

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

Completed by Matthew Brown and Gary Morgan – July 2020 **Update 1 16072020 – changes shown in red**

To be discussed with the Leadership Team, Faculty Leaders and Union Representatives Date Completed: July 2020

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

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 First aid required and 5 being a fatality.

**Likelihood (L) x 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>This risk assessment should be read in conjunction with the Action Plan that will need to be completed. It is to be disseminated by the school's own internal school consultation and training methods and reassurance will be sought that an Action Plan of all control measures in this risk assessment is completed by the school.</p> <p>Actions Plans for Blackfen school will be returned to Bexley education team confirm the school has completed all necessary actions.</p> <p>The government is promoting the return of all school pupils from September. Likewise, nursery settings, breakfast and after school clubs will be encouraged to re-open in full. The following government advice was published on 2 July. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health and safeguarding impacts from being out of school. The Office of National Statistics suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.</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	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 in place until the pandemic ceases. School Leaders should ensure that systems are implemented to ensure the control measures are followed and any breaches recorded.</p> <p>As required under health and safety legislation, risk assessments must be subject to consultation with staff and findings published to staff. It is best practice to share the risk assessment also with parents.</p> <p>Where a suitable and sufficient risk assessment is in place, Zurich insurance will cover Covid-19 related incidents for the school. A General Covid-19 risk assessment is in place for staff. Staff are informed of plans (for example safety measures, timetable changes, staggered arrival and departure times and consulted for any concerns). The risk assessment has been consulted with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls. Appropriate additional steps have been undertaken consistent with any procedures in place for the school.</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>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. 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.</p> <p>Staff to support pupil wellbeing and direct pupils and their parents to further information and support. The Department for Education, Public Health England and NHS England are hosting a free webinar for school and college staff on 9 July to set out how to support returning pupils and students, and a recording will be available to access it online afterwards - see DfE - Supporting pupil and student mental wellbeing for further details.</p> <p>Curriculum 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>Current guidance up until August 2020 only:</u> Follow risk assessment CF015 010/3 until August 2020 before full re-opening of the school. Current government guidance (from 10 July) regarding education and childcare settings. Two metre social distancing should remain in place until August 2020. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</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>Guidance for schools from September 2020: The following 9 control measures must all be met, more details of which are explained below in numbered Activities 1-9 from page 6.</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) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p>	1	4	4				

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<p>Guidance points 1, 7, 8 and 9: 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 who are shielding or self-isolating</p> <p>The majority of pupils will be able to return to school in September, however the school should note that:</p> <p>A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of COVID-19.</p> <p>This means that those on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding (7-7-20)</p> <p>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.</p>	2	4	8				

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<p>Guidance points 1, 7, 8 and 9: 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>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). Royal College of Paediatrics advice COVID-19 - 'shielding' guidance for children and young people.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, continue to offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Staff and children should not attend if they have symptoms or are self-isolating due to symptoms in their household. Parents must be told to strictly adhere to this.</p> <p>Symptoms of Covid-19 If a child or staff member develops symptoms they should be isolated in a separate room whilst awaiting their transport/lift home, then sent home immediately. Arrangements must be in place for anyone who becomes unwell with a new continuous cough or a high temperature or loss of sense of smell or taste and how they will be isolated. Follow the stay at home guidance.</p>	2	4	8				

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Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)	Risk of Covid-19 transmission	Staff and children	Schools should actively engage with the government's Test and Trace system and contact LBB's Public Health Response Cell for assistance or if urgent, call 0300 303 0450. 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. Be sent home to self-isolate if they develop symptoms in school. 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 self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Schools must respond to locally imposed geographical lockdowns. If a local lockdown is imposed, the school must support pupils to study at home with priority given to children of critical key workers to retain a place in school. Any action to prevent further infection will be guided by the health protection team who advise who needs to self-isolate from the school by number of confirmed cases in school. Protect the confidentiality of those tested positive. In some cases, a larger number of other children may be asked to self-isolate as a precaution.	2	4	8				

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			School must follow decontamination advice: the COVID-19: cleaning of non-healthcare settings guidance							
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<p>Guidance points 1, 7, 8 and 9: 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>Anyone showing symptoms should request to be tested under the NHS Test and Trace scheme (test guidance) within 5 days of symptoms starting.</p> <p>A negative test means that if the child/staff member feels well, they may return to school but they may still have another virus such as a cold or flu, in which case it is best to avoid school until they feel better. Other members of the household can stop self-isolating.</p> <p>A positive test ensures rapid action to protect other pupils and staff in their setting. Those who are positive must inform the school. If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or loss of smell can last for several weeks once the infection has passed.</p> <p>If a pupil or staff member tests positive, that person must self-isolate for 7 days or until well and the rest of the class or bubble group should be sent home and advised to self-isolate for 14 days. The other household members should self-isolate for at least 14 days from when the</p>	2	4	8				

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			first person had symptoms. Advice can be sought from the health protection team .							
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Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)	Risk of Covid-19 transmission	Staff and children	<p>The health protection team will work with the school to find out who has had close contact i.e. face to face with an infected individual for any length of time within 1 metre, including being coughed on or skin to skin contact and other proximity contacts for more than 15 minutes. Also, they will identify anyone in shared transport.</p> <p>If a person has been in contact with someone showing symptoms and is sent home to self-isolate for 14 days, then <i>their household</i> does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>There must be enhanced cleaning of frequently touched surfaces such as doors, hand rails, toilet handles, chairs etc. Ensure the school has extra cleaning regimes and appropriate cleaning products. Minimum twice daily. Normal detergents and bleach will remove traces of Covid-19 virus, so ensure sufficient supplies kept in locked cleaners cupboards.</p> <p>Toilet blocks do not need to be allocated to different groups. Ensure sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p>	2	4	8				

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<p>Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning.</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 with paper towels thoroughly.</p> <p>Switch off hand dryers which can spread microbes.</p> <p>Review the NHS guidance on hand hygiene Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Supervise use of hand sanitisers around the risk of ingestion. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Consider use of posters on hand hygiene.</p> <p>Small children with complex needs may need support so skin-friendly wipes may be an alternative.</p> <p>Children are 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. Ensure that bins for tissues are emptied throughout the day.</p>	2	4	8				

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Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning (continued)	Risk of Covid-19 transmission	Staff, children, visitors and contractors	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 and safeguarding), to limit use of door handles and aid ventilation. 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. Public Health England does <u>not</u> recommend the necessity for face coverings in schools as misuse could accidentally increase the risk of transmission (however see public transport requirements below). 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. Covered bins should be provided for disposable face coverings and pupils reminded to put their re-usable face coverings in plastic bags to take home to wash every evening.	2	4	8				

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Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhance cleaning. (Continued)	Risk of Covid-19 transmission		Teachers and SEND support staff could plan a routine for pupils with SEND to help them understand requirements whilst they are in school, with the aid of pictures and story-telling.	2	4	8				
Guidance Point 5. Contact between individuals	Risk of Covid-19 transmission	Staff and children	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 'bubbles' and socially distancing in primary schools where possible. The ability to socially distance depends on the age of the child, the layout of teaching areas and, for secondary schools, the feasibility of keeping groups apart in the curriculum. Therefore, social distancing is the main key control measure for secondary schools.	2	4	8				

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Guidance Point 5. Contact between individuals (continued)	Risk of Covid-19 transmission	Staff and children	<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>Bubble sizes may be able to increase if the decrease in prevalence of Covid-19 continues. Teachers may need to move across different groups, so teachers socially distancing from the pupils is advised.</p> <p>The layout of teaching staff desks at least 2 meters from the pupils is one control measure. 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. Avoid touching.</p> <p style="color: red;">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.</p> <p>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.</p> <p>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</p>	2	4	8				

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			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.						
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				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Risk of transmission from shared equipment	Pupils and staff	<p>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.</p> <p>Limit the bringing of items to school such as lunch boxes, hats, books, stationery and mobile phones.</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 can be cleaned thoroughly between each group.</p> <p>Outdoor play equipment should be cleaned more frequently (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 (singing), playing wind instruments and physical activity where breathing expels</p>	2	4	8				

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			more air must be planned for socially distancing if indoors with maximum numbers of 15 pupils. Physical activity should preferably take place outdoors. Instruments must be thoroughly cleaned between each group use.							
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Guidance Point 5. Contact between individuals (continued)	Risk of Covid-19 transmission from visitors and parents	Staff and pupils in contact with visitors and parents	<p>Reception tell visitors and contractors to socially distance and follow good hygiene upon entry to building and use of notices to remind visitors. A record should be kept of all visitors. Visitors and contractors are by appointment only, and only allowed into the building for essential services.</p> <p>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.</p> <p>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.</p>	2	4	8				
	Use of supply teachers or specialist travelling teachers	Staff and pupils in contact with visiting teachers	<p>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. 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. Where possible,</p>	1	4	4				

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			retain the same supply teacher in the same bubble.							
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Guidance Point 6: Use of PPE	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. 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. The following PPE must be provided for first aiders who cannot socially distance from IPs:</p> <p>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</p> <p>Face coverings may be beneficial for short periods indoors where risk of close social contact with people you do not usually meet and where social distancing cannot be kept, for example on public transport or in some shops but are not required inside schools.</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>School must update its First Aid Needs risk assessment (available on BSN).</p> <p>Two-metre social distancing not applicable. First Aiders issued with PPE (goggles, gloves, mask and apron). Do not carry out mouth to mouth resuscitation, just chest compressions. See guidance video from Resuscitation Council UK</p>	2	4	8				

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			https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/							
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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.	2	4	8				
Use of public transport or use of school coaches/ Mini busses	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>Ensure that transport arrangements cater for any changes to start and finish times. Ensure transport provided by the school or 3rd parties is Covid-safe and keep groups of passengers in their usual bubbles. Distance within vehicles where possible.</p>	2	4	8				

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			Children over the age of 11 could wear face coverings.							
			Avoid unnecessary school trips.							

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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 geographical lock downs or bubble group isolations occur, in which case please continue to support home working.</p>	1	4	4				

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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
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.	1	4	4				
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				

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
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 to administer medication to their child, must be isolated from the other children 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>	1	4	4				

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
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>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 5 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				
Re-opening of classrooms/teaching areas	<p>Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death</p> <p>Lifts not meeting LOLER requirements resulting in a serious injury or death</p> <p>Risk of poor site welfare provision affecting staff and children's wellbeing</p>	Staff, children, visitors and contractors	<p>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.</p> <p>Ensure any contractors visiting the school are Covid-19 Secure and you may ask for a copy of their Covid-19 risk assessment.</p> <p>Establish supplies with cleaning and catering contractors and the enhance cleaning regime which may include additional hours.</p>	1	4	4				

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
Re-opening buildings (continued)	<p>Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death</p> <p>Lifts not meeting LOLER requirements resulting in a serious injury or death</p> <p>Risk of poor site welfare provision affecting staff and children's wellbeing</p>	Staff, children, visitors and contractors	<p>All ventilation systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Where possible, occupied room windows should be open. If you are unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor</p> <p>In all schools, a member of staff should be identified with responsibility for managing premises. In cases of staff illness, cover arrangements should be put in place as soon as possible. More detailed information on maintenance arrangements can be found in good estate management for schools, in the section on maintenance checks and testing.</p>	1	4	4				