

## RESET Programme in Walsall

### Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 8<sup>th</sup> March 2021.

### **Blue Coat Church of England Academy**

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| Assessment conducted by: David Smith   | Job title: Principal   | Covered by this assessment:<br>Students, staff, parents, visitors and contractors. |
| Date of assessment: 11 <sup>th</sup> July 2020<br>(updated 13 <sup>th</sup> June 2021) | Date of initial review: 8 <sup>th</sup> September 2020 followed<br>by weekly review. |  |

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- The school has ensured that this risk assessment reflects the local setting and context of the school. Staff have been consulted with regard to this risk assessment.
  - This risk assessment has been updated to accommodate the full re-opening of the school in September 2020 and in recognition of changes outlined in Schools coronavirus (COVID-19) operational guidance (February 2021). Control measures have been reviewed in light of experience of partial opening from 15<sup>th</sup> June 2020 and in light of Guidance for full opening schools.  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

A separate risk assessment covers the Coronavirus (COVID-19) asymptomatic testing in schools

| Risk Description/Area of Concern                               | Level of risk prior to control | Risk Controls   | Impact/Severity | Likelihood | Responsible person | Planned Completion Date   | Line Manager Check |
|--|--------------------------------|---|-----------------|------------|--------------------|---|--------------------|
| The school lapses in following national guidelines and advice. | Medium                         | <p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE.</li> <li>Information on the school website (<a href="http://www.bluecoatacademy.org">www.bluecoatacademy.org</a>) is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email.</li> </ul> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>  | Medium          | Low        | DJS                | Initially 29/5/2020<br><br>On-going on receipt of new and updated guidance. | HDB (chair)        |
| Poor communication with parents and other stakeholders         | Medium                         | <ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems.</li> <li>Principal to share Risk Assessment with all staff.</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>  | Low             | Low        | DJS                | 2/9/2020  | HDB (chair)        |
| Lack of awareness of policies and procedures.                  | High                           | <ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and safety policy</li> <li>Infection control policy</li> <li>First aid policy</li> <li>Behaviour policy</li> </ul> </li> </ul> <p>Information will be shared with pupils as part of school return protocol, via staff briefings for staff and volunteers.</p> <ul style="list-style-type: none"> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul> </li> </ul> | High            | Medium     | DJS/VAO/RE/DD      | 2/9/2020  | HDB (chair)        |

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|                                  |                                | <ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'Coronavirus (COVID-19): guidance for schools and other educational settings'</li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training and lateral flow testing.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff as part of school return protocol during phased return of pupils from 3<sup>rd</sup> September. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Regular electronic update briefing issued to staff at least weekly but more frequently as required.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p> |                 |            |                    |                         |                    |
| Poor hygiene practice in school. | High                           | <ul style="list-style-type: none"> <li>• Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (e.g. washing hands before entering school).</li> <li>• Pupils will be directed to wash their hands with soap or use alcohol-based sanitiser (that contains no less than 60 percent alcohol), prior to and after each session on entry to the building, after break times and lunchtimes for no less than 20 seconds.</li> </ul>  | High            | Medium     | RE/DC              | 29/5/2020               | DJS                |

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|                                  |                                | <ul style="list-style-type: none"> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> <li>-</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, in classrooms and other key locations including toilets and areas with photocopiers for staff and pupils.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance.</li> <li>• Site staff will ensure that sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Hand washing facilities are supervised at key points in the day when pupils are washing their hands to avoid overcrowding in hand washing areas.</li> <li>• Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups and utensils.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Site staff are redeployed from normal duties to carry out additional cleaning. Door handles, doors and toilets are cleaned prior to the first session of the day, regularly during the day and paper/hand towels are refilled regularly.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> |                 |            |                    |                         |                    |

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| Ill health in school.            | High                           | <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of taste/smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Appropriate PPE sourced and guidance on its location (Supply available in the medical room for first aiders, with additional supplies available from the site staff as required), use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell.</p> <p>All staff are informed of the procedure in school relating to a pupil becoming unwell in school.</p> <ul style="list-style-type: none"> <li>Any pupil who displays signs of being unwell is immediately referred to designated first aider as per rota.</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to Principal's P.A. and is sent home.</li> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room (meeting room) whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing.</li> <li>Pupils and staff who have displayed symptoms in school, should be advised to be tested. If they test negative, they can return to school.</li> <li>If a pupil needs to go the bathroom, they should use a separate bathroom which will be cleaned after use by member of the site staff/cleaner.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still</li> </ul> | High            | Medium     | DD/RE/DC           | <p>Staff<br/>2/9/2020</p> <p>Pupils<br/>From<br/>3/9/2020</p> | DJS                |

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|  |                                | <p>ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• Unwell pupils who are waiting to go home are supervised in meeting room where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned by site staff/cleaner and disinfected once vacated.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p> |                 |            |                    |                         |                    |
| A pupil or staff member is tested and has a confirmed case of coronavirus. | Medium                         | <p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Identified close contacts will be offered lateral flow testing, daily for 7 days, subject to parental consent.</li> <li>• Those not wishing to be tested should be advised to self-isolate for 10 days.</li> <li>• The Principal will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders have taken appropriate action in the event of a confirmed case of coronavirus.</p>  | High            | Medium     | DJS                | As required             | HDB (chair)        |

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| <p>Poor practice leads to the spread of potential infection at the start of the school day.</p> | <p>Medium</p>                  | <p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus.</li> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up.</li> <li>• Inform pupils and parents of their allocated times for the beginning and end of their school day (8.40a.m. and 3.00p.m.). Pupils will be expected to take responsibility for making their own way to school. Parents/carers collecting children from school will need to arrange to meet their child from the designated pick up point, namely the path/grassed area adjacent to the school which is normally used as a fire evacuation assembly point.</li> <li>• Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival, namely: <ul style="list-style-type: none"> <li>Year 7 – Double Gates on Birmingham Street, across car park (Tonks Building side) entry into the Tonks’ Building using doors under the covered walkway.</li> <li>Year 8 - Pedestrian Gate on Birmingham Street, across car park (Main Building side) entry into the Main Building using doors under the covered walkway.</li> <li>Year 9 – Entrance on Grove Terrace</li> <li>Year 10 – Entrance (Grove-side) on Birmingham Street.</li> <li>Sixth Form – Gates adjacent to Vera Fenn building.</li> </ul> </li> <li>• Pupils to be supervised in accessing hand-washing or hand sanitizing facilities on arrival. <ul style="list-style-type: none"> <li>Year 7 – toilets next to entrance to the Tonks’ Building.</li> <li>Year 8 - toilets next to Room 1 and opposite Room 2.</li> <li>Year 9 (Grove) – to wash hands in sink in D3, exit through D4 and into the building via stairs outside D5 to access 2nd floor.</li> </ul> </li> </ul> | <p>Medium</p>   | <p>Medium</p> | <p>KAP/HoYs</p>    | <p>3/9/2020</p>         | <p>VAO</p>         |

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|  |                                | <p>Year 10 - (Grove) – to handwashing using toilets at the music end of the 1<sup>st</sup> floor corridor.</p> <p>Sixth Form – handwashing or hand sanitizing facilities in Vera Fenn and Mobile Classrooms (Success Centre)</p> <ul style="list-style-type: none"> <li>• All staff to wash hands on arrival in school.</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning.</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport.</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site.</li> <li>• Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p> |                 |            |                    |                         |                    |
| <p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p> | <p>High</p>                    | <ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend.</li> <li>• Capacity calculations for designated classrooms completed by leaders. Classrooms allocated for provision and arranged so that pupils are front facing and teacher can maintain a 2m social distance from the class. Teachers will be advised to position themselves at the front of the classroom and direct students to seats, starting from the seat in the corner, diagonally opposite and furthest from the door. Each row will then be filled from back to front.</li> <li>• Pupils restricted to “bubbles” - blocks/classrooms to minimise movement around the school, namely:<br/>Year 7 – Tonks’ Building Rooms S1 – S6<br/>Year 8 – Main Building Room 1 - 8<br/>Year 9 – Grove 2nd Floor (and D4/D5)</li> </ul>   | <p>High</p>     | <p>Low</p> | <p>RID</p>         | <p>17/7/2020</p>        | <p>DJS</p>         |

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|  |                                | <p>Year 10 – Grove 1<sup>st</sup> Floor<br/>Sixth Form – Room 11. Vera Fenn, Crypt, D2, LRC (2 spaces), M1, M2 and Click.</p> <ul style="list-style-type: none"> <li>• Timetable regularly reviewed and refreshed, and programme communicated to teachers and staff</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p> |                 |            |                    |                         |                    |
| Insufficient staff to run face-to-sessions for pupils.                                     | High                           | <ul style="list-style-type: none"> <li>• Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school.</li> <li>• Protocols for staff to inform leaders if they need to self-isolate clearly in place.</li> <li>• Normal school systems in place to provide for cover in the instance that staff have to self-isolate, in line with normal staff absence procedures.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>  | High            | Medium     | SS                 | On going                | DJS                |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | High                           | <ul style="list-style-type: none"> <li>• Pupils restricted to “bubbles” - blocks/classrooms to minimise movement around the school.</li> <li>• Allocated areas for pupils to be identified for breaktime.</li> <li>• Lunchtime provision limited and to be staggered for year groups.</li> <li>• Ball games allowed using only football provided and sanitised after every use.</li> <li>• Pupils to be supervised in washing hands after lunch.</li> </ul>  | Medium          | Medium     | RE/DD/KAP          | 3/9/2020                | DJS                |

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|   |                                | <ul style="list-style-type: none"> <li>• Canteen tables to be cleaned between every session using lunchtime facilities.</li> <li>• Use of main canteen will be restricted to Years 7 (Lunch 1) &amp; 8 (Lunch 2). Additional service point to be set-up in the Sports Hall for Years 10 (Lunch 1) &amp; 9 (Lunch 2). Sixth Form will have access to the Snack Bar.</li> <li>• Screen provided to protect food in canteen when pupils purchasing food.</li> <li>• Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition).</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</li> <li>• Pupils who bring a packed lunch, to eat in outside areas to reduce movement and maintain social distancing.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p> |                 |            |                    |                         |                    |
| Spread of infection in classrooms/shared areas. | High                           | <ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere.</li> <li>• All soft furnishings and items that are hard to clean to be removed.</li> <li>• Pupils to be directed to specific seats in classrooms.</li> <li>• Classroom practice will need to be modified to remove the need to work in close proximity to pupils.</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space.</li> <li>• Bins to be emptied regularly.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open.</li> <li>• Where possible, windows to be opened to provide ventilation.</li> </ul>  | Medium          | Medium     | RE/HoDs            | 2/9/2020                | SLT links (DJS)    |

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|                                  |                                | <ul style="list-style-type: none"> <li>• Inform all the pupils that they must bring the required equipment to school (stationary, calculators etc) to reduce the risk of infection. Where pupils do not have basic equipment, a supply will be available to issue to pupils who will then be responsible for taking this to each lesson.</li> <li>• Shared teaching resources (such as science equipment) to be cleaned prior to and after use. The use of practical equipment in Science to be minimised.</li> <li>• Practical lessons in P.E., Food, and Technology to operate under controlled conditions. Each subject area establishes an agreed protocol to implement safe working between bubble areas. Year 7 – 11 have been provided with a new P.E. uniform to remove the necessity for changing on days when P.E. practical lessons are timetabled.</li> <li>• Site staff/cleaners to clean IT equipment (esp. keyboards) with anti-bacterial spray/disposable cloth each day before first use. ICT equipment is located within bubbles and only pupils within each bubble will have access to it.</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use.</li> <li>• Guidance issued to staff on the use of the staff room (for making drinks not as a communal area) and staff toilet area, including maximum numbers of two at any one time. Staff to be reminded to adhere to social distancing at all times.</li> <li>• Face to face meetings to be limited to where social distancing measures can be operated effectively. Where necessary meetings should take place via Microsoft Teams unless a larger venue can be used. Contact with support staff in offices should be via email and ICT issues must be logged via the helpdesk system.</li> <li>• Use of photocopiers to be reduced to a minimum and the procedure for requesting photocopying from resources should be utilised, emailing requests as much as possible with at least</li> </ul> |                 |            | DMD/TLL<br>(all staff in these subject areas) | Commencing 12/10/2020 on a phased basis | SLT Links          |

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|   |                                | <p>48 hours notice. Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc.</p> <ul style="list-style-type: none"> <li>Staff must wash and dry their own cups, plates and utensils.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>  |                 |               |                    |                         |                    |
| <p>Poor practice leads to the spread of potential infection at the end of the school day.</p> | <p>Medium</p>                  | <ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up.</li> <li>Inform pupils and parents of the allocated exit points:<br/> Year 7 – Exit through car park (Tonks Building side), exiting through double gates.<br/> Year 8 - Exit through car park (Main Building side) then using Pedestrian Gate on Birmingham Street.<br/> Year 9 – Gates on Grove Terrace<br/> Year 10 – Pedestrian Gate (Grove-side) on Birmingham Street.<br/> Sixth Form – Gates adjacent to Vera Fenn building.</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. Pupils will be expected to take responsibility for making their own way home. Parents/carers collecting children from school will need to arrange to meet their child from the designated pick point, namely the path/grassed area adjacent to the school which is normally used as a fire evacuation assembly point or parents are to remain in cars and park safely.</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p> | <p>Medium</p>   | <p>Medium</p> | <p>VAO/KLP</p>     | <p>17/7/2020</p>        | <p>DJS</p>         |
| <p>Poor pupil behaviour increases the risk of</p>   | <p>Medium</p>                  | <ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school, as part of the school return protocol during phased return of pupils.</li> </ul>   | <p>Medium</p>   | <p>Low</p>    | <p>KAP</p>         | <p>From 3/9/2020</p>    | <p>VAO</p>         |

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| the spread of infection.   |                                | <ul style="list-style-type: none"> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy temporarily adjusted as consequence.</li> <li>Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils understand the behaviour policy in context.</p>  |                 |            |                    |                         |                    |
| Pupils are required to move into a different bubble (including use of Success Centre)            | Medium                         | <ul style="list-style-type: none"> <li>Pupils will be required to carry out a lateral flow test (with parental consent) on the first day in the new bubble and will remain isolated until results are known.</li> <li>Regular testing continues throughout period in bubble.</li> <li>Pupils will be required to carry out a lateral flow test on the first day when returning to a bubble and will remain isolated until results are known.</li> <li>Social distancing between pupils should be maintained where possible and pupils must remain isolated from other bubbles at break and lunchtime.</li> <li>Hand washing routines, cleaning protocols and protocols regarding ill health will be followed in line with the rest of the school.</li> </ul> <p>As a result, the risk of infection is reduced as pupils temporarily move into a different bubble.</p> | Medium          | Low        | NP                 | From 7/6/2020           | VAO                |
| Pupils with complex needs are not adequately prepared for a return to school or safely supported | Medium                         | <ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> </ul>   | High            | Medium     | KLP                | 2/9/2020                | DJS                |

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|  |                                | <ul style="list-style-type: none"> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>   |                 |            |                    |                                    |                    |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | High                           | <ul style="list-style-type: none"> <li>Appropriate planning in place to support the mental health of pupils returning to school.</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>  | High            | Medium     | VAO/KLP            | 17/7/2020                          | DJS                |
| Increased number of safeguarding concerns reported following lockdown.     | High                           | <ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning children.</li> <li>Ensure that key staff (DSL &amp; Deputy) have capacity to deal with arising concerns.</li> <li>If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice</p>  | Medium          | Medium     | VAO                | 3/9/2020<br>On going               | DJS                |
| Emergency evacuation due to fire etc                                       | Medium                         | <ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures revised so that year group bubble can be maintained.</li> <li>Leaders to communicate procedures to all staff.</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> <li>A fire drill to take place at the earliest opportunity.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p> | High            | Medium     | KAP/RE             | 17/7/2020<br>Revised<br>29/12/2020 | VAO                |
| Poor hygiene practice in office spaces increases the risk of infection.    | High                           | <ul style="list-style-type: none"> <li>Tissues/sanitiser to be placed in office locations.</li> <li>Staff to wash hands in line with government advice on arrival.</li> <li>Everyone is responsible for wiping down own desk/place of work before and after use.</li> </ul>  | High            | Medium     | DD                 | 1/9/2020                           | DJS                |

| Risk Description/Area of Concern  | Level of risk prior to control | Risk Controls   | Impact/Severity | Likelihood | Responsible person | Planned Completion Date | Line Manager Check |
|---|--------------------------------|---|-----------------|------------|--------------------|-------------------------|--------------------|
|   |                                | As a result, office practice in office spaces limits the risk of the spread of any infection.   |                 |            |                    |                         |                    |
| Poor hygiene practice at school entrance/reception increases the risk of infection. | Medium                         | <ul style="list-style-type: none"> <li>• Clear signage in place re social distancing and hygiene practices.</li> <li>• Glass window in main reception to remain closed when reception staff when dealing with any exceptional visits from parents/contractors/visitors.</li> <li>• Any touched areas wiped down.</li> <li>• Parents discouraged from visiting the school. Meetings with parents in school are not permitted.</li> <li>• Furniture removed from reception.</li> </ul> <p>As a result, reception staff are protected.</p>   | Medium          | Medium     | RE/DD              | 1/9/2020                | DJS                |
| Cleaning is not sufficiently comprehensive.   | High                           | <ul style="list-style-type: none"> <li>• Site staff to ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</li> <li>• Cleaning staff to clean touch points with a disinfectant spray as part of the daily cleaning regime. Gloves to be worn during this and hands washed afterwards.</li> <li>• Disposable gloves/wipes/sprays next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets) – Site staff/cleaners to clean IT equipment (esp. keyboards) with anti-bacterial spray/disposable cloth as part of the cleaning routine.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p> | High            | Medium     | RE                 | 29/5/2020 and on-going  | DJS                |

| Risk Description/Area of Concern                                    | Level of risk prior to control | Risk Controls  | Impact/Severity | Likelihood | Responsible person | Planned Completion Date | Line Manager Check |
|---|--------------------------------|--|-----------------|------------|--------------------|-------------------------|--------------------|
| Contractors, deliveries and visitors increase the risk of infection | Medium                         | <ul style="list-style-type: none"> <li>• Attendance of any visitors on site will be minimised and approval for visitors to be on site must be given by the Principal or Associate Principal.</li> <li>• All contractors to be checked to ensure that they are essential prior to entry to school. Only contractors required to carry out emergency repairs will be allowed on to the school site.</li> <li>• Contractors to come onto site/leave site at staggered times so as not to have contact with pupils or staff.</li> <li>• All contractors/visitors to wash hands prior to entry to school site.</li> <li>• Additional hand-washing facilities made available to contractors and visitors.</li> <li>• Any contractors who feel unwell on site report Richard Everitt by phone and leave the site immediately. Advice from PHE sought.</li> <li>• All areas in which contractors work are cleaned in line with government guidance.</li> <li>• Contractors to bring own food/drink and utensils onto site.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>• Where possible, delivery drivers to leave post/parcels and packages in a safe location without coming into contact with staff or pupils. Drivers not to enter school premises when making deliveries, other than designated drop-off point (reception).</li> <li>• If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings. Surfaces to be cleaned after the deliveries have been made.</li> </ul> | Medium          | Medium     | RE/DC              | 22/5/2020               | DJS                |

| Risk Description/Area of Concern   | Level of risk prior to control | Risk Controls  | Impact/Severity | Likelihood | Responsible person | Planned Completion Date           | Line Manager Check |
|--|--------------------------------|--|-----------------|------------|--------------------|-----------------------------------|--------------------|
| Introduction of local intervention resulting in restrictions on educational provision (Tier 2) | High                           | <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p> <p>Control measures introduced in preparation for full September opening minimises the interaction between year groups on the school site. In the event that additional local restrictions being required additional measures would be put in place based on: DfE operational guidance confirming which year groups should be prioritised.<br/>PHE guidance on additional measures required, based on local intervention.</p> <p>A rota system would be introduced to reduce the number of students on site. Priority groups including year groups identified by DfE, vulnerable pupils and the children of keyworkers would have provision maintained on a full-time basis.</p> <p>Other year groups would attend on a week on, week off basis (unless advised otherwise by PHE). Provision for pupils not permitted on site would be maintained using the school's existing online platforms and guided access to resources provided via Show My Homework and using Microsoft Teams.</p> <p>Access to different areas of the school would be limited to those established for bubble provision, thereby minimising the crossover of pupils into different areas. Additional cleaning will be implemented should any shared area be used. The provision for vulnerable and keyworker children would be based in the area vacated by one of the year group identified not to be in school on the rota system.</p> <p>Additional control measures would also be introduced in line with local and national guidance including the use of face coverings.<br/><b>(Reintroduced by local Public Health Team w.e.f. 14<sup>th</sup> June 2021)</b></p> | Medium          | Low        | DJS                | As required by local restrictions | HDB                |

| Risk Description/Area of Concern | Level of risk prior to control | Risk Controls   | Impact/Severity | Likelihood | Responsible person | Planned Completion Date | Line Manager Check |
|----------------------------------|--------------------------------|---|-----------------|------------|--------------------|-------------------------|--------------------|
|                                  |                                | As a result, provision is maintained and the risk virus transmission of the virus in school is minimised in line with local restrictions. |                 |            |                    |                         |                    |

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>  
<https://www.gov.uk/coronavirus/education-and-childcare>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

DfE guidance issued:

<https://www.gov.uk/government/publications/face-coverings-in-education>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)