

# George Carey School Risk Assessment Summary September 2020

## Rationale

The school is opening fully to the whole school population for the first time since March 2020 when the national lockdown was imposed. Whilst the school was open to a limited number of selected pupils, the current Risk Assessment now needs to be adapted in order to meet the safety needs of all staff, pupils and visitors to the building on a daily basis.

The following Risk Assessment represents an overview of the risks identified for all areas of the school and its operation and has been completed in line with guidance from The London Borough of Barking and Dagenham.

The main aim of this risk assessment is to minimise the risk of Coronavirus being transmitted between all school stakeholders using the building and mitigate against the risks of a local outbreak of the virus. Another aim is to identify vulnerable learners and ensure that pupils have the best chance of staying safe and thriving at school and attend school regularly.

It is important that all proposed action is discussed and understood by all employees and their representatives. Children and families too need to know the main safety precautions that the school is taking, and so work with children and information to parents is also vital in terms of keeping the whole school community safe. A risk assessment is only effective if all employees act on it. All actions must follow through and review it on a regular basis. This risk assessment should be reviewed if it is considered that it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in the workplace, such as new equipment or work activities.

## Outbreak definition as follows:

COVID-19 Education Setting Cluster and Outbreak Definitions.

### Cluster definition:

Two or more confirmed cases of COVID-19 among students or staff in a school within 14 days **OR...**

Increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).

### Outbreak definition:

Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort\* in the school within 14 days.

\*a cohort might be in a class, year group (bubble) or other defined group within the school. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the education setting.

## George Carey School Risk Assessment Summary for Parents September 2020

What are the identified hazards?	What action is needed to minimise the hazard?	Completed / understood Yes / no	Residual risk rating Red, Amber, Green
<p>1.</p> <p><b>There is a confirmed case of coronavirus in a setting</b></p> <p>Covid-19 Outbreaks on site</p>	<p>Protocol in place in line with <a href="#">Guidance for schools and educational settings</a> contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed.</p> <p>Confirmed cases of coronavirus of any child or adult should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Advise to self-test. A negative outcome will allow the child or adult to return to school.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p> <p>The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>If a child with symptoms is awaiting collection, they should be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 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.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>We are observing guidance on <a href="#">COVID-19: infection prevention and control (IPC)</a> , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

<p>2. <b>Testing and contact tracing</b></p>	<p>We understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. All staff members and parents/carers need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents / carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p><b>The following categories experiencing symptoms of coronavirus are encouraged to get tested</b></p> <ul style="list-style-type: none"> <li>• All children and adults England (any age)</li> <li>• In children under 5 the preferred route is via clinical advice and testing</li> <li>• 5-11-year olds can only have the test administered by a parent/guardian</li> <li>• 12-17-year olds can self-administer a test or have their parent/guardian do so on their behalf.</li> </ul>	<p>Yes</p> <p>Yes</p>	
<p>3. <b>Contingency Plan to deal with an outbreak</b></p>	<ul style="list-style-type: none"> <li>• If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</li> <li>• For individuals or groups of self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</li> <li>• In the event of a local outbreak, the PH health protection team or local authority may advise the school to close temporarily to help control transmission. We will also need a contingency plan for this eventuality. This will be similar to the former plan for the limited opening of the school – i.e. remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>4. <b>Communication strategy (communication to parents / guardians)</b></p>	<ul style="list-style-type: none"> <li>• If their child needs to be accompanied to the school, only one parent should attend (if possible).</li> <li>• If parents of pupils with significant risk factors the school will discuss concerns and provide reassurance of the measures we are putting in place to reduce the risk in school.</li> </ul>	<p>Yes</p> <p>Yes</p>	

	<ul style="list-style-type: none"> <li>• There will be staggered times for entry and exit to the school at the start and end of the school day to avoid crowds gathering. Allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact.</li> <li>• Parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Ensure that contact with the school office should be made via the telephone and through email only – that personal meetings will be avoided wherever possible</li> <li>• Parents and other visitors are aware that they are only allowed onto the school site by invitation only.</li> <li>• Those positive with Covid-19 or symptoms - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed.</li> <li>• Parents to be advised to follow guidance below. <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>5. <b>Shielded and clinically vulnerable groups including those who are pregnant</b></p> <p>SEND pupils</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<ul style="list-style-type: none"> <li>• All pupils and staff members can return to school as shielding advice paused on 1<sup>st</sup> August 2020.</li> <li>• If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school must immediately offer them access to remote education.</li> <li>• Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> <li>• We expect all staff and children to return to school, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Additional risk assessments should still be in place for the most clinically vulnerable.</li> <li>• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>• Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use.</li> <li>• SEND pupils presenting the most challenging needs to have individual risk assessments to ensure greater safety of both the pupils and those who have contact with them.</li> <li>• Where closer contact may be necessary (for example personal care) appropriate PPE to be worn. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the individual is coughing, spitting.</li> <li>• Management staff to follow manufactures instructions on how to use PPE correctly</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

	<ul style="list-style-type: none"> <li>• Risk assessment undertaken with BAME staff members.</li> <li>• Individual risk assessments are needed for children whose medical needs make them additionally vulnerable to Covid 19.</li> </ul>	Yes	
<p>6. <b>Entry to school premises</b></p>	<ul style="list-style-type: none"> <li>• Traffic management plan agreed with BRL / Pinnacle to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced</li> <li>• Parents' evenings and additional parents' meetings to be arranged online for the Autumn Term 2020.</li> <li>• 2-metre demarcation on school entry approaches.</li> <li>• Pictorial notices to maintain social distancing displayed.</li> <li>• Supervision of queues by nominated staff members</li> <li>• Staggered start times and break times and lunchtimes according to rota. Late children to be taken in via Foyer door adjacent to church. Office member of office staff to be on duty in this area until 9:30 daily in order to collect late arriving children.</li> <li>• Controlled entry to building via 4 different access points according to rota in school to separate year groups: <ul style="list-style-type: none"> <li>- Red gates</li> <li>- Nursery door</li> <li>- Foyer door</li> <li>- KS1 grey gate</li> </ul> </li> <li>• Foyer door adjacent to Rivergate Church to be used for latecomers to the school.</li> <li>• Staff supervising entry to school to follow social distancing guidelines.</li> <li>• Staff maintaining distance from pupils and other staff as much as possible</li> <li>• Children to sanitise hands on entry to building – staff to supervise this. Age appropriate instruction provided to pupils on hand washing methods.</li> <li>• All adults entering the school must sanitise hands prior to entry. (20 seconds minimum recommended for washing with soap and water)</li> <li>• Staff trained on hygiene protocols to eliminate cross-infection risks.</li> <li>• Enhanced cleaning by the cleaning team, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. All staff members to recognise their joint responsibilities to clean and keep provision safe.</li> <li>• Removal of 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 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.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

	<p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> <li>• Waste to be stored safely and securely kept away from children</li> </ul>	Yes	
7. <b>Reception areas</b>	<ul style="list-style-type: none"> <li>• Telephone appointments/emails to office. The only visitors to the school from outside people and agencies should be by agreement of office staff or SLT members only.</li> <li>• Screens in place in foyer to separate staff and/or demarcation to maintain safe distancing</li> <li>• Notices to maintain social distancing displayed</li> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries.</li> <li>• Enhanced cleaning regime in place at reception and all school settings in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Hand washing posters to be displayed</li> <li>• Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements</li> </ul>	Yes  Yes Yes Yes  Yes Yes	
8. <b>Corridors / staircases</b>	<ul style="list-style-type: none"> <li>• Social distancing guidelines to be observed and monitored by SLT</li> <li>• Classes and year groups to have agreed routes for travel to classrooms, playgrounds and the dinner hall. One-way systems previously introduced to be removed in favour of agreed routes for year groups to avoid children passing other class groups unnecessarily.</li> <li>• Staggered break times and lunch times and time for cleaning surfaces in the dining hall between groups put in place prior to pupils attending.</li> <li>• Pictorial notices to maintain social distancing displayed.</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> </ul>	Yes Yes  Yes  Yes Yes	
9. <b>Classrooms</b>	<p>Reduction of contact between pupil groups as follows:</p> <ul style="list-style-type: none"> <li>• Grouping children together in ‘Year Group ‘bubbles’.</li> <li>• Avoid contact between different bubbles.</li> <li>• Arranging classrooms with forward facing desks.</li> <li>• Staff maintaining distance from pupils and other staff as much as possible.</li> <li>• Small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and the possible moving unnecessary furniture out of classrooms to make more space.</li> <li>• Social distancing guidelines to be applied and monitored by the Senior Leadership Team.</li> </ul>	Yes Yes Yes Yes Yes  Yes	

	<ul style="list-style-type: none"> <li>• Sterile wipes available in each classroom with the requirement that children become responsible for some aspects of cleaning (level depending on age group and needs). Wherever possible, children to clean their own equipment at start and end of each school day.</li> <li>• Older children (KS2) should be encouraged to keep their distance within groups and not to touch staff and their peers where possible.</li> <li>• School to take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible and to not have gatherings larger than a whole year group at a time.</li> <li>• Younger children (Early Years and KS1) will not be able to maintain social distancing and it is acceptable for them not to distance within their class group. However, staff should, wherever possible, maintain a distance from pupils and avoid situations which bring them into close proximity with pupils unnecessarily.</li> <li>• Siblings may be in different group bubbles. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</li> <li>• Staff should stay within their year group bubbles as much as possible. Some staff will need to operate across different classes and year group bubbles (e.g. Lunchtime Supervisors, School Office Staff and the Safeguarding Team). These staff members should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Staff whose work necessitates very close up working with children should wear face coverings and additional PPE where necessary, particularly when performing intimate care for pupils.</li> <li>• In order to minimise social distancing and hygiene risk through conducting educational visits off site and to provide a full educational experience, the school to develop COVID-19 hygiene and social distancing programmes that will allow them to bring in specialist subject teachers to deliver bespoke education to pupils.</li> <li>• Increased natural ventilation / avoid rooms with no natural ventilation where possible</li> <li>• Lunchtime Supervisors will ensure the washing of children's hands prior to lunchtime.</li> <li>• Classroom based resources, such as books and games, can be used and shared within classrooms, but these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned 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 and sanitiser to be available</li> <li>• Soft play / furnishing and items with intricate parts removed from Early Years classrooms</li> <li>• Increased cleaning frequencies of hard surfaces / emptying of bins</li> <li>• Minimise sharing / touching of items</li> <li>• Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>• Items to be sanitised before sharing (including PCs) / re-use by another person</li> <li>• Use of ICT suite to be limited, allowing time for cleaning and physical time between classes and year group bubbles. iPads and laptops available to other year groups who need them. Purchase of more by school if required.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
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	<ul style="list-style-type: none"> <li>Teachers make sure they wash their hands and surfaces, before and after handling pupils' books.</li> <li>Minimising measures put in place for classroom staff marking children's work – i.e. self-marking and verbal feedback that pupils note down wherever possible.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
10. <b>Break and lunch times</b>	<ul style="list-style-type: none"> <li>Staggered break times and lunch times as per published rota in school. Some parts of lunchtimes may need to take place in classrooms in order to minimise year group bubbles mixing. This may include eating. The Lunchtime Team will be responsible for organising and implementing this.</li> <li>Rotate indoor / outdoor play to minimise contact if necessary.</li> <li>Children to remain in allocated classroom or year group 'bubbles' as appropriate during all break times.</li> <li>Adequate supervision ratios to enforce social distancing guidelines.</li> <li>Hand washing / sanitisation prior to food consumption – children to be supervised by Lunchtime Team.</li> <li>Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces.</li> <li>Soft play items removed where possible (Early Years Bubbles)</li> <li>Sanitisation upon re-entry to classroom.</li> <li>Water fountains taken out of use – pupils required to bring in individual bottles, labelled with name and class.</li> <li>Sufficient time for staff lunch / welfare breaks factored into daily staff schedules.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
11. <b>Hall / assemblies</b>	<ul style="list-style-type: none"> <li>No lettings of the school premises during evenings and weekends to be allowed during the height of the crisis. This arrangement to be agreed with BRL, L&amp;Q and Pinnacle.</li> <li>Groups should be kept apart, meaning that the school should avoid large gatherings such as assemblies or collective worship with more than one group. Larger groups should be involved in assemblies viewed online within classrooms.</li> </ul> <p><b>General hall and gym use</b></p> <ul style="list-style-type: none"> <li>Social distancing guidelines to be applied for all general activity.</li> <li>Adequate supervision ratios.</li> <li>Pictorial notices to maintain social distancing displayed.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
12. <b>Toilets</b>	<ul style="list-style-type: none"> <li>Each Team Group must use toilets within their team. Pairs of Year Group Bubbles (e.g. 3 / 4) can use the same toilet, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Cubicles labelled for use with single year groups only to minimise potential contact between Year Group Bubbles.</li> <li>All pupils educated in ways to keep themselves safe from infection within toilets, particularly the youngest pupils in EY and KS1.</li> <li>Pictorial notices to maintain social distancing displayed.</li> <li>Hand washing poster displayed in all WCs.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	



	<ul style="list-style-type: none"> <li>Enhanced and regular cleaning by Cleaning Team, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> </ul>		
13. <b>Staff Areas</b> <ul style="list-style-type: none"> <li>Staff rooms</li> <li>Meeting rooms</li> <li>Offices</li> </ul>	<ul style="list-style-type: none"> <li>Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. The use of an alternative staffroom space in the foyer outside the Rivergate Church to be used for Early Years and ARP Teams.</li> <li>Social distancing guidelines to be strictly applied (including in office / staff rooms / meeting rooms / inhabited spaces). Staff to wear face coverings if they are unable to maintain a 2 metre distance from other staff members in meeting rooms and staffrooms.</li> <li>Conduct necessary meetings where possible via Microsoft Teams.</li> <li>Increased cleaning frequencies of hard surfaces by Cleaning Team, including area in foyer adjacent to Rivergate Church.</li> <li>Minimise sharing of items – staff to bring in agreed containers for drink (marked with name) and also their own cutlery and plates etc. All staff must be responsible to wash their own things and keep them separate from other staff members' items.</li> <li>Increased natural ventilation in staff areas wherever possible.</li> </ul>	Yes  Yes  Yes Yes  Yes  Yes	
14. <b>Lift</b>	<ul style="list-style-type: none"> <li>Limited use of lift only where absolutely necessary to use.</li> <li>Procedure in place for control of access/egress and use of lifts</li> <li>Demarcation to allow social distancing on egress</li> <li>Single person travel (unless accompanying SEND pupils)</li> <li>One adult to accompany SEND pupils – use of facemask by accompanying adult</li> <li>Increased Hygiene protocols introduced by Cleaning Team including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> </ul>	Yes Yes Yes Yes Yes	
15. <b>School Kitchens / school meal provision</b>	<ul style="list-style-type: none"> <li>School Kitchen will be fully open from the start of the Autumn Term 2020. They will have a separate risk assessment for their duties.</li> <li>No staff member other than authorised personnel can enter the school kitchen unless in an absolute emergency.</li> </ul>	Yes  Yes	
16. <b>Physical activity in school</b>	<ul style="list-style-type: none"> <li>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>On P.E. days, children may come in dressed in their P.E. kits to avoid changing clothes unnecessarily.</li> <li>Where there is work with external coaches, the organisations should follow school guidance at all times and should be trained in school systems prior to working. School clubs and extra-curricular activities will be placed on hold for the present time.</li> </ul>	Yes  Yes  Yes Yes	

	<ul style="list-style-type: none"> <li>Activities where possible will be used, 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.</li> </ul>	Yes	
17. <b>Home time / egress from school premises</b>	<ul style="list-style-type: none"> <li>2-metre demarcation on school egress.</li> <li>No parents allowed on site during opening and closing times.</li> <li>Pictorial notices to maintain social distancing displayed.</li> <li>Supervision of queues by nominated staff members.</li> <li>Staggered egress times as per published timetables.</li> </ul>	Yes Yes Yes Yes Yes	
18. <b>Fire drills / Emergency situations</b>	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable</li> <li>Fire drill to be undertaken within the <b>first week</b> of full re-occupation (week beginning 21<sup>st</sup> September 2020)</li> </ul> <p><i>*Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation.</i></p>	Yes Yes Yes	
19. <b>First Aid</b>	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to administer First Aid on site during all opening times.</li> <li>Check First aid boxes content and facilities available regularly – Medicines Officer.</li> <li>Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting</li> <li>Maintenance of rigorous cleaning, personal hygiene and regular hand hygiene when administering all First Aid and personal intimate care.</li> </ul>	Yes Yes Yes Yes	
20. <b>Transport Arrangements</b>	<ul style="list-style-type: none"> <li>Where possible, all contact with members of the public should be carried out while maintaining social distancing measures</li> <li>If not possible, the principles for the Hierarchy of Risk should be applied, using measures such as physical barriers and alternative working practices</li> <li>Where other safe working systems alone may not be feasible or insufficient, as a final measure, use of PPE based on risk assessment</li> <li>The transportation of special needs children risk assessment reviewed in line with Covid-19 requirements in conjunction with school transport. School transport services for vulnerable pupils will have their own Risk Assessment which should be viewed by Team Manager in the ARP. Discussion between school, local authority and transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements.</li> </ul>	Yes Yes Yes Yes	

<p>21. <b>School Trips</b></p>	<ul style="list-style-type: none"> <li>• School trips and educational visits are suspended for the Autumn Term 2020. The school can, however, make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>• We will endeavour to bring in 'Guest Speakers' to replace trips where possible to enhance children's educational experiences and access the curriculum.</li> </ul>	<p>Yes Yes</p>	
<p>22. <b>Reoccupation of areas which have not been in use during lockdown.</b></p>	<p>No areas of the school have been unoccupied for any significant time during the lockdown.</p> <ul style="list-style-type: none"> <li>• However, staff need to be aware that a visual inspection of the working area is always necessary before use by any pupil group.</li> <li>• The Site Manager must ensure the continuation of the water flushing regime in terms of 'little used' water outlets to avoid the risk of legionella.</li> </ul>	<p>Yes Yes</p>	
<p>23. <b>Fire</b></p>	<ul style="list-style-type: none"> <li>• Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building.</li> <li>• Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary.</li> <li>• Evacuation routes to remain the same as they were prior to the Covid 19 crisis.</li> </ul>	<p>Yes Yes Yes</p>	
<p>24. <b>Behaviour of pupils / staff</b></p>	<ul style="list-style-type: none"> <li>• Review of the school's pupil behaviour policy to ensure that they cover COVID-19 risk related incidents (to include individual risk assessment of children with known challenging behaviour)</li> <li>• Make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.</li> <li>• Policy also reviewed in line with current Government guidance considering staff also. Guidance is available <a href="#">here</a>.</li> <li>• School SLT to monitor staff in relation to keeping to strict social distancing guidelines. The staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times</li> <li>• Training in place to reinforce expectations of staff behaviours, including adult to adult interactions – to be delivered during Training Days on 3<sup>rd</sup> and 4<sup>th</sup> September 2020.</li> </ul>	<p>Yes Yes Yes Yes Yes</p>	
<p>25. <b>Behaviour of parents / visitors / contractors</b> (Violence, aggression, failure to comply with Risk Assessment)</p>	<ul style="list-style-type: none"> <li>• Review of the school's violence and aggression policy to ensure that it covers COVID-19 risk related incidents.</li> <li>• Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk.</li> <li>• For observed incidents outside the school regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999</li> <li>• Work in partnership with Pinnacle / BRL to ensure appropriate use of Foyer area of the Rivergate Centre</li> </ul>	<p>Yes Yes Yes Yes</p>	

<p>26.</p> <p><b>COSHH</b> Cleaning / Sanitisation products</p>	<ul style="list-style-type: none"> <li>• COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>• Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider)</li> <li>• Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>• Strict instruction to staff to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>• Work with cleaners / Site Management Team to ensure safe systems and protocols for use and storage are in place.</li> <li>• Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>27.</p> <p><b>Dealing with / clearing up with Body Fluids</b></p>	<ul style="list-style-type: none"> <li>• Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> <li>○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> <li>○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests</li> </ul> </li> </ul>	<p>Yes</p>	
<p>28.</p> <p><b>Equalities and Mental Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Schools mental wellbeing and support mechanisms for staff and pupils reviewed</li> <li>• Governing body and Senior Leadership Team should have regard to all staff work-life balance and wellbeing. Schools will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</li> <li>• The school has a duty of care to their employees, and this extends to their mental health. There are mechanisms already in place to support staff wellbeing. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers is available</a>.</li> <li>• The school has a Single Equalities Policy to protect employees, and others, from harm and continue to assess health and safety risks and consider how to meet equalities duties in the usual way in the light of Covid 19.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>29.</p> <p><b>Business Continuity</b></p>	<ul style="list-style-type: none"> <li>• Schools Business Continuity Plan to be reviewed (together with BRL and Pinnacle) to include COVID-19 related risks</li> </ul>	<p>yes</p>	
<p>30.</p> <p><b>Travel Plan</b></p>	<ul style="list-style-type: none"> <li>• School Travel Plan to be developed in line with <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>• Parents to be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will encourage healthy lifestyle; help reduce pollution and avoid overcrowding at car parks and help maintain social distancing.</li> <li>• Car parking and permit availability to be reviewed in conjunction with BRL and Pinnacle</li> </ul>	<p>In progress</p> <p>Yes</p> <p>Yes</p>	

<p>31. <b>Staffing</b></p> <p>Staff absent from school due to symptoms of Covid 19</p> <p>Insufficient staff available to ensure the safety of pupils</p>	<ul style="list-style-type: none"> <li>• All staff will need to be available to work in school from the start of the Autumn Term 2020.</li> <li>• Where it is not possible to avoid a member of staff having to quarantine during term time, school management should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> <li>• Staggering in of pupil groups over two weeks (according to published rota) to help confirm that numbers of staff are sufficient for new needs and emerging needs of pupils.</li> <li>• Re-deployment of school staff or procurement of additional staffing through agency contract where necessary to reduce adult / pupil ratios where provision is deemed to be unsafe.</li> <li>• <b>Potential</b> redeployment / new procurement of staff where staff members are sent home to test / self isolate in order to keep up sufficient adult / pupil ratios.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>32. <b>Curriculum</b></p> <p>Children unavailable for school due to non-attendance and vulnerable children who may have fallen behind during the lockdown</p>	<ul style="list-style-type: none"> <li>• Curriculum adaptations to ensure catch-up within Autumn Term 2020 for all pupils who have fallen behind with learning during the lock down. Focus on key skills appropriate to year groups. These adaptations noted within School Development Plan</li> <li>• New SENDCo to work with Heads of School to identify children with SEND needing additional support who may have suffered educationally and emotionally during the lockdown</li> <li>• A counselling service to be engaged by the school for identified children who may have suffered trauma and anxiety during the lockdown. Other support targeted for individuals on a case by case basis.</li> <li>• Back to school campaign (alongside LBBB) starting end of August 2020 to encourage families to have confidence once again in the school system and promote the benefits of being at school</li> <li>• Rigorous follow up of all students absent from school at the start of the Autumn Term 2020 and support provided for families experiencing difficulties. Sanctions imposed where necessary, but as a last resort home e-learning made available to all pupils unable to attend school for any reason – agreed self-isolation and / or medical conditions. Link with the Home Learning Team at LBBB – provision of a school laptop using LBBB scheme for children working at home who have no access to computers</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p><b>33. Safeguarding</b></p> <p>Children at greater risk of safeguarding issues due to issues related to lockdown</p>	<ul style="list-style-type: none"> <li>• Link with Operation Encompass (Met Police) to share information and get access to more information regarding safeguarding incidents at home – DSL and Deputy DSL</li> <li>• Follow up from Safeguarding Team for all children failing to return to school – with reasons for absence varied and agreed. Referral for families of concern</li> <li>• Use of Home Support consultant NW to work with families who have experienced difficulties during the lockdown. CAF processes initiated for identified families</li> <li>• Educational curriculum provision for all children upon return re PHSE and how to identify the need for help when needed as well as how to access help</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

**\*This risk assessment will be reviewed weekly and amended according to changing circumstances.**