Medium Risk

				<ul style="list-style-type: none"> • use of hand sanitiser upon boarding and/or disembarking. • additional cleaning of vehicles • organised queuing and boarding where possible to ensure that distancing is maintained. • clear information for parents and children about the arrangements that are needed for picking up and dropping off children at their home destination. • That children and young people over the aged 11 and over wear a face covering when travelling on dedicated school transport. <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed, and appropriate distance kept between passengers.</p> <p>Since the start of term 2 the majority of our council provided coaches have been year group specific. Those that are not, are clearly segregated with year group areas marked out.</p>		
	Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school).	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 students to walk or cycle to school where possible. 	Low	Low Risk

	(Predominantly applicable to secondary pupils)			<ul style="list-style-type: none"> We have reviewed numbers of students travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of students mixing with each other and coming into contact with other people on the journey to and from school. <p>Children and young people aged 11 and over must wear a face covering on public transport.</p> <p>We have provided clear messages to students about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with students the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>		
	Risk of exposure to coronavirus whilst using school vehicles.	Students and staff	Serious	<p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing.</p> <p>Where possible there will be a consistent allocation of driver, escort and passengers to a vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc are cleaned after use.</p>	Medium	Medium Risk

				<p>Vehicle users will wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re: 1:1 transport in school vehicles.</p> <p>Review of whether school operated home to school transport will be possible/cost effective. It is unlikely that year group bubbles would be possible.</p> <p>School vehicles will not be used to transport pupils during 2020/21 school year – to be reviewed again once pandemic is over.</p>		
	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	<p>We have encouraged staff to avoid using public transport to travel to and from work if possible.</p> <p>Where staff would normally use public transport to travel to work, we have discussed options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.</p> <p>We have identified staff using public transport via the weekly HR survey. We avoided bringing them into work during term 6 if it could be managed and reminded them to wear face covering. Individual RAs have been completed.</p>	Medium	Medium Risk

				Staff now expected into work unless self isolating or CEV. Public transport to be avoided wherever possible.		
78) always keep occupied spaces well ventilated						
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	<p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.</p> <p>All staff have had recent H&S training including working from heights demonstration. Staff asked to open windows at the start of each day and to close them at the end of each day and leave doors propped open (close in event of fire alarm)</p>	Low	Low Risk
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	<p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.</p> <p>If you have air conditioning units</p> <p>We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time.</p> <p>We maintain our air conditioning units in accordance with the manufacturers' recommendations.</p> <p>If you use a centralised ventilations system that removes and circulates air to different rooms</p>	Low	Low Risk

				<p>We have turned off recirculation and use a fresh air supply for our air conditioning units.</p> <p>None of our aircon unit systems recirculate air to other rooms. All aircon on site can now be used. Fans are now considered safe to use too.</p>		
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. There are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>Instructions have been provided to all staff, before students 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>Site team made additional door wedges. All staff have been instructed to prop open office/classroom doors</p>	Low	Low Risk

				and remove as part of fire alarm evacuation. Instructions in classrooms in place to this effect. Fire drill on Monday 7 th September with students. Staff made aware of changes to procedures during inset days on 1 st and 2 nd Sep and reminded via Head's updates.		
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	Occupied areas of our building are heated to a temperature whereby staff and students can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This is achieved by a variety of measures including: <ul style="list-style-type: none"> mechanical ventilation systems – these have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors will also be used to assist with creating a throughput of air. 	Low	Low Risk

				<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 ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are also used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts. increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. Including advising staff and students re: the value of layering clothing. rearranging furniture where possible to avoid direct drafts. 		
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				<p>Students are encouraged to wear layers under their uniform. Coats can be worn in lessons at teachers' discretion.</p> <p>Heating is on and more temporary heaters are available if required.</p> <p>Temperature in rooms is monitored centrally and action taken if it drops below 16 degrees. Thermometers in place in the testing room and storage facility to ensure tests are kept at adequate temperatures.</p>		
Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and pupils	All premises occupants	Serious	<p>Where temporary devices are deployed, we ensure that:</p> <ul style="list-style-type: none"> • electrical sockets are not overloaded. • heaters are suitably guarded so as not to cause injury to staff and pupils. • cables etc do not form trip hazards. <p>There is a regime in place to ensure that all devices are switched off when not in use and that this is checked at the end of the day.</p>	Low	Low Risk
General						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and students will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site. • Arrangements for infection control • Pupil groupings • What school day will look like. • Expectations for attendance 	Medium	Medium Risk

				<ul style="list-style-type: none"> • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this. • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing. • How we are requiring the use of face covering for staff, students (in secondary schools) and 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-coronavirus-covid-19-outbreak</p> <p>Regular updates from Head teacher inform staff, parents and students expectations for each stage of</p>		
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				<p>reopening. Regular video messages and email updates reinforce key messages. Update to be provided to all staff, students and parents before the start of term.</p> <p>Induction videos created for incoming year 7 cohort to alleviate their anxieties.</p>		
Student wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Students and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of each term to ensure that pupil's needs are met.</p> <p>Risk Assessments have been provided for all relevant students attending school to date - all staff can access. Regular contact is being made via pastoral teams - more frequently for vulnerable students. Safeguarding team are gathering info from teachers, pastoral teams and FSM collectors and following up as appropriate.</p> <p>Students with ongoing need to be identified and supported as relevant</p> <p>Pastoral teams are reviewing individual student requirements and pre-empting return to</p>	Medium	Medium Risk

				school/supportive conversations during March 2021.		
	Anxiety re: coronavirus and constraints of new learning environments	Students and staff	Serious	<p>Students 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> <p>We recognise that some students may experience a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. We will help pupils to contextualise these feelings as normal responses to an abnormal situation.</p> <p>We will utilise pastoral and extra-curricular activities to support wellbeing such as:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to the impact of COVID-19 and associated restrictions • support pupils with approaches to improving their physical and mental wellbeing <p>Transition back to school meetings were arranged for any student who we felt would be anxious about returning or could potentially exhibit</p>	Low	Low Risk

				<p>challenging behaviour following lockdown.</p> <p>Backwell is reintroducing its Runwell and Breathwell activities for students.</p> <p>The staff wellbeing group is very active and has come up with new resources and methods for supporting staff</p> <p>A new staff coach to 5K club has been established.</p>		
	School is unable to meet the needs of students with an EHP	Students	Serious	<p>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual students as far as possible.</p> <p>https://get-help-with-remote-education.education.gov.uk/send</p> <p>Students on-site during the various lockdowns have had updated individual RA available for all staff to access. Appropriate and increasing ES support available during 2020/21</p> <p>Vulnerable year 6 students were identified and allocated one-to-one tours during July to help alleviate anxiety.</p> <p>Other vulnerable students have attended throughout the lockdown and will get extra support on their return.</p>	Low	Low Risk

	Inadequate understanding or enforcement of pupil behaviour expectations.	Students and staff	Serious	<p>The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.</p> <p>Consistent methods of communication ensure that staff, students and parents are aware of these.</p> <p>Behaviour expectations to be updated and reinforced to include new ways of working. Any behaviour which contravenes hygiene or social distancing rules will be acted on immediately.</p>	Low	Low Risk
	Ineffective reintegration of young/ vulnerable students who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Students and staff	Serious	<p>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.</p> <p>We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.</p> <p>Students have been in contact with pastoral /Es teams remotely. Students in need were actively encouraged to attend school and supported by staff to maximise their time.</p> <p>First day back for students in September was for year 12 only, 2nd day was for year 7s only to assist with transition.</p>	Medium	Medium Risk

				<p>Return in March will also be staggered.</p> <p>New role created for Assistant Head to lead on addressing this issue from September.</p> <p>Plan created and implemented on how to best use Government funding (tutors) to support students and bridge the gap created by the lockdown</p> <p>Attendance to be monitored closely and absences acted upon swiftly.</p>		
	Students behaviour escalates and presents a risk to staff and other pupils	Students and staff	Serious	We have identified a 'safe spaces' [BSR] for students who need to leave the lesson rather than having a 'meltdown' which could be likely after a long period without formal schooling.	Low	Low Risk
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individuals have been encouraged to discuss this with their line manager and have been signposted to the Employee Assistance Programme which provides 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> <p>New staff wellbeing group & focus groups working on helping staff – both at Backwell and Trust levels.</p> <p>Staff are completing a fortnightly survey on their understanding of the</p>	Low	Low Risk

				<p>RA. Results are sent back to the Trust for review and/or action.</p> <p>The staff wellbeing group is very active and has come up with new resources and methods for supporting staff</p> <p>A new staff coach to 5K club has been established.</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"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work. • The importance of keeping teaching groups separate during the day. • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms. • Changes to school behaviour policies 	Low	Low Risk

				<ul style="list-style-type: none"> Curriculum adaptations required re: social distancing. Site security and fire safety including evacuation and lockdown procedures. How we are requiring the use of face covering for staff, students in secondary schools and other visitors <p>Staff focus groups consulted regularly. Regular updates from head teacher & SLT explaining likely reopening plan and ongoing operations. Staff communication day explained fully on 17th July and further inset days on 1st and 2nd September to go into operational details.</p>		
Lettings	Potential for the introduction of coronavirus into the school, additional expense and possible reputational damage.	Staff, students and wider community	Serious	<p>Where we are satisfied that it would be safe to do so, and in accordance with Government guidance, we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities.</p> <p>Permitted activities are listed in guidance below which is updated according to the 'road-map' for lifting of restrictions. National lockdown: Stay at Home - GOV.UK (www.gov.uk)</p> <p>In doing so, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in</p>	Low	Low Risk

				<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities (NB this document contains details of the application of 'the rule of 6' and permitted activities)</p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance.</p> <p>After school clubs will start again under new supervisory guidelines. This will be rolled out in line with school attendance guidelines. Course leader will need to ensure equipment / desks are wiped down by students at the end of the session and that students all leave site in an acceptable manner.</p> <p>15th March for sporting and PE clubs to begin. Inside and outside sporting fixtures with other schools can start again from 17th May.</p>		
	Failure to meet legal obligations re: track and trace	Staff, students and wider community	Serious	<p>Community centres and village halls which may host a variety of social, recreational and cultural activities, must collect information for all activities and events taking place within the venue. This should be collected by the person who hires the space. The venue must display an official NHS QR code poster which can be used for every activity that takes place there.</p>	Low	Low Risk

				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 We have QR codes displayed in reception and the site team office Testing room are running full Test & Trace registration for staff/adults. We will investigate using the bulk upload tool for mass testing of students.		
In specific circumstances						
8) ensure individuals wear the appropriate personal protective equipment (PPE) where necessary, (A face covering is not PPE).						
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Students and staff	Fatal/Major	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work e.g. if a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for COVID-19 is only required in a very small number of scenarios, for example, when:</p> <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a 	Low	Medium Risk

				<p>fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>special consideration will be given to teaching assistants whose work may involve inevitable close proximity to students. Teaching assistants will be provided with visors and additional PPE if requested.</p> <ul style="list-style-type: none"> performing <u>aerosol generating procedures (AGPs)</u> Where an individual risk assessment has identified PPE as a specific control measure for you. <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>The guidance on <u>safe working in education, childcare and children's social care</u> provides more information about preventing and controlling infection. This includes:</p> <ul style="list-style-type: none"> when and how PPE should be used what type of PPE to use 		
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				<ul style="list-style-type: none"> • how to source it <p>Any staff that wish to use PPE outside of the scenarios listed above will be provided with 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 students in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>PPE for First Aid room/DM2 available. Other requests to be handled on an ad hoc basis PPE only recommended for FAs. Instruction guidelines have been written and provided to main FAs and are on display in DM2. (E1/E2/E3) All staff have been well instructed in hand washing and use of</p>		
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				<p>sanitiser with signage throughout the site.</p> <p>We have been asking staff and students to wear face coverings when in inside communal areas since our return in September.</p> <p>All students will be asked to wear face masks during class unless they have an agreed exemption.</p>		
9) promote and engage in asymptomatic testing, where available						
Promoting and engaging in asymptomatic testing	Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results	Pupils and staff	Serious	<p>Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week at home.</p> <p>This arrangement will also apply to all secondary pupils once three lateral flow tests have been completed at school.</p> <p>Please see separate appendix to this risk assessment</p>		
Response to any infection						
109) promote and 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	Students and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u>.</p>	Low	Low Risk

	<p>coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>		<p>PHE Avon Gloucestershire and Wiltshire Health Protection Team, 2 Rivergate, Temple Quay, Bristol, BS1 6EH Phone: <u>0300 303 8162 option 1 then 2</u> DFE no: 0800 046 8687</p> <p>We ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • <u>book a test</u> if they are displaying symptoms. Staff and students 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 to be helped by their parents/carers if using a home testing kit. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • <u>self-isolate</u> if they have been in close contact with someone, or anyone in their household or support or childcare bubble develops coronavirus (COVID-19) symptoms or tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online</p>		
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				<p>through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>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. We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their students and will therefore provide these to staff or students on the basis of an agreed set of criteria to be determined by the school.</p> <p><u>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</u></p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p>		
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				<ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <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 day after 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 after 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.</p> <p>All staff, students and parents/carers to be communicated about the process to follow.</p>		
110) manage and report confirmed cases of coronavirus (COVID-19) amongst the school community						

Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Students and staff	Serious	<p>A record will be kept of all visitors, that choose not to check in via the NHS COVID-19 app and a QR code, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for the next full 10 days since they were last</p>	Low	Low Risk
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				<p>in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who 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"> • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre. • been within 1 metre for 1 minute or longer without face-to-face contact. • sexual contacts • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane. <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 students and staff in each group, and any close contact that takes places between children and staff</p>		
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				<p>in different groups (see section 6 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. 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 		
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				<p>immediately, and must isolate for at least 10 days from the next full day after 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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></p> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <u>testing and tracing for coronavirus (COVID-19)</u>.</p> <p>All staff, students and parents to be communicated about the process to follow.</p> <p>We do not anticipate this being a problem with our Backwell community.</p>		
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	Students 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-</p>	Low	Low Risk

				<p><u>colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</u></p> <p>The agreed process for ensuring a setting is aware of a positive case is not changed by the introduction of the app.</p> <p>If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p> <p>It is not necessary for staff, or students old enough to use the app, to use the check in feature of the app whilst in school as school is their regular place of work. Parents should not check in if they are picking students up outside as to do so would create queues and compromise the COVID safety of the site. Visitors to the buildings have the opportunity to check in and a QR code is displayed at reception.</p> <p>(For Secondary School students which do have the app) We have informed all of students to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case. To support this, the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and self-isolate. The staff member will then put in place the school's agreed process, including making appropriate arrangements for the student to leave</p>		
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				<p>the school at the earliest opportunity to begin self-isolation.</p> <p>Where staff have downloaded the app we have advised them to pause the contact tracing function ('trace') in the app whilst they are work if they do not keep their device with them at all times.</p> <p>QR code on display in reception and Site team office</p>		
124) contain any outbreak by following local health protection team advice						
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Students and staff	Serious	<p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may be considered as an outbreak, and we will work with our local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps a class, a year group or even the whole school.</p> <p>As we are implementing the system of control, addressing the risks we have identified and therefore reducing transmission risks, a whole school closure will not generally be necessary,</p>	Medium	Medium Risk

				<p>and will only be considered on the advice of health protection teams.</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> <p>We have developed a Contingency Plan to ensure that the education of affected groups of students is maintained. This will include support in the use of the Trust's Home Learning Offer.</p> <p>All staff, students and parents to be communicated about the process to follow.</p> <p>We will revert to remote schooling, using live lessons wherever possible (assuming staff members have time in their timetable / are well enough).</p> <p>Full details of remote learning policy (for staff) can be found on Covid-19 section of Frog. Also, the Covid section of the school's website for students and parents (M. Remote Learning Provision)</p>		
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Part 2: Maintaining educational provision in the event of pupil's needing to be educated remotely

Maintaining contact with students staying at home	Safeguarding concerns are not reported; pupil/student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc.</p> <p>All school staff are aware of the arrangements in place for contacting the school's DSL/ Deputies during any full or partial closure period.</p> <p>DSL/DDSL available at all times with mobile numbers communicated to staff. Pastoral team regularly in contact with students, vulnerable children to be prioritised and encouraged to attend on-site provision.</p>	Low	Low Risk
E-Safety	Enhanced risks to students re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	<p>The school has provided information to parents and students re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also, parents/carers have been signposted to support available for reporting bullying and online abuse.</p> <p>The school has made parents/carers aware of sites they are asking their children to use and the school staff their child will interact with.</p> <p>This is regularly provided to parents and students.</p> <p>Staff have been fully trained on working and safeguarding practices</p>	Low	Low Risk

				around MS Teams and remote learning.		
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	<p>School E-Safety Polices continue to apply.</p> <p>Communication must only take place through school channels approved by the senior leadership team.</p> <p>Staff must not make informal arrangements to contact students using their own phones/ devices etc.</p> <p>Staff have been advised to use email/school phones first. If using own mobiles then clear instructions have been provided on how to hide personal details. Staff have all had recent Safeguarding training covering this area. Further safeguarding training delivered during September inset days.</p>	Low	Low Risk
Home visits	<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	Visiting staff	Serious	<p>Staff will follow government guidance on social distancing and will speak to families on the doorstep or through a window if they are self-isolating.</p> <p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).</p> <p>Where the family is self-isolating staff will ask that the child comes to the window so that they can be seen by professionals.</p>	Low	Low Risk

				<p>If phoning families, we will speak to the child as well.</p> <p>Staff not entering homes currently. Will speak to parent/student on doorstep or through a window. If there are any concerns about lack of contact then we request a visit from local Police/PCSOs.</p>		
PART 3: Arrangements for staff working from home e.g. for clinically extremely vulnerable staff or during a period of self-isolation						
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	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>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 DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position 	Low	Low Risk

				<ul style="list-style-type: none"> • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. • getting fresh air and exercise during the day <p>Staff are allowed to take home office equipment (chairs/screens/laptops) where needed. High value items have been recorded. General DSE advice included on JN update 12/6/20.</p>		
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> <p>Additional process created for signing documents in and out of school (admission forms), We are able to track forms at all times in case of a breach.</p> <p>Further GDPR training delivered during September inset days.</p>	Low	Low Risk
Workplace stress exacerbated by social isolation.	<p>Depression</p> <p>Anxiety and other forms of mental illness</p>	Staff working from home	Serious	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided through the Employee Assistance Programme. All staff have</p>	Low	Low Risk

				<p>been provided with details of this for use at home.</p> <p>Access to counselling services is provided on Rewards Gateway. All staff have been provided with details of this for use at home. Also on weekly HR survey. Newly formed wellbeing committee is continuing to meet and progress remotely</p>		
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Section 3 – ACTION PLAN

Instructions for completion

- Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. There may be a small number of hazards where it is not possible for the school to take any further actions to reduce the risk rating below amber. In these circumstances schools need to be satisfied that they have taken all actions possible and that any further actions that would lower the risk are beyond 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?*
- 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)
- 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.
- 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)?
Person contracts coronavirus as a result of direct contact with an infected person (or a	School community to be aware not to attend site with any Covid symptoms via regular communications.	Head	Sep 2020	Ongoing

symptomatic person) entering the premises.	<p>All staff to be vigilant to likely symptoms</p> <p>All staff to be aware how to react if they suspect someone has symptoms</p>			
Contact with those developing symptoms of the virus during the working day.	<p>All staff to be vigilant to likely symptoms</p> <p>All staff to be aware how to react if they suspect someone has symptoms</p> <p>Close contact LFD testing to be rolled out once mass testing completed – currently on pause until DfE/PHE confirm otherwise.</p>	Head/SBL	Sep 2020	Ongoing
Inadequate first aid treatment exacerbates injury or pre-existing conditions.	<p>Anyone showing Covid-19 symptoms to be treated in DM2 and not the main First Aid room. Where multiple people, attend efforts will be made to maintain year group bubbles.</p> <p>Full PPE is available in both First Aid areas. Non-Covid treatment to be self-administered (under expert supervision) wherever possible.</p> <p>First Aid trained staff to be on site at all times.</p>	SBL (First Aid)	Sep 2020	Sep 2020
Illness or injury to those who are unable to access their medication	<p>Usual training is in place for application of day-to-day treatments. Students and staff in need of FA to be treated in the normal FA room and kept away from Covid symptoms. Treatment to be self-administered where possible (under supervision); where not possible PPE to be used by first aider.</p> <p>First Aid trained staff to be on site at all times.</p>	SBL (First Aid)	Sep 2020	Sep 2020
Person contracts COVID19 as a result of inadequate cleaning	<p>Janitorial cleaners on site to focus on canteens, toilets, bannisters and large areas. Contracted cleaners to be supplemented by site team if required during the day. Teachers and students to wipe workstations after each lesson. 21-30 day protection (from Edge Protect) to underpin daily cleaning schedule.</p>	Head / HoSO	Sep 2020	1 st /2 nd Sep for teacher training. 7 th Sep for student training

	<p>Full training to be given to teachers and students with signage as reminders.</p> <p>Contract cleaning staff were furloughed during lockdown. Day janitors remained for areas known to be in use. Staff wanting to come in voluntarily were informed to be responsible for cleaning their own work spaces.</p> <p>Full cleaning service returns from 8th March.</p>			
<p>Students (or their family members) in identified groups are vulnerable to contracting Coronavirus.</p> <p>Clinically vulnerable students</p>	<p>We are following all Government guidelines around shielding.</p> <p>Students to be identified via parental and/or student surveys.</p> <p>If required: We will work closely with students and families to minimise the risk at all times.</p> <p>If required: Individual risk assessments to be in place for all students in this category</p>	Head (pastoral teams)	Sep 2020	<p>Parental survey issued 18/8/20 with deadline of 28/8/20</p> <p>Updated/reviewed on ongoing basis</p>
<p>Students (or their family members) in identified groups are vulnerable to contracting Coronavirus.</p> <p>- Students living in a household with a person who is extremely clinically vulnerable</p>	<p>We are following all Government guidelines around shielding.</p> <p>Students to be identified via parental and/or student surveys.</p> <p>If required: We will work closely with students and families to minimise the risk at all times.</p> <p>If required: Individual risk assessments to be in place for all students in this category</p>	Head (pastoral teams)	Sep 2020	<p>Parental survey issued 18/8/20 with deadline of 28/8/20.</p> <p>Updated/reviewed on ongoing basis</p>
<p>Concerns from staff in identified work groups</p> <p>-Clinically vulnerable including</p>	<p>Staff identified via weekly survey Line Manager and HR to remain in regular contact. Each member of staff has completed individual RA with HR. 2 x members of staff in this category all of whom have been individually risk</p>	HR/Line Manager	Sep 2020	<p>Parental survey issued 18/8/20 with deadline of 28/8/20</p>

pregnant women.	<p>assessed by our HR team</p> <p>Regular updates are taking place including taking advice from member of staff's medical team. If social distancing is not possible at 2m then staff will not be able to work in school.</p>			Updated/reviewed on ongoing basis
Too many people on site increases the likelihood of exposure to coronavirus	<p>We are following government guidelines to get all year groups back full time so cannot affect the number on site.</p> <p>One-way systems and bubbling for lunch/break times will minimise contact between year groups. Each year group will have its own dedicated eating/outdoor space which will be supervised.</p> <p>We will stagger finish times and monitor start times to minimise bottlenecks. Students to be closely supervised on arrival and whilst waiting for collection.</p> <p>New transport strategy means that parents will no longer be allowed on site to drop off/collect students.</p>	Head	Sep 2020	Sep 2020
Exposure to infection – Classroom teaching (Secondary)	<p>Double lessons / year group social bubbles / frequent cleaning of classrooms / active management of shared equipment (music / PE / textbooks) / reorganisation of teaching spaces (including dividing screens if required)/ vigilance re. signs of Covid-19 symptoms</p>	Head	Sep 2020	Sep 2020
Increased likelihood of infection from coronavirus from playing musical instruments and singing (Music)	<p>Use the following measures in order:</p> <ul style="list-style-type: none"> - Allocate instruments to specific year group bubbles - Wait 48/72 hours between use with other year groups - Teachers to clean instruments <p>Continue with online peripatetic lessons where possible. Only use on-site rooms that are large enough and can be scheduled for cleaning effectively.</p>	CL Performing Arts	Sep 2020	Sep 2020

Increased likelihood of infection from coronavirus from using equipment (PE)	<p>Use the following measures in order:</p> <ul style="list-style-type: none"> - Allocate equipment to specific year group bubbles - Wait 48/72 hours between use with other year groups - Teachers to clean equipment <p>Outdoor sports to be prioritised. Indoor spaces to be cleaned by janitors/site team if required.</p>	SL PE	Sep 2020	Sep 2020
Lunchtimes & break times: Exposure to infection from inadequate social distancing (Collection of food by students and eating arrangements)	<p>Staggered and designated use of canteen areas to allow bubbles to use in isolation.</p> <p>Cleaning between each sitting.</p> <p>Only grab and go food for sale.</p> <p>Biometric readers removed and replaced with PINs.</p> <p>Each year group will have its own dedicated eating/outdoor space which will be supervised.</p> <p>Additional pod set up if necessary</p> <p>Staff encouraged to bring own food.</p> <p>Face coverings to be worn until student is sitting down to eat.</p>	Head / SBL	Sep 2020	Sep 2020
Other work areas: Exposure to infection from inadequate social distancing	<p>Curriculum offices to be used by minimum number of staff – most teachers to use own classroom as a base.</p> <p>Any teacher attending school and wishing to use their classroom is advised to be responsible for additional cleaning measures.</p> <p>Department kitchens only to be used with approved RA received from CL</p> <p>Admin offices to be reorganised or screens provided. Rotas</p>	SBL / HoSO	Sep 2020	Sep 2020

	in place during lockdown All offices to have tissues, anti bac and sanitiser available.			
Travelling to and from school (dedicated school transport)	Plan drawn up with transport providers that allows year group bubbling during commute or identified seating involving separation of year groups.	Head / HoSO	Sep 2020	Sep 2020
Travelling to and from school (school's own vehicles)	Not possible (commercially and for Health & Safety reasons). School home to school minibuses cancelled for 2021 Communication plan to parents implemented	SBL / HoSO	Sep 2020	Aug 2020
Travelling to and from school (public transport)	Parents/students encouraged to avoid public transport wherever possible but to wear face coverings if they do. Staff to be monitored via weekly HR survey Staff advised to avoid if possible and to use face coverings. PPE can be provided by school in an emergency If required, we will alter working hours to avoid peak times	SBL / HR	Sep 2020	Sep 2020
Incorrect use of PPE exacerbates the risk of further infection	Medium risk as severity is fatal/major. We do not expect most staff/students to require PPE (under current guidelines). All staff have been sent the guidelines for correct donning and doffing of PPE (also on display in DM2) Staff in the testing room have been given extensive training on doffing and donning of PPE. A separate change area has been provided for this matter.	SBL / First Aid	Sep 2020	Sep 2020 Jan 2020
Anxiety within the school community re prevalence and effectiveness of infection control and social distancing	Regular communications to continue from Headteacher and SLT. Risk Assessment to be shared with wider community	Head	Pre-Sep 2020	Pre-Sep 2020

measures				
Changing family circumstances likely to have an adverse effect on student's ability to reengage with school	<p>Ongoing contact and support from ES and pastoral teams.</p> <p>New Assistant Head role and Science TLR to focus on bridging any learning gaps.</p> <p>Early identification of student absence with follow up investigations</p> <p>Active monitoring of attendance at remote learning lessons implemented.</p>	ES / Pastoral teams / Assistant Head / Deputy Head	Sep 2020	Sep 2020
Ineffective reintegration of young/ vulnerable students who have not been attending school for a number of weeks causes anxiety and distress for parents and students	<p>Ongoing contact and support from ES and pastoral teams.</p> <p>New Assistant Head role and Science TLR to focus on bridging any learning gaps.</p> <p>Early identification of student absence with follow up investigations</p> <p>Active monitoring of attendance at remote learning lessons implemented.</p>	ES / Pastoral teams / Assistant Head / Deputy Head	Sep 2020	Sep 2020
<p>Containing any local outbreak:</p> <p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	<p>We will fully engage with NHS track and trace procedures and expect our Backwell community to do the same.</p> <p>If required we will revert to our home schooling model – either for full school or year group bubbles. Now in place during lockdown.</p>	Head	Sep 2020	Sep 2020
Public Performances	None planned currently	CL / Head	Unknown	Unknown
Public Examinations - Poor social distancing increases the likelihood of the transmission of	All candidates' desks to be adequately spaced. Invigilator space of at least 2 metres in place. Rooms to be ventilated. Additional rooms to be found.	Exams Officer / HoSO / Head	Before Y11 Trial exams	Before Y10 Year exams

coronavirus	Trial exams to be completed at home.			
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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. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf
2. <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
3. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
4. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
5. <https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people>
6. <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>
7. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
8. <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
9. <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect>
10. <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>
11. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf
12. <https://www.hse.gov.uk/temperature/thermal/managers.htm>
13. <https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems>
14. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf
15. CLEAPPS advice (GL343 – 8th July 2020)

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
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.
LOW Risk	Monitor and review your rolling programme.



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Updated 6th July 2020