

Risk assessment – Schools Risk assessment for Full Opening during Covid-19 - OHS CF 015 010/3a

Blackfen school risk assessment (to be read with the action plan). The school has adopted and adapted the risk assessment provided by London Borough of Bexley. This is the 5th update of this document. Please ask the school for details of the earlier versions.

Original version: July 2020 This version: 17 November 2020

This risk assessment (original) was discussed at the full governing body meeting on 22 July 2020 and the governing body approved this risk assessment.

This is update 5 17/11/2020

This update has been shared with the governing body and with staff.

Overall risk rating: 6 (LOW)

Instructions:

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at 'Other risks (please detail)' and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the 'Additional controls to reduce risk' column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g. via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

Terminology:

- **Activity-** The type of work being undertaken e.g. use of a piece of electrical equipment or machinery.
- **Hazard-** Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating-** Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being No Injury and 5 being a fatality.

**Likelihood (L) × Severity (S)
= Risk Rating (RR):**

| | L = 1 | L = 2 | L = 3 | L = 4 | L = 5 |
|-------|-------|-------|-------|-------|-------|
| S = 1 | 1 | 2 | 3 | 4 | 5 |
| S = 2 | 2 | 4 | 6 | 8 | 10 |
| S = 3 | 3 | 6 | 9 | 12 | 15 |
| S = 4 | 4 | 8 | 12 | 16 | 20 |
| S = 5 | 5 | 10 | 15 | 20 | 25 |

**Possible
Likelihood**

5 Highly likely
4 Likely
3 Possible
2 Unlikely
1 Highly unlikely

Possible Severity

5 Fatality
4 Major injury
3 Hospital
treatment
2 First aid required
1 No injury

| Rating | Action |
|------------------------|---|
| 15-25 Very High | Work should not be undertaken without reducing risk |
| 10-12 High | As above |
| 8-9 Moderate | Work fine to continue. Additional controls should be considered |
| 4-6 Low | Work fine to continue with existing controls |
| 1-3 Very Low | As above |

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| | | | | L | S | RR | | L | S | RR |
| <p>General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils</p> | <p>Staff and pupil concerns not taken into account. Concerned about return to work and school</p> | <p>Staff and pupils</p> | <p>National restrictions (Lockdown) for Covid-19 Coronavirus apply from 5 Nov to 2 December 2020 which replaced 'Tier 2 High' arrangements for the London Boroughs. New restrictions Gov.uk guidance issued. This risk assessment is for dissemination within schools by the school's own internal consultation and training methods. Control measures in this risk assessment must be adopted by each school where reasonably practicable to do so. It is a legal requirement that schools revisit and update their risk assessments to ensure all current national restrictions are adhered to.</p> <p>The government promoted the return of all school pupils from September 2020 and that schools remain open during current national restrictions. Likewise, nursery settings, breakfast and after school clubs can remain open in full. Guidance for Full Opening was first published on 28 August and was last updated on 5 November: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools The risk to children becoming severely ill from coronavirus (COVID-19) is low and there are negative health and safeguarding impacts from being out of school. The balance of risk is overwhelmingly in favour of children continuing to attend school. There is no evidence that children transmit the disease any more than adults and no evidence that staff in education</p> | 1 | 4 | 4 | | | | |

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| | | | are at any greater risk of fatality than many other occupations. | | | | | | | |
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| Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued) | Risk of Covid-19 transmission | Staff and children | <p>To minimise risk, all elements of the system of control measures in this risk assessment must be put in place and remain until the pandemic ceases. School Leaders must ensure systems are implemented, staff and pupil behaviour supervised and that control measures are followed and any breaches recorded. 'Near miss' incidents and positive cases must be recorded on an accident/incident form and communicated on My View to Corporate Health and Safety' so that control measures are continually reviewed.</p> <p>As required under health and safety legislation, staff should be consulted on risk assessments and the findings published to staff. It is best practice to share the risk assessment also with parents and the HSE requires that for schools who employ more than 50 people, that it is published on the external website.</p> <p>Where a suitable and sufficient risk assessment is in place, LBB Insurance will cover Covid-19 related incidents for Community Schools.</p> <p>A General Covid-19 risk assessment is in place for LBB staff and communicated within each school's own cascade system. Staff are informed of plans (for example safety measures, staggered arrival and departure times and they are consulted for any concerns). The Council consults with the Unions weekly as well as in meetings with the Local Consultative Group</p> | 1 | 4 | 4 | | | | |

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| | | | (LCG) to ensure a corporate approach to risk controls, which includes community schools. Other schools should ensure that any | | | | | | | |
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| Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued) | Risk of Covid-19 transmission through concerns not being taken into account | Staff and children | <p>appropriate steps have been undertaken consistent with procedures for their own school.</p> <p>Staff have access to a 24-hour Carefirst EAP counselling and advice service where schools have subscribed. School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies. Senior leaders implement working practices promoting a good work-life balance. Staff surveys to be encouraged locally at each school on aspects of working during Covid-19.</p> <p>LBB Senior management 'Restore Group' in place for high level corporate decision making. School Governing Bodies must be involved in overseeing this risk assessment and its implementation at local level.</p> <p>Staff to support pupil wellbeing and direct pupils and their parents to further information and support. Gov.uk has published helpful advice on pupil wellbeing.</p> <p>Curriculum can focus on wellbeing and time allowed in the timetable for pupils to share their concerns.</p> | 1 | 4 | 4 | | | | |

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| | | | | Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued) | Risk of Covid-19 transmission through concerns not being taken into account | Staff and children | | <p>SEND to contact secondary school Inclusion Manager to discuss pupils transitioning who are vulnerable and/or have additional need.</p> <p><u>Guidance for schools from September 2020:</u> The following 11 control measures must all be met, more details of which are explained below in Activities from page 7:</p> <p>1) minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) Where recommended, use of face coverings in schools</p> <p>3) clean hands thoroughly more often than usual by washing with soap and water for a minimum of 20 seconds or use of alcohol hand gel when soap and water are not available.</p> <p>4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard household products such as detergents</p> <p>6) minimise contact between individuals and maintain social distancing wherever possible</p> | | |

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| Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued) | Risk of Covid-19 transmission through concerns not being taken into account | Staff and children | <p>7) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>8) Always keeping occupied spaces well ventilated</p> <p>9) engage with the NHS Test and Trace process</p> <p>10) manage cases/outbreaks in a school setting and promptly report confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>11) contain any outbreak by following local health protection team advice</p> | | | | | | | |

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| <p>Guidance points 1, 5 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically</p> | Risk of Covid-19 transmission | Staff and children | <p>The return of pupils/staff who are shielding or self-isolating</p> <p>The majority of pupils and staff can attend school. A small number of persons will still be unable to attend because they have had symptoms or a positive test result themselves, they live with someone who has had symptoms or a positive test and are a household contact, or they are a close contact of someone who has Covid-19. New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shield list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level or national restrictions. During periods of national restrictions (lockdown), staff who are identified by their GP or the NHS as clinically extremely vulnerable are advised to work from home and discuss with their school how they will do this. The UK Chief Medical Officers have issued a statement on schools and childcare reopening which states that there is a low rate of severe disease in children from COVID-19. All pupils, including those who are clinically extremely vulnerable, can continue to attend school during national restrictions and all Local COVID Alert Levels unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) or have been advised specifically by their GP or clinician not to attend school.</p> | 2 | 4 | 8 | | | | |

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| <p>Guidance points 1, 5, 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p>In the future, after national restrictions lift, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and then only for a limited period of time. The government will inform families affected. Some pupils who remain under the care of a health professional may need to discuss their care before returning to school (usually at their next planned clinical appointment). Royal College of Paediatrics advice is available COVID-19 - 'shielding' guidance for children and young people. Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register. Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p> <p>Pregnant staff are in the clinically vulnerable group and require a personal risk assessment in line with the Management of Health and Safety at Work Regulations 1999. Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. Strict social distancing of 2 meters from others and hygiene controls must be applied.</p> | | | | | | | |

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| <p>Guidance points 1, 5, 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p>If, for any reason, government advice is given for pupils who live in some areas not to attend schools, but their school remains open, children asked not to attend can have temporary absence until restrictions are lifted. Those pupils must be supported to continue to learn at home.</p> <p>Wraparound provision and extra-curricular activity Schools should be working to resume any breakfast and after-school provision, to ensure parents and carers can work. Schools should work closely with any external wraparound providers which their pupils use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers do this, they should seek to keep children in small, consistent groups with the same children each time, as far as possible.</p> <p><u>Arrangements for those with symptoms</u> Public Health England does not deem it necessary to take the temperature of pupils as this is an unreliable method to identify Covid-19. Staff and children should not attend if they have Symptoms of Covid-19 or are self-isolating due to confirmed cases in their household. Parents must be told to strictly adhere to this.</p> | | | | | | | |

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| <p>Guidance points 1, 5 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p><u>Symptoms include:</u></p> <p>A high temperature, New continuous cough Loss of taste or sense of smell.</p> <p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk If someone develops symptoms at school they must be isolated in a separate room and sent home immediately to begin self-isolation and get tested within 3 days of symptoms appearing, and certainly no later than 5 days from onset of symptoms. The person with symptoms must follow the stay at home guidance and it is now law that people are required to self-isolate when instructed to do so by NHS Test and Trace. An NHS Covid-19 app is now available to anyone aged 16 or over to download on the App Store or Google Play to assist this purpose. For some young people with special needs, parents will need to decide if the app is appropriate.</p> | | | | | | | |

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| <p>Guidance points 1, 6, 9, 10 and 11 and: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p>Arrangements must be in place for how and where those with symptoms will be isolated from the rest of the school whilst awaiting the transport/lift home. The isolation room should have good ventilation, a closing door and minimal furnishings to allow for ease of cleaning. If the child needs to go to the toilet there should be a separate toilet if possible, which must be cleaned and disinfected using standard cleaning products. The area where the symptomatic person was sitting must be cleaned with normal household detergents. PPE must be worn by staff caring for the child whilst they await collection if a distance of 2 meters cannot be maintained. More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Staff who closely help the person with symptoms must wear a face mask, gloves and apron if breaking social distancing of 2 meters but they do not need to self-isolate unless they develop symptoms themselves. They must wash their hands thoroughly for 20 seconds after contact with the unwell person. Staff who have been in close contact with the unwell person, even if wearing a face mask or face covering, do not need to go home to self-isolate unless the symptomatic person tests positive, or they develop symptoms themselves, or if requested to do so by NHS Test and Trace or Public Health. The school must follow decontamination cleaning advice for the room.</p> | 2 | 4 | 8 | | | | |

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| <p>Guidance points 1, 6 9,10 and 11: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p><u>Test and Trace</u> Schools should actively engage with the government's Test and Trace system. To support Test and Trace, the school should hold records of visitors or parents who actually enter buildings for pick ups/drop offs, for 21 days. This reflects the incubation period for COVID-19 and allows time for testing and tracing. After 21 days, this information should be securely disposed of or deleted.</p> <p>Schools must ensure that staff members, pupils and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms and not attend school and let the school know the result of the test when known immediately.</p> <p>The school should not ask for proof of a negative test or other medical evidence before admitting or welcoming back after a period of self-isolation.</p> <p>Actions from test results are explained below. In the autumn term, all schools will have been provided with 10 home testing kits and instructions on how to obtain more, for use on anyone who develops symptoms who is unable to obtain their own test kit themselves. Call the Test and Trace number 119, if the school has not received the kits.</p> <p>Any action to prevent further infection will be guided by the health protection team who advise who needs to self-isolate from the school. The school must protect the confidentiality of those tested positive.</p> | | | | | | | |

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| <p>Guidance points 1, 6 9, 10 and 11: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p>In some cases, a larger number of other children may be asked to self-isolate as a precaution. To support the health protection team, schools must keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. Schools do not need to record who the pupils sat next to each day.</p> <p>Anyone showing symptoms should request to be tested under the NHS Test and Trace scheme (test guidance) and contact LBB's Public Health Response Cell for assistance or if urgent, call 0300 303 0450. There is also a Dfe helpline 0800 0468687 (select Option 1 for positive cases). The advice service will advise the school on what do to about those who have been in close contact with the person who was infectious. Close contact means:</p> <p>(i) direct close contacts who had face to face contact for any length of time within 1 metre, including being coughed on, a face to face conversation or physical skin to skin contact. (ii) Proximity contacts who have had extended close contact within 1 to 2 metres for more than 15 minutes (iii) Someone who travelled in the same vehicle with the infected person.</p> | | | | | | | |

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| <p>Guidance points 1, 6 9, 10 and 11: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate, develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</p> <p>If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> | | | | | | | |

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| <p>Guidance points 1, 6 9, 10 and 11: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>If schools have an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> | | | | | | | |

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| <p>Guidance points 1, 6 9, 10 and 11: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p> | Risk of Covid-19 transmission | Staff and children | <p>Ofsted have requested that schools provide information on confirmed cases of Covid-19 in their schools.</p> <p>Follow cleaning guidance in COVID-19: cleaning of non-healthcare settings guidance There must be enhanced cleaning of frequently touched surfaces such as doors, hand rails, toilet handles, chairs etc. and shared rooms used by different groups. Where possible, different groups use different toilet blocks. Ensure the school has extra cleaning regimes and appropriate cleaning products. Minimum twice daily. Normal detergents will remove traces of Covid-19 virus but check manufacturers' instructions so that furniture is not ruined by the products. Ensure sufficient supplies kept in locked cleaners cupboards. Ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p> <p>Those staff asked to clean must be provided with training to do so and appropriate PPE if not a skin-friendly product.</p> | | | | | | | |

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| <p>Guidance Points 2, 3, 4 and 8</p> <p>Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning. Ventilation.</p> | Risk of Covid-19 transmission | Staff, children, visitors and contractors | <p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Electric hand dryers may be used but encourage thorough washing of hands before use of dryers and not to leave hands damp. Review the NHS guidance on hand hygiene Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing. Supervise use of hand sanitisers in young children around the risk of ingestion. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Use of posters on hand hygiene. Small children with complex needs may need support so skin-friendly wipes may be an alternative. Children must be encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Provide tissues in classrooms and lidded bins.</p> <p>The e-Bug coronavirus (COVID-19) website is a free resources for schools to encourage good hand and respiratory hygiene.</p> <p>Ensure that covered bins for tissues and disposal masks are emptied throughout the day to avoid being over-filled.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Prop doors open, where safe to do so (bearing in mind fire safety</p> | 2 | 4 | 8 | | | | | | |

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| | | | | L | S | RR | | L | S | RR |
| <p>Guidance Points 2, 3, 4 and 8</p> <p>Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning (continued)</p> | Risk of Covid-19 transmission | Staff, children, visitors and contractors | <p>and safeguarding), to limit use of door handles and aid ventilation. Allow children to wear additional warmer clothing with their uniform if windows are open. Open windows furthest towards the top rather than lower down, to avoid drafts. Fully ventilate empty classrooms before and after use. Heating should still be used to keep the classroom at a comfortable temperature. Normal personal hygiene and washing of clothes following a day in an educational or childcare setting is sufficient and it is possible for children to wear school uniforms.</p> <p>Pupils do not need to wear face coverings when seated in class as this can have a negative effect on teaching, however where there are national restrictions or an alert level of high or very high, schools with children in years 7 and above must ask pupils and staff to wear face coverings in areas outside the classroom where social distancing cannot be maintained, such as corridors and communal areas. This does not apply to primary school children or younger, however staff in primary schools must wear them outside of classrooms and in staffrooms or when interacting with visitors. Refer to face coverings guidance for education settings.</p> <p>Pupils wearing face coverings must be told not to touch the front of their face covering when removing it and wash their hands upon arrival at school and before and after touching their face covering.</p> | | | | | | | |

Risk assessment – Schools Risk assessment for Full Opening during Covid-19 - OHS CF 015 010/3a

| Activity | Nature of hazard and potential injuries | Persons at risk | Existing control measures | Current risk rating | | | Additional controls to reduce risk | Revised risk rating | | |
|---|---|---|--|---------------------|---|----|------------------------------------|---------------------|---|----|
| | | | | L | S | RR | | L | S | RR |
| <p>Guidance Points 2, 3, 4 and 8</p> <p>Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning (continued)</p> | Risk of Covid-19 transmission | Staff, children, visitors and contractors | <p>Special Schools will need to update their own risk assessments with regards to the ability of their children both physically and cognitively to wear face coverings, some of whom may be exempt from wearing them if they: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties, or rely on lip reading, clear sound or facial expression to communicate.</p> <p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully and pupils reminded to put their re-usable face coverings in plastic bags to take home to wash every evening. A separate face covering to the one used on public transport should be used inside school for certain school areas and kept in a separate bag to the other face covering.</p> <p>Where anyone is having difficulty sourcing face coverings or their own has become soiled, schools should have a small supply to meet such demand but no-one should be excluded for not wearing a face covering. Some individuals are exempt from wearing face coverings and government guidance details this.</p> <p>For pupils with SEND, teachers and SEND support staff could plan a routine to help pupils understand the requirements whilst they are in school, with the aid of pictures and story-telling.</p> | | | | | | | |

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|---|---|--------------------|---|---------------------|---|----|------------------------------------|---------------------|---|----|
| | | | | L | S | RR | | L | S | RR |
| Guidance Point 6. Contact between individuals | Risk of Covid-19 transmission | Staff and children | <p>Schools must reduce the number of contacts and mixing which occurs whilst at school whilst delivering a broad curriculum. This is done by reducing contact between children and staff via fixed groups or 'bubbles' and socially distancing in primary schools where possible. The ability to socially distance depends on the age of the child and the layout of teaching areas.</p> <p>It is recognised that small children in primary schools cannot be expected to always adhere to social distancing, therefore the use of 'bubbles' reduces the risk of mixing.</p> <p>Teachers may need to move across different groups, so teachers socially distancing from the pupils is advised. Keeping children in the same classroom where possible is advised.</p> <p>The layout of teaching staff desks at least 2 meters from the pupils is an important control measure.</p> <p>For secondary schools, the feasibility of keeping groups apart in the curriculum relies on using year group bubbles.</p> | 2 | 4 | 8 | | | | |

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| | | | | L | S | RR | | L | S | RR |
| Guidance Point 6. Contact between individuals (continued) | Risk of Covid-19 transmission | Staff and children | Where teachers need to move closer to pupils to communicate, they should avoid face to face contact and try to minimize time spent within 1 metre of anyone. All told to avoid touching others. Classroom desks should be forward-facing so that children do not face each other (sneezing and coughing tends to project mainly forwards). This may mean removing unnecessary furniture from the room or using a larger room/hall spaces to achieve this. Schools should limit interaction of groups in shared areas such as dining halls and avoid assemblies at present. This can be done by reviewing lunch timings for different groups and extending the lunch period where possible. Groups should move around the site at staggered times and where this is not possible, set up 'keep left' or barriers to keep groups that are passing, apart. Consider pinch points in the school that are narrow and whether one-way systems will help reduce risk. The use of staggered start and finish times to and from school is also advised. Limit the amount of shared resources such as books that are taken home and limit exchange of take-home items between children and staff. Class bears should not be used. Limit the bringing of items to school such as lunch boxes, hats, books, stationery and mobile phones. | | | | | | | |

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|---|---|-------------------------|--|---------------------|---|----|------------------------------------|---------------------|---|----|
| | | | | L | S | RR | | L | S | RR |
| <p>Guidance Point 6. Contact between individuals (continued)</p> | <p>Risk of transmission from shared equipment</p> | <p>Pupils and staff</p> | <p>Prevent the sharing of stationery and other equipment by staff and children, where possible. Shared staff materials and surfaces, such as files, photocopier keypads and entry buttons, should be cleaned and disinfected more frequently.</p> <p>Practical lessons can go ahead if equipment is cleaned thoroughly between each group. Outdoor play equipment should be cleaned at least twice a day and children encouraged to wash their hands after break time and not put their hands to their mouths at play time. Curriculum activities such as music, drama, playing wind instruments and physical activity where breathing expels more air, must be planned if indoors. Large rooms with high ceilings will be preferable over smaller rooms and ventilate the room. Instruments must be thoroughly cleaned between each group use and limit the size of the group to allow social distancing. Position those playing instruments or singing back to back or side to side and where possible, use microphones so the voice can be lowered to dispel less air. Physical activity should preferably take place outdoors where possible.</p> <p>Reception tell visitors and contractors to socially distance 2 meters apart, wear face coverings and follow good hygiene upon entry to building. Use of notices to remind visitors. A record should be kept of all visitors for track and trace. Visitors and contractors are by appointment only, and only allowed into the building for essential services.</p> | | | | | | | |

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|---|--|---|--|---------------------|---|----|------------------------------------|---------------------|---|----|
| | | | | L | S | RR | | L | S | RR |
| Guidance Point 6. Contact between individuals (continued) | Risk of Covid-19 transmission from visitors and parents | Staff and pupils in contact with visitors and parents | Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in. Revise signing in procedure so that Reception can sign the person in, to avoid the sharing of pens. Consider how visitor passes will be cleaned after each use if they are the variety that hangs around the neck. | 2 | 4 | 8 | | | | |
| | Use of supply teachers or specialist travelling teachers | Staff and pupils in contact with visiting teachers | Supply teachers, visiting teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and children. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Visiting teachers must comply with the site rules for Covid-19 controls and be shown the school risk assessment. | 1 | 4 | 4 | | | | |
| | Supporting children with medical conditions | Pupils | Schools, local authorities, health professionals, regional schools commissioners and other services should work together to ensure that children with medical conditions are fully supported, including the use of individual healthcare plans, to receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place. | 1 | 4 | 4 | | | | |

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| | | | | L | S | RR | | L | S | RR |
| <p>Guidance Point 2 and 7: Use of PPE</p> | Incorrect use of PPE putting user at risk of catching Covid-19 | Staff, children with special needs | <p>The majority of staff in schools will not require PPE unless it is recommended for a particular task such as to assist children with intimate, special or medical care needs or where social distancing cannot be maintained. A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, protective mask, goggles and apron that will be required.</p> <p>The following PPE must be provided for first aiders who cannot socially distance from IPs: Goggles, face mask, apron and gloves. Please note these videos on putting on and taking off PPE and the poster guide. Putting on – https://youtu.be/ozY50PPmsvE Taking off – https://youtu.be/ozY50PPmsvE Face coverings for those over the age of 11 must be worn indoors for use in communal areas of the school such as corridors, where risk of close social contact with people you do not usually get grouped with, occurs or where social distancing cannot be kept, and must be worn on public transport, in shops and libraries.</p> | 2 | 4 | 8 | | | | |
| Emergency arrangements for First Aid provision and CPR, Fire procedures | Close proximity and incorrect use of PPE putting user at risk of catching Covid-19 | Staff and children | <p>Schools must update their First Aid Needs risk assessment (available on BSN in First aid for schools in the Resources section). Two-metre social distancing not applicable to emergency aid. First Aiders issued with PPE (goggles, gloves, mask and apron). Avoid mouth to mouth resuscitation, chest compressions only. See guidance from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> | 2 | 4 | 8 | | | | |

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|--|--|---|---|---------------------|---|----|------------------------------------|---------------------|---|----|
| | | | | L | S | RR | | L | S | RR |
| Emergency arrangements for First Aid provision and CPR, Fire procedures (continued) | Close proximity and incorrect use of PPE putting user at risk of catching Covid-19 | Staff and children | All emergency personnel must practice good sanitation measures afterwards including washing hands. There is guidance for first responders . Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. Must socially distance in groups at any assembly points during fire evacuation. | | | | | | | |
| Use of public transport or use of school coaches/ Mini busses (including Guidance Point 8 Ventilation) | Risk of Covid-19 transmission | Children, accompanying staff and 3 rd party drivers of transport | <p>Encourage staff and the parents with their children to walk or cycle to school where possible and encourage staggered start times to take account of peak travel and limits on number of passengers allowed on public transport.</p> <p>Reduce any unnecessary travel on public transport where possible. Applying the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>See also gov. guidance for public transport for schools. Ensure that transport arrangements cater for any changes to start and finish times. Ensure transport provided by the school or 3rd parties are Covid-safe and cleaned between groups. Keep groups of passengers in their usual bubbles. Socially distance within vehicles where possible and ask children to wash hands before boarding and when disembarking. Ventilate the vehicle with fresh air. Children over the age of 11 must wear face coverings on dedicated transport. Avoid unnecessary school trips.</p> | 2 | 4 | 8 | | | | |

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| | | | | L | S | RR | | L | S | RR |
| Use of public transport or use of school coaches/ Mini busses (continued) | Risk of Covid-19 transmission | Children, accompanying staff and 3 rd party drivers of transport | When transporting children with complex needs who need support to access the vehicle or fasten seatbelts, PPE may be required. Assessment of the availability of school transport, including transport for pupils with special needs is required. | 2 | 4 | 8 | | | | |
| Behaviour policy and attendance expectation. Anxiety about return to school. | Risk of Covid-19 transmission | Staff and children | <p>Behavior policies must be updated to include the importance of not breaking the rules on Covid-19 controls and communicated to parents. Examples are deliberately breaking respiratory hygiene by sneezing across the room, making deliberate contact with other pupils or not following one-way systems. Parents must be told the importance of the behaviour policy to discuss it with their children.</p> <p>All children are expected to return to school unless a medical professional has advised against this or if national or geographical lock downs or bubble group isolations occur, in which case please continue to support home working.</p> <p>For those children who are self-isolating or vulnerable, access to remote education should be arranged as soon as possible. For pupils with SEND, schools should work with the parents to put in place reasonable adjustments, including remote education where needed.</p> | 1 | 4 | 4 | | | | |

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| | | | | L | S | RR | | L | S | RR |
| Behaviour policy and attendance expectation. Anxiety about return to school (continued) | Risk of Covid-19 transmission | Staff and children | Schools must discuss concerns of any staff or pupils who are anxious about the return to school (for example if previously shielded or from the BAME group). The risk assessment should be discussed and reassurances given that risk is as low as reasonably practicable. Support can be sought from the Head Teacher and the Education Team at London Borough of Bexley if in any doubt. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. | | | | | | | |
| Communication to parents | Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission | Children and staff | Refer to Government publication on what parents and carers need to know Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child. | 1 | 4 | 4 | | | | |

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|---|--|--------------------|---|---------------------|---|----|------------------------------------|---------------------|---|----|
| | | | | L | S | RR | | L | S | RR |
| Communi- cation to parents (continued) | Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission | Children and staff | <p>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Make clear to 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).</p> <p>Ensure parents and older children who may travel alone are aware of recommendations on transport to and from education or childcare settings (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.</p> <p>Any parents who need to attend the school during the day for an appointment or to administer medication to their child, must be isolated from the other children, wear face coverings and consider use of a separate room to administer. Any arrangements would need to be agreed beforehand</p> <p>Encourage surveys to parents to collect in any concerns. Set up an email address which is monitored for parent concerns and consultation.</p> | | | | | | | |

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| | | | | L | S | RR | | L | S | RR |
| Incident reporting procedures | Risk of Covid-19 transmission during incidents where social distancing is not met by accident or deliberately | Staff and children | <p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR. The Corporate Health and Safety team can assist with RIDDOR-reporting.</p> <p>For Community Schools, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 and is not themselves displaying any symptoms, should undertake a test and trace test within 3 days as per for government guidance and await the results before returning to school.</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms. School head asks staff to monitor their own health for symptoms.</p> | 2 | 4 | 8 | | | | |
| Skin checks | Risk of dry or cracked skin from repeated handwashing/application of gels | Staff and children | Staff and children encouraged to check skin for dryness or cracking and report it. Staff encouraged to use moisturisers frequently after hand washing. | 1 | 4 | 4 | | | | |

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| | | | | L | S | RR | | L | S | RR |
| Re-opening classrooms/ teaching areas (Including Guidance Point 8 Ventilation) | Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death Lifts not meeting LOLER requirements resulting in a serious injury or death Risk of poor site welfare provision affecting staff and children’s wellbeing | Staff, children, visitors and contractors | Review arrangements for routine maintenance of any part of the premises which has not yet opened in particular for gas supply, water hygiene, kitchen equipment and fire-fighting equipment and warning systems. Ensure any contractors visiting the school are Covid-19 Secure and you may ask for a copy of their Covid-19 risk assessment. Establish supplies with cleaning and catering contractors and the enhanced cleaning regime may include additional hours. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to fresh air these should be switched off. Where possible, occupied room windows should be open. Follow Chartered Institution of Building Services Engineers advice for ventilation systems and air conditioning to minimise spread of Covid-19 in indoor environments: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown If school unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor. If the staff member responsible for managing premises becomes unwell, cover arrangements should be put in place immediately. More detailed information on maintenance arrangements can be found in good estate management for schools , in the section on maintenance checks and testing . | 1 | 4 | 4 | | | | |

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| | | | | L | S | RR | | L | S | RR |
| Out-of-school activities and wraparound childcare | Risk of Covid-19 transmission with group activities | Pupils, staff, 3 rd parties | <p>Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:</p> <ul style="list-style-type: none"> • work or search for work • undertake training or education <p>Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children. Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions.</p> <p>The protective measures for holiday clubs and after-school clubs and other out-of-school clubs for children during the coronavirus (COVID-19) outbreak guidance gives more details.</p> <p>Children and young people from different schools can attend the same out-of-school setting, but providers, where possible, are encouraged to work with the schools that they attend to ensure they are, as far as possible, kept in the same</p> | 1 | 4 | 4 | | | | |

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| | | | | L | S | RR | | L | S | RR |
| Out-of-school activities and wraparound childcare (continued) | Risk of Covid-19 transmission with group activities | Pupils, staff, 3 rd parties | <p>consistent groups or bubbles that they are in throughout the school day.</p> <p>You should also discourage attendance from children who live outside the local area. Ideally, children who attend your setting should live within walking or cycling distance.</p> <p>All other out of school activities, not being primarily used by parents for these purposes, should close for face-to-face provision for the duration of the national restrictions.</p> | | | | | | | |
| 3 rd party after school clubs | Risk of Covid-19 transmission with group activities | Pupils and 3 rd parties | No after school clubs run by 3 rd parties i.e. not run by the teachers of the schools themselves as part of the normal education process, should run during periods of national restrictions. | 1 | 4 | 4 | | | | |

Notes:

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e. can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

Has priority been given to collective protection measures to all staff over individual measures?>

Has adequate information, instruction and training been given? Is there supervision?