

Task / Activity:	Reopening of Schools March 2021 (June 2021 update)	Date of Assessment	Initial March 2021
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

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

School	Queens Road Academy
Headteacher	Mr S Kaufman
Risk Assessment Team Members	Headteacher, Assistant Headteacher, Class teachers, Safety Reps, COG, Gov H&S, Engie, ISS
Overall responsibility for the risk assessment (Headteacher)	Mr S Kaufman
Appointed Deputy to be responsible for the risk assessment when the Headteacher is not available	Mrs B.Karan/Mrs T. Rodger

Hazard	Risks	Control Measures	Check-list of tasks to meet the Control Measures	Actions Required from the checklist	Person Responsible for Actions Required and Target Date (Complete)
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. 	<ol style="list-style-type: none"> The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site Identify a member of staff within school to be responsible for further school risk assessments as a result of implementing adjustments. E.g. opening windows doors (potential flight risk / entry for public) Building checklist updated daily by site caretakers 	<ol style="list-style-type: none"> Remove rota – All staff return to normal on-site hours BK/PN RA as required PN/Engie maintains site list. Engie FM mgr. weekly chk. 	<ol style="list-style-type: none"> SK – 8.3.21© BK – 8.3.21© Engie FM-chk Sk2.3.21© , BMBC checked as email KP 1/6/20

		<ul style="list-style-type: none"> Increased cleaning regime, including communal areas 	<p>4. Ensure school Legionella checks are up to date</p> <p>5. Ensure contractor (Engie) Legionella checks have been complete or if not due are scheduled</p> <p>6. Ensure schools have self-assessed against the criteria provided by the contractor (Concept environmental/engie) in respect of Legionella</p> <p>7. Ensure equipment that holds water e.g. dishwashers, combination ovens etc. are run through on a full cleaning cycle at least once per week</p> <p>8. Ensure fire / security alarms are fully operational and in working order</p> <p>9. Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff.</p> <p>10. Ensure luminaires and emergency lighting is fully operational</p>	<p>4.PN maintains routine flush and site records.SK FM termly check. (JW monitoring)</p> <p>5.PN/JW(Engie) chk service contractor (Latice scientific) and maintain log</p> <p>6.Water System Management Risk Assessment complete and on site</p> <p>7. SK-Daily staff room protocol of dishwasher use – routine in place</p> <p>8.PN/JW(Engie) weekly Friday chk of fire/alarms</p> <p>9.Remote monitoring fully functioning and chk.</p> <p>10.PN/JW(Engie) Chk lighting log, install external luminaires as per FRA 2020</p>	<p>4.Engie FM, SK chk 3/3/21, BMBC checked as email KP 1/6/20</p> <p>5.Engie FM, BMBC checked as email KP 1/6/20,29.5.20/10/7/20 ©</p> <p>6.Engie 22.10.20 ©</p> <p>7.SK-3.3.21staff briefing</p> <p>8.Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20,SK-ELAN25/1/21©</p> <p>9.Caretaker- SK prestart meeting 3.3.21, Barnsley Open Works Report 26.2.21 maintained - Engie remote security monitoring operational SK3.3.21©</p> <p>10. SKchk.3.3.21© Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20,</p>
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Ventilation	Concentration of the virus in the air	<ul style="list-style-type: none"> Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles 	1. school uses mechanical ventilation by design -staff to maintain free flow of air to classrooms	1. staff operate windows and vents appropriately	1. Staff from 8.3.21 Corridor vents all open&operational chkSK 5/21

		<p>(aerosols) in the air after someone with the virus has occupied and enclosed area.</p> <ul style="list-style-type: none"> • When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained • These can be achieved by: <ul style="list-style-type: none"> - mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. 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 should 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 can also assist with creating a throughput of air - 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>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.</p>	<p>2. air conditioning units turned off in all but server store</p>		
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Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • School to respond to any infection by: <ul style="list-style-type: none"> ▪ Engage with the NHS test and trace process and contact their local Public Health England health protection team ▪ Manage confirmed cases of coronavirus (COVID-19) amongst the school community. School should contact the local health protection team. This team 	<ol style="list-style-type: none"> 1. Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVID19 guidance for households with possible coronavirus infection) 2. Maintain information flow to NHS and PHE/LA for reporting of positive cases/outbreaks and follow guidance 3. Assess that sufficient handwashing facilities are available and where these are required. Where a sink is not nearby, provide hand 	<ol style="list-style-type: none"> 1. LS/LSt/PN signage and admin staff keeping deliveries to lobby only. Twitter and website carry community messages on infection control 2. SK to report any positive cases of staff or pupils to PHE/NHS data team 3. SK/PN – Ensure Handwash facilities available in each class space in addition to sanitiser, organised toilet space per class bubble 	<ol style="list-style-type: none"> 1. LS/PN/LSt 5.1.21 © Messages maintained SK15/3/21,05/21© 2. SK- as appropriate 13.1.21 © 3. PN chk,daily5.1.21

		<p>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> <ul style="list-style-type: none"> ▪ Contain any outbreak. Where school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must work with their local health protection team who will be able to advise if additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • Clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future 	<p>sanitiser in classrooms and other learning environments</p> <ol style="list-style-type: none"> 4. Inform everyone that shared resources (where individual resources are not possible) are to be used with a clean, use, clean regime. Wash hands / sanitise, use the resource and wash hands / sanitise again. 5. Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. 6. Ensure adequate signage 7. Ensure sufficient supply of soap and hand sanitiser by contacting supply chain 8. Provide training and continue to model good hand washing practice in line with government guidance 9. Provide training and continue to model respiratory hygiene promoting ‘catch it, bin it, kill it’. 	<ol style="list-style-type: none"> 4. SK Staff notice board - communicate-clean -use-clean for shared resources 5. Caretaker/admin - Main school entry signage/sanitiser stations on vast majority of access points and all school users aware as routine 6. SK Signage in place across site to remind sneezing/handwashing/toiletting in ch friendly format etc 7. LS/Engie cleaning FM caretaker daily check- last check– foam alternative for skin sensitive pupils in place 8. Staff to revisit process with pupils each start back from breaks 5.1.21 9. Staff to revisit process with pupils SK pupil assembly plus class teacher briefing - Wed 3/4 sept 20-each start back from breaks 10. Engie cleaning FM caretaker daily check of 	<ol style="list-style-type: none"> 4. SK Briefing 1st September 20 5. PN chk,daily5.1.21 6.LS/PN signage in place 5.1.21 © 7. Oct20SK. SK_COSHH updated for products ©LS orders as req 8.SK briefing 5.1.21©, staff completed via assembly and in-class instruction 5.1.21 © 9. Oct20SK initial LS orders placed. Ongoing ©LS orders as req.
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Infection control	Transmission of coronavirus	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible • PPA time CAN be completed at home, when appro • Leadership time should be completed at home where appropriate • Reduce the number of contacts between children and staff. This can be achieved through keeping groups 	<p>21. Timetable and inform parents of their staggered drop-off and pick-up times</p> <p>22. Mark a one-way drop-off/pick-up route for parents. Including distancing lines. Entry and exit should not use the same route to avoid 'going against the flow of traffic' and to limit or eliminate any contact, including where possible passing.</p>	<p>21. Survey family requirements for places (DFE checklist) places allocated and bubbles have routine drop-off collection points</p> <p>22. Reduction in pupil numbers. Site design prevents alt. flow of traffic, however separate holding points in place to reduce congregation</p>	<p>21. Admin-data collected families informed 5.1.21 © Staggered arrival and departure times maintained Summer term 21</p> <p>22 SK 5.1.21 through SLT meet and greet. Controlled queue in place for collection EYFS,KS1,KS2 – checked as effective by covid marshals. Spr21</p>

		<p>separate (in 'bubbles') and through maintaining distance between individuals.</p> <ul style="list-style-type: none"> • These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none"> ▪ children's ability to distance ▪ the lay out of the school ▪ the feasibility of keeping distinct groups separate while offering a broad curriculum 	<p>23. Inform parents and display signage for drop-off/pick-up arrangements, e.g. 1 parent only; no access to the building without prior appointment; where to wait; no gatherings.</p> <p>24. Inform children of their individual drop-off / pick-up protocol</p> <p>25. Inform staff of their group protocol for drop-off/pick-up</p> <p>26. Identify required contractors and other professionals and make arrangements for when/if contractors/professionals need to be on site. Plans must include how school will ensure social distancing from the contractor/professional by use of either use of barriers, zonal occupancy or out of occupied school hours works. The plans should not compromise other factors. Timetable staggered lunch breaks and inform everyone involved of the arrangements</p> <p>27. Plan how to limit the number of children using facilities such as toilets at the same time</p> <p>28. Designate a room for storage</p>	<p>23. PN fence-line posters, hazard tape and pavement markings</p> <p>24. LS/BK/LSt Families informed via parent app and confirmation of school provision calls</p> <p>25. Staff to be informed of groupings via Rota produced each 2 weeks. Shared via teams</p> <p>26. Engie caretaker and ISS catering manager ensure FM/contractors safe work around site. All contractors to wear PPE and to gain SK permission prior to works to ensure covid secure operation Rotas provided to wider staff team to ensure staggered lunch. SK to discuss arrangements with ISS prior to start back</p> <p>27. 4 key bubble groups-teacher managed – each bubble has own designated toileting facilities</p> <p>28. Caretaker stores excess supplies securely in room 27 and outdoor store</p>	<p>23.PN SK 5.1.21</p> <p>24. Informed via call 5.1.21 LS/BK/LSt</p> <p>25.Informed via teams briefing 5.1.21</p> <p>26.JW informs SK via weekly open works report. SK 4.1.21©</p> <p>SK/BS (ISS)4.1.21©</p> <p>27. Staff managed – SK briefing 2.9.20</p> <p>28. PN 4.1.21 ©</p>
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<p>Child/staff member becomes unwell at school with coronavirus symptoms, or have someone in their household</p>	<p>Transmission of coronavirus</p>	<ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • 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 must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate (in accordance with the current government guidance) from when the symptomatic person first had symptoms. • Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside of the common travel area https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive • Individuals must immediately cease to attend and not attend for at least 10 days from the day after: 	<p>29. As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>30. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>31. NHS Test and Trace. Reduce possibility of A-symptomatic risk of staff through lateral flow tests</p> <p>32. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>.</p>	<p>29. National advice and guidance shared via twitter and website - provide regular (weekly) updates via staff briefing to managing Covid related incidents inc.staff themselves</p> <p>30. Routine to be followed following a symptomatic pupil shared. First-aiders meeting held to ensure wider team understand managing pupils with symptoms SK</p> <p>31. Staff to partake in 2xweekly lateral flow testing process (optional), staff to maintain personal safety through wearing PPE esp. If managing symptomatic pupil</p> <p>32. PN toilet area signage. Promoting good hand-washing.</p> <p>33. Temperature checks used to support used with</p>	<p>29. Lst SK 4.1.21 ongoing updates</p> <p>30. SK/First aiders meeting 2.9.20 First aid needs assessment updated SK-8/12/20</p> <p>31. SK staff briefings via TEAMS 22.1.21&wc25/1/21</p> <p>32. PN 5.1.21 ©</p> <p>33. LS 4.1.21</p>
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		education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.			
Personal Protective Equipment (PPE)	Spread of infection (coronavirus)	<ul style="list-style-type: none"> • PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ▪ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ▪ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>For more information on PPE, please see BMBC’s guidance Health and Safety Management\Covid-19 HASS ON SHAREPOINT\Use and Management of PPE Supplies for Covid19 including face coverings v 1point11 08 October 2020.docx guidance on safe working in education, childcare and children’s social care</p>			
Asymptomatic testing in schools	Suppress the virus	Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.			

	Asymptomatic Testing at Home	<p>Schools should offer pupils testing at an on-site ATS from 8th March.</p> <p>Primary Schools Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices.</p> <p>Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab.</p> <p>Schools should follow the guidance set out for their setting: Primary schools, school based nurseries and maintained nursery schools www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p>	<p>Staff or pupils with a positive LFD result will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p>		
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<p>Face Coverings</p>	<p>Spread of infection (coronavirus)</p>	<p>Staff can wear medical face masks/visors at any point during their working day.</p> <p>It is mandatory for staff to wear medical facemasks in communal areas, unless they are exempt from wearing a mask. If staff are exempt they must discuss this with their Headteacher.</p> <p>Other cases when PPE is needed include:-</p> <ul style="list-style-type: none"> ▪ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ▪ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>▪ Children in primary school do not need to wear a face cover.</p> <p>Note: This is an additional precautionary measure for a limited time during this</p>	<p>34. Discuss the need for wearing PPE at briefings with all staff</p> <p>35. Distribute the latest employee guidance and ensure staff have signed this.</p> <p>36. Ensure adequate supplies of medical facemasks have been ordered.</p> <p>37. Consider alternative ways of setting up working spaces to encourage/adhere to social distancing, such as: changing the distance between desks and/or the way they are facing</p> <p>38. Identify staff eligible for exemptions in one to one meetings.</p> <p>This will be kept under review and updated following further government guidance.</p>	<p>34. staff have been informed of the need to wear masks in shared areas of school however masks are optional in class.</p> <p>35. SMAT provision of employee guidance. Version GUIDANCE FOR EMPLOYEES – EFFECTIVE FROM 8TH MARCH 2021</p> <p>36. staff to alert SK to low local levels. SK to check central store levels</p> <p>37. Class bubbles designed around age and class space. KS2, Y2 fully ind. desk based, desk forward. Y1, EYFS smaller class-based bubbles- minimise staff movement across bubbles as far as reasonably practicable</p> <p>38. Staff to discuss any new issues or anxieties in PPE requirements with SK</p>	<p>34. 3.3.21 © briefing</p> <p>35. SK Ever-sign distribution 2.3.21 ever sign doc audit provisioned for signed- seen 8.3.21</p> <p>36. Stock good 3.3.21 - Routine feedback provided to SK re identified shortfall from any staff member i.e. through briefing 3.3.21</p> <p>37. SK BK Staff rota placement 3.3.21</p> <p>38. SK Reminded via briefing 3.3.21 - No staff exempt. (Staff have ongoing opportunity to discuss evolving requirements in response to changing pupil picture)</p>
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	Correct and safe wearing of face coverings	<p>period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter.</p> <ul style="list-style-type: none"> • Face coverings to be worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. • 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. • Some individuals are exempt from wearing 	<p>These should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>		
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	<p>Face visors/shields</p>	<p><u>face coverings</u> e.g. people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in schools, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. 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.</p> <p>In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face</p>	<p>This will be kept under review and updated following further government guidance.</p>		
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	Exemptions	<p>coverings in certain circumstances.</p> <p>Some individuals are exempt from wearing face coverings. 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 or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Further guidance on face coverings</p> <p>Safe working in education, childcare and children’s social care providers https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Face coverings in education settings https://www.gov.uk/government</p>			
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		ent/publications/face-coverings-in-education/face-coverings-in-education			
Groups of children	Spread of infection (coronavirus)	<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p>	<p>39. Ensure staff are aware of their class 'bubbles' and procedures to maintain bubbles. Pupils will only receive education in their own class not with pupils from other classes at this time.</p> <p>40. Groups remain in bubbles at non-structured time e.g.lunch play</p> <p>41.Following positive case pupil groups in any affected 'bubble' will return to online education where pupils are well</p>	<p>39. Class bubbles designed around age and class space. KS2 Y2, fully ind. desk based, desk forward. Y1, EYFS smaller group-based bubbles. Rotas to minimise staff movement across bubbles as far as reasonably practicable</p> <p>40.Play, lunch rota shared in place</p> <p>41. Parents informed by call, and letter in event of local quarantine procedures and education will return to online learning to ensure there is equity between pupils in school to those receiving learning at home. See remote learning policy.</p> <p>42. EYFS Sept 21 to form as a single bubble due to low numbers</p>	<p>39.SK-Staff aware via briefing 3.3.21</p> <p>40. BK shared 3.3.21</p> <p>41. NF,SK,BK 3.3.21 and routine monitoring</p>
Classrooms	Spread of infection (coronavirus)	<ul style="list-style-type: none"> Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. Staff should maintain 2 metre distance from each other, and from children where possible. Where this is not possible a facemask/visor must be 	<ol style="list-style-type: none"> Discuss the need for maintaining distance at briefings with all staff Distribute the latest employee guidance and ensure staff have signed this. Support needs of pupils with SEMH/behaviour needs who may need direct involvement 	<ol style="list-style-type: none"> Staff aware via teams briefing – included Engie FM staff and verbally to SMSA's Mar 21 Employee guidance issued and e-signed for. SK/KS Mar21 Risk assessments in place for mangeing pupils which social emotional behaviour requirements. Additional PPE station packs in designated 	<ol style="list-style-type: none"> SK 3.3.21 – included Engie FM staff and verbally to SMSA's 3.3.21 SK/KS latest iteration Mar21 BK reviewed 3.3.21

		<p>worn unless staff are exempt</p> <ul style="list-style-type: none"> • For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help. • Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupil's side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups. 	<p>4. Adapt classrooms to support distancing</p> <p>5. Hall space</p> <p>6. classroom furniture</p>	<p>areas to manage pupil outbursts</p> <p>4. Class bubbles have been amended to cater for best use of space and limiting movement through reducing unnecessary furniture, staff awareness of teaching from front</p> <p>5. Assemblies can be formed of 2 classes (Bubbles) socially distanced classes within a hall space. Akin to lunchtime</p> <p>6. Classroom furniture arranged to maximise distancing – From Year 2 onwards (Sept 21) classes can form furniture is styles other than horseshoe should they wish (This is not the expectation of EYFS/Y1</p>	<p>4. SK staff briefing 3.3.21</p> <p>5.SK June 21</p> <p>6. SMAT Guidance. SK June 21</p>
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Groups	Spread of infection (coronavirus)	<ul style="list-style-type: none"> Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. School to consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. 	<ol style="list-style-type: none"> Pupils access group-based activities virtually. E.G school council and assemblies take place online despite being in class Lunchtime and breaks rota to reduce opportunity of groups mixing at playtime/lunchtime SMSA set tables for the 4 group bubbles – separate furniture. Limiting hall occupancy to 2 bubbles at any one time and routine to ensure no crossing in corridors Staff room reduced occupancy and limited access. Access to site and each classroom is separate to avoid bubbles mixing 	<ol style="list-style-type: none"> Use of video assemblies using teams and espresso resources. School council via Google Meet Lunchtime and breaks rota in place to stagger times when pupils outside SMSA to use smart water on separate tables and are allocated to the group in their care – use PPE for any requirement across bubble e.g. Supporting First-aid Reduced furniture. Copier and boiler sanitise prior to use. Signage and briefings to ensure staff understanding limited access to staff room. Max 8 occupancy even as pass-through. Each bubble group has own doorway and toileting access. Staggered timing to class and playground 	<ol style="list-style-type: none"> SK,BK,CB 3.3.21 © BK 3.3.21 © BK verbal briefing 3.3.21 Rotas shared to ensure class separation SK 3.3.21 SK 3.3.21
Drop off and pick up routines	Transmission of the coronavirus between parents/children	<ul style="list-style-type: none"> School to consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. 	<ol style="list-style-type: none"> Ensure letters/communication has been sent to parents to inform of drop off collection arrangements Distribute the latest employee guidance and ensure staff have signed this. 	<ol style="list-style-type: none"> Communications via twitter, school app and website to community Employee guidance issued and e-signed for. SK/KS Mar21 	<ol style="list-style-type: none"> SK admin2.3.21© SK/KS latest iteration Mar21

		<ul style="list-style-type: none"> • Staggered start and finish times should not reduce the amount of overall teaching time. • A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. • Schools to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. • School to have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. • Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on 	<ol style="list-style-type: none"> 3. Car park amendments to ensure gathering of parents/pupils do not crowd due to car spaces constraints 4. Control of facemasks on arrival 5. Parents / staff to ensure clear provision of quarantine affected learners to ensure there is equity between pupils in school to those receiving online learning at home. 6. Routine in place for sanitising hands upon arrival to school 	<ol style="list-style-type: none"> 3. BMBC/engie informed, temporary change notice gained and alternative car parking signage put in place 4. Pupils to hand masks to parents on arrival to school 5. Remote learning policy on website. Provision of resources to those in need and in line with National guidance DFE 6. All pupils and staff are instructed to wash hands/use sanitiser upon entry to building every time. As signage. Teachers to enforce routine to class-based sanitiser points on school entry 	<ol style="list-style-type: none"> 3. KP/SK/Engie 4.1.21 Jan21 4. SLT meet and greet to enforce 3.3.21 5. SLT 3.3.21 ongoing monitoring and evaluation 6. LS. PN 8.3.21 ©
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		<p>arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice</p>			
Equipment	<p>Spread of infection (coronavirus) via use of shared equipment</p>	<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these are to be cleaned regularly, along with all frequently touched surfaces.</p> <p>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned</p>	<ol style="list-style-type: none"> 1. Distribute the latest employee guidance and ensure staff have signed this. 2. Handwashing before and after handling equipment, especially if being used by more than one person. 3. Maintain routine equipment cleaning throughout day including the high-use equipment like chrome books 4. Avoid sharing equipment wherever possible. 	<ol style="list-style-type: none"> 1. Employee guidance issued and e-signed KS/SK 2. Ensure signage displayed encourages uses to maintain clean-use-clean methodology 3. Each class issued smart-water non-toxic cleaning solution. Spray cloth before device for IT equipment. Bottle changes through day as required supported by FM staff 4. Pupils limit items brought to school as coat and packed lunch/water bottle. Other items stopped on entry to school. Ind pupil stationary packs issued – also available for home see twitter Jan21 	<ol style="list-style-type: none"> 1. KS/ SK Mar21 2. SK- Signage in place 8.3.21 3. PN 8.3.21 High use areas sanitiser/smart water available (Mid-day bottle checks) 4. SLT 8.3.21 on

		<p>frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>5. Resources produced/originating at school will not be sent home unless essential or of high significance to reduce risk to households-reduce as far as practicable</p> <p>6. Reduce risk of transmission through movement of material to home</p>	<p>5. Any item requiring to go home, including paper items will be 'quarantined for 72 hours' before releasing to parent. Staff aware through briefing</p> <p>6. Staff are not to take books/pupil work books home as far a reasonably practicable. This is also a consideration of workload. Staff are to maintain cleanliness of assigned ICT based equipment</p>	<p>5. SK 8.3.21 on</p> <p>6. SK 8.3.21</p>
Pupils with education, health and care plans or on SEN support	Spread of infection (coronavirus)	<p>Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve.</p> <p>Teachers and special educational needs coordinators are to plan to meet these needs.</p>	<p>1. Discuss appropriate reasonable adjustments if/as necessary</p>	<p>1. BK to amend SFP if necessary and to create personal RA if required</p> <p>2. Staff mtg re adjustments and SFP work</p> <p>3. Implementation Inc. CPD for learning village remote support platform</p> <p>4. For some pupils it may be necessary to reduce on-site provision time for the pupil's own well-being due to environmental factors. Blended approach in agreement/partnership with parent/BMBC/Social care</p>	<p>1. BK Mar21, ind plans reviewed 3.3.21</p> <p>2. BK/TA/T-Mar 8.21</p> <p>3. BK Jan21</p> <p>4. BK/Parent access plans/BMBC as appropriate</p>

<p>Staff and children who have previously been required to shield</p>	<p>Increased susceptibility of infection</p>	<p>Staff/pupils will still be unable to attend school in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</p> <p>Everyone in England, including those who are clinically extremely vulnerable, is required to follow the national Tier restrictions, which have been set out by the government and apply to the whole population. These restrictions:</p> <p>require people to stay at home, except for specific purposes</p> <p>prevent people gathering with those they do not live with, except for specific purposes</p> <p>close certain businesses and venues</p> <p>People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. There are 2 ways you may be identified as clinically extremely vulnerable:</p>	<ol style="list-style-type: none"> 1. Identify CEV staff within school and arrange for them to work from home. Issue homeworking letters with a review date of 12th February 2021. 2. Ensure staff provide a copy of the shielding letter previously issued. 3. Ensure staff provide a copy of any letters reissued during the latest lockdown. 4. Identify CV staff within school and implement appropriate adjustments as advised by HR 5. Carry out one to one meetings with all staff and for those who live with a CEV person determine if adjustments/homeworking required. Ensure the shielding letter is provided as above 6. Identify pregnant employees and those over 70 and arrange for them to work from home. Issue a homeworking letter with a review date of 12th February 2021 7. Carry out the standard risk assessment for new and expectant mothers considering the additional risk of Coronavirus 	<p>1. SLT to engage and follow advice from DFE and SMAT and respond accordingly</p> <ol style="list-style-type: none"> 1. No current employees' or pupils against shielding requirement 2. – 3. – 4. – 5. SK meeting with staff living with vulnerable/clinically vulnerable to ensure suitable adjustments are made or working conditions acceptable for all parties. Confirmation made to HR. 6. None 7. None <p>SK will amend and review should this criteria or guidance change – e.g. should a staff member or pupil require hospital/medical</p>	<ol style="list-style-type: none"> 1. SK 3.3.21 Staff to speak to SK if home situation or personal health needs change 5. SK 25.1.21 -Staff to inform of any change of circumstance (3.3.21) <p>HR w/c 8th February 2021</p>
<p>Clinically extremely vulnerable staff/pupils</p>					

<p>Clinically Vulnerable staff</p>		<p>You have one or more of the conditions listed on the Government website, or</p> <p>Your hospital clinician or GP has added you to the Shielded patients list because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus.</p> <p>Read the current advice on shielding</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe</p>		<p>support through RTW process.</p> <p>SK – Staff meeting to reiterate staff to raise concerns if they have any, in relation to QRA response to changing national and local picture of schooling. SK will amend and review the staff members working arrangements should this criteria or guidance change – e.g. should a staff member or family require hospital/medical support.</p> <p>Should a staff member have specific concerns SK will seek advice from OHU</p>	<p>HR w/c 8th February 2021</p> <p>SK-3.3.2021</p> <p>HR w/c 8th February 2021</p>
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<p>New and Expectant Mothers</p>		<p>good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Pregnant women and over 70's should be advised to work from home.</p> <p>A new and expectant mothers risk assessment should be carried out to</p>		<p>To be reviewed if required</p>	
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		<p>consider any risks (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).</p> <p>This is also the case for pregnant women with underlying health conditions that place them</p>		To be reviewed	
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		<p>at greater risk of severe illness from coronavirus (COVID-19).</p> <p>Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p>			
Supply teachers, peripatetic teachers and or temporary staff	Movement around schools - spread of infection (coronavirus)	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>School to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</p> <p>A record is to be kept of all visitors.</p>	<ol style="list-style-type: none"> 1. Ensure all staff have read and understood the revised Visitors policy 2. Ensure staff are aware of the forms to be completed and the secure storage procedures in the absence of office staff. Ensure staff are aware how to securely destroy these after 21 days. 3. Management of contractors including visitor logs 	<ol style="list-style-type: none"> 1. Visiting teachers are very limited specialist support, reduced as far as practicable. French, Music, YMCA, EAL support. Any lesson delivery will be to single bubble on any given day 2. On entry visitors policy agreement requirement to sign as understood. Record via entry sign 3. PN Engie manages contractor visitors through alternative welcome point <p>secure waste bins provided with routine collection.</p>	<p>1.LS/BK reminder induction of protocols 8.3.21</p> <p>2.SK 8.3.21 ©</p> <p>3.FM as contract PN 4.1.21 ©</p>

Outdoor playground equipment	Spread of infection (coronavirus)	<p>Outdoor playground equipment to be more frequently cleaned.</p> <p>After use of equipment children are to clean hands thoroughly.</p>	4. Outdoor equipment must not be used unless school can ensure it is appropriately cleaned in line with government guidance and ensure handwashing takes place before and after use	4. Breaks are staggered and equipment is limited to each bubble use – staff managed - smartwater spray cleaner available in each room (nontoxic)	4. SK-Mar21
Extra-curricular provision e.g. breakfast/afterschool clubs, holiday clubs etc	Spread of infection (coronavirus)	<p>School to consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term.</p> <p>School to consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then school should use small, consistent groups.</p> <p>For further information on summer holiday clubs, see Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak in order to plan extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate</p>	<p>1. Provision of pupil breakfast</p> <p>3. Provision of wider out of school clubs</p>	<p>1. Early arrival breakfast clubs have not been resumed due to high local R rate and difficulty in managing mixed group bubbles.</p> <p>2. school pupils' breakfast will be provisioned daily and consumed in class bubbles.</p> <p>3. clubs have not been resumed due to high local R rate and difficulty in managing/staffing mixed group bubbles.</p> <p>This will be reviewed considering local R rate</p>	<p>1. SK/TR review Dec21 COG review each ½ term</p> <p>June review shows variant and delay from gov. means 30 mixed group is not advisable. Re-assess Sep 21</p> <p>2. CH/MS 8.3.21on ©</p> <p>3. No summer clubs currently planned</p>

		<p>this. As with physical activity during the school day, contact sports should not take place.</p>			
Physical activity in school	Spread of infection (coronavirus) through contact	<p>Pupils to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities to be also used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <p>guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <ul style="list-style-type: none"> • advice from organisations such as 	<ol style="list-style-type: none"> 1. Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children) 2. Timetable should not use rooms for multiple purposes. Where this is a necessity documented arrangements for cleaning and infection control are required and must be produced beforehand. This includes the school hall 	<ol style="list-style-type: none"> 1. Equipment provided to class bubbles, not shared. Outdoor spaces should be used for PE. Not in the vicinity of other class bubbles 2. Poor weather sports arrangement 3. Class bubbles use same rooms each day. <ul style="list-style-type: none"> • Classes can communicate to school office via encrypted radios to reduce traffic to/from admin 	<ol style="list-style-type: none"> 1. SK 5.1.21 2. Hall use only as option 2 and must only be used by 1 class with clean after session including floor surface 2. SK 8.3.21 ©

		<p>the Association for Physical Education and the Youth Sport Trust</p> <p>1. School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>2. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>			
Educational Visits	Spread of infection (coronavirus)	<p>The government advise against educational visits at this time.</p> <p>The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak.</p> <p>If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider</p>	<ol style="list-style-type: none"> 1. Keep under review linked to planned visits – alternative opportunities 2. Year 6 residential week 3. Sports Day 	<p>1. Swimming visits – rolled forward to 2021/22</p> <p>2 postpone residential to summer for review</p> <p>National guidance revisited upon pupil return from partial opening.</p> <p>3. Seperate sport events for each bubble using house point system to account success@BFC - BFC maintaining equipment clean managing event. No spectators to event</p>	<ol style="list-style-type: none"> 1. Fortnightly gov H&S review meeting SK/TR 2. SK/BK/LS review 22.3.21 – cancelled due to sig R rate in area 3. MC/BK organise event maintaining communication of risk management to staff. Briefing 18/6/21.

			4. Local walk visits	4. local walk visits risk managed as bubbles not interacting with external staff	4. Local activity Risk assessment BK/staff member
			5. Parent forum event	Fresh air event, seating max 30 pre organised. Seating 2m apart in playground. Clean furniture post event	5. BK June 21
			6. Transition to next schools	Ensuring information is prepared and supporting pupils to next school. No movement between schools for taster days 20-21. Digital resources used to share information	6. BK Jun 21

Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	Mr S Kaufman
Date	23/6/2021
Date of planned review	Fortnightly - (reviewed 3/3/21 MP,25/3/21)
Date of planned full re-assessment	21st July 2021

Change log:

17/4/21	Arrival routine reviewed with LA covid marshalls	No change necessary
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January 2021

26/4/21	Positive Reminders to parents for face covering through pupils awarding stickers to parents	No change necessary
30/4/21	After bank holiday Year 2 upwards can create small forward group tables within bubbles	Teacher to alter if suitable
30/4/21	Reminder provided to staff to encourage prompt arrival of pupils as they are getting earlier to time slots	Teacher monitor and share
24/5/21	Directive amendment to enable safe use of sand in eyfs indoors if necessary – maintain ind playdough pots	Teacher monitor
24/5/21	Maintain staggered starts as this is working efficiently SLT monitoring	No change necessary
14/6/21	Following Gov.advice on maintaining roadmap – maintain current safe systems of work	No change necessary