

Risk Assessment Covid-19 (Reopening Schools September 2020)

Important note: This risk assessment must be read and worked through in conjunction with current Government guidelines applicable to education settings (**Coronavirus (COVID-19): Implementing protective measures in education and childcare settings**) This includes guidance for shielded and clinically vulnerable people/ groups. Current class sizes capped at 15 pupils and pupils remaining in their small groups throughout the day. <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

The guidance acknowledges that for special schools, early years and primary age children it will be difficult to maintain 2 metre distance within their bubbles and this cannot be expected to be maintained and may not be possible to achieve. For staff and older children a 2 metre social distance should be maintained from each other, where this is not possible, then 1 metre plus can be used with mitigations. In bringing more children back into schools, this should be taken into account. Schools should therefore work through the hierarchy of measures set out above to determine pupil ratios for each classroom. Appropriate staffing levels should also be determined.

Having assessed their risk, schools must adopt measures in a way that addresses the risk identified in their risk assessment, so it works for their school and is site specific, allowing the school to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND. If schools, follow the guidance set out here when completing their risk assessment, they will effectively reduce risks in their school and create an inherently safer environment. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Activity/Person/Location	Managing COVID-19 risks – Reopening of Schools
Service Area	Education / Schools
Manager	Mrs K Cerri Headteacher
Assessor(s) including employee representative	
Date of assessment	3/8/2020
Review date	Ongoing

Resultant Risk Rating Please tick	
High	X
Medium	
Low (normal)	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Entry to school premises	Staff, pupils, contractors, visitors	<p>Restrictions to visitors are in place.</p> <p>Only essential visitors are currently accepted into the building</p> <p>Meetings with parents/carers will be scheduled either via video call where possible or in the need for a face to face meeting they will be scheduled at a time when there is minimal traffic around the school and held in a place where they likelihood of coming into contact with others on site is minimal</p> <p>Contractors are only authorised to come on site where essential works are necessary. It is the responsibility of contractors to follow their own company guidelines regarding PPE</p> <p>Where parents are dropping off and collecting pupils they must stand in the designated area whilst abiding by the social distancing rules</p> <p>Barriers in place to ensure that the entrance door is kept free of visitors/parents</p> <p>Floor markings will be in place to indicate where parents/carers should stand in order to maintain a 2 m distance when dropping off and collecting their child</p> <p>Any person entering the building is encouraged to use the hand sanitiser available in reception or to be directed straight to the toilets to wash their hands.</p> <p>Pupils will be escorted to and collected from the buses in their bubbles. Staff to adhere to 2-meter social distancing whilst waiting to collect their pupils from the bus</p> <p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.</p>		<p>SLT / Receptionist</p> <p>Staff/Parents</p> <p>Caretakers</p> <p>Parents/carers</p> <p>Staff</p> <p>Caretakers</p> <p>All visitors/ staff</p> <p>Staff</p> <p>All visitors/ staff/parents/ carers/pupils</p>		

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		<p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>All people entering the building will have their temperature taken. If the temperature reads 37.6 or above, they will be sent home and asked to take medical advice and arrange a Covid-19 test. If the temperature reads between 37.3 and 37.5 they will be checked every 30 minutes.</p> <p>Any visitor entering the building is required to wear a face covering unless they carry an exemption certificate</p>		<p>Staff / Receptionist</p> <p>Receptionist</p>		
Reception areas	Staff, pupils, contractors, visitors	<p>Parents and carers are encouraged to drop their children off and collect their children from outside the building where they will be met by a member of staff. There are markings on the floor to promote social distancing. There will barriers in place to ensure the entrance door is kept clear</p> <p>Parents and carers are encouraged to bring their child or collect their child from school on their own (1 person)</p> <p>Visitor are discouraged from entering the building. Where it is necessary for visitors to enter the building, they must follow the guidance. All visitors coming into the building must stay behind the marked area when approaching the reception desk.</p> <p>Where the receptionist deems it necessary, she will be able to close the glass screen to form protection to herself, as long as it does not completely impede her ability to communicate.</p> <p>Hand sanitiser is available in the reception area for all persons entering the building</p> <p>Covid-19 posters are around the school, as well as social distancing posters and hand washing posters.</p> <p>Any visitors waiting in the reception area must stay 2 meters away from any other person in the reception area</p>		<p>Parents/carers/staff</p> <p>Receptionist</p> <p>All visitors/ staff/parents/ carers/pupils</p>		

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Corridors	Staff, pupils, contractors, visitors	<p>Movement of pupils in corridors will be reduced to enable the social distancing to be encouraged, although it is noted that as a special school it will not always be possible to maintain social distancing</p> <p>Classes will transition around the school in their bubble.</p> <p>Should cross over occur, staff are encouraged to walk on the far left with their bubble to reduce the amount of contact during any cross over</p> <p>Onsite cleaners to complete clean throughout the day to clean any obvious areas and door handles etc. and at the end of the day.</p>		Staff		
Classrooms	Staff, pupils, contractors,	<p>Social distancing will not be possible to maintain due to the nature of our pupils attending Riverside Bridge School</p> <p>Hand washing facilities will be available in the classroom (where appropriate) or in the nearest toilet.</p> <p>Staff and pupils are encouraged to wash their hands after each activity</p> <p>An on-site cleaner will be available throughout the day to clean areas such as door handles</p> <p>Anti-bacterial spray will be provided by the cleaners for staff to use in the event of bodily fluids (saliva from spitting) to be cleaned immediately</p> <p>Soft toys and furnishing have been removed from all classrooms</p> <p>Pupils are not permitted to bring in soft toys or comfort blankets from home</p> <p>Where possible toys and equipment will be cleaned before/sharing or re-used by another person, although this will not always be possible</p> <p>Resources and equipment sharing should try to be limited and cleaned between use in each room</p>		<p>Staff/Pupils</p> <p>Cleaning Team</p> <p>SLT/Staff</p> <p>Staff</p> <p>Parents/Staff</p> <p>Staff</p>		

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Lunch times	Staff, pupils, contractors,	<p>Lunchtimes will be split into bubbles to enable access to the playground</p> <p>Pupils will eat their lunch in the dining hall in their lunchtime bubble, ideally pupils will be encouraged to be seated with social distancing. However, it is noted that due to the nature of the pupils this may not always be possible to maintain</p> <p>Pupils encouraged to wash their hands before eating and staff to wash their hands before supporting children to eat and between supporting other children.</p> <p>Staff are able to access the staffroom, but are encouraged to maintain social distancing when doing so</p>		<p>SLT/Staff</p> <p>Staff</p> <p>Staff/pupils</p> <p>Staff</p>		
Hall / assemblies	Staff, pupils, Contractors,	<p>Pupils will access the hall to have PE sessions, these will be in the class bubble</p> <p>Staff briefings will be carried out in the hall, chairs will be placed where social distancing can be maintained</p> <p>Doors to be held open by 1 member of staff for staff to enter/exit the dining hall to help prevent spreading the virus via the handles and increase safety when pupils are using the space.</p>		<p>Staff</p> <p>SLT/Staff</p> <p>SLT</p>		
Toilets	Staff, pupils, Contractors, visitors	<p>Staff will supervise all pupils to the toilet to ensure not more than 2 persons are using the facilities</p> <p>Where staff are required to oversee personal hygiene, staff will be provided with gloves, aprons, face masks and visors.</p> <p>The pupil and staff toilet facilities will be cleaned regularly by the on-site cleaner</p> <p>Pupils are not allowed to use the staff facilities</p> <p>Posters on handwashing are available in every toilet</p> <p>Pupils encouraged to wash their hands before and after using the toilet</p> <p>Pupils as part of their daily lessons are taught the importance of washing their hands and encouraged to do so.</p>		<p>Staff</p> <p>Cleaning Team</p> <p>Staff</p> <p>SLT</p> <p>Staff</p>		

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		If a pupil soils themselves the staff should access the available PPE and deal with the child. If there are faeces to be cleaned the caretakers must be called immediately		Staff/ Caretaking team/ Cleaning team		
Staff Areas	Staff, contractors, visitors	<p>The staff room is available to staff; however, staff are asked to maintain social distancing while using this room</p> <p>SLT hub – the meeting table has been marked out to enable social distancing during meetings</p> <p>Only essential personnel should be entering the SLT hub. Visitors to the hub should check before entering and adhere to one visitor at a time in the room.</p> <p>Signage to be displayed on doors reiterating rules.</p> <p>All eating equipment is cleaned using the dishwasher; however, staff are encouraged to bring and use their own cutlery and crockery.</p>		Staff SLT Cleaning team/staff		
Break times	Staff, pupils, visitors	<p>Pupils will have access to the playground in their breaktime bubble</p> <p>Facilities such as bikes and scooters should be cleaned with appropriate products after each child has used the equipment where possible</p> <p>Water play will not be allowed in the playground</p> <p>Some sensory activities will be available, but only those where pupils can access independently. Although there may be more than 1 child at a time accessing the play area so social distancing may not apply.</p> <p>There will be no liquid play.</p>		Staff Staff Staff Staff		
Use of Lift	Staff, pupils, visitors	<ul style="list-style-type: none"> • Only those with authorisations to use the lift through identification in their individual risk assessment may use the lift • Single person travel only (unless accompanying SEND pupils) 		Staff/ SLT Staff		

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		<ul style="list-style-type: none"> One adult to accompany SEND pupils (unless a pupil is identified as requiring 2:1 in the individual risk assessment) The lift handles, keypad etc will be cleaned regularly by the cleaning team. 		Cleaning Team		
Home time / egress from school premises	Staff, pupils, visitors	<p>Staff arrive at 8:30am and leave at 16:00pm</p> <p>Pupils will arrive by borough transport at 9:15am</p> <p>Borough transport will collect the pupils at 15:15pm</p> <p>Parents/carers are asked to drop off and collect their children from outside the building where a member of staff will meet them. Staff should where possible, hand over children to parents adhering to social distancing measures.</p> <p>During pupil drop off/collection, parents must adhere to the 2 metre markings on the floor and are not to enter the building.</p> <p>Some pupils due to existing risk assessments and arrangements may arrive or leave outside these school times. If any parent wishes to alter the time of drop of/collection outside of the usual times they will need to contact the school to make arrangements</p> <p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p>		<p>Staff</p> <p>Transport team/staff/parents</p> <p>Parents</p> <p>SLT/Parents</p> <p>All visitors/ staff/parents/ carers/pupils</p>		
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	Emergency evacuation will follow the usual procedures with the use of fire exits		SLT/Staff		

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	<p>which can lead to death</p> <ul style="list-style-type: none"> The children are generally asymptomatic or have mild symptoms only and the transmission rate to other children or adults is low or negligible 	<p>in various settings on LBBDD's website https://www.lbbd.gov.uk/coronavirus-covid-19. Please follow these.</p> <p>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below:</p> <p>Contact Local PH team on pauline.starkey@lbbd.gov.uk</p> <p>They will</p> <ul style="list-style-type: none"> Respond to your enquiries Give advice if there are suspected coronavirus cases (i.e. before test result back) Gives ongoing support to settings managing outbreaks <p>Contact PHE (LCRC) on 0300 303 0450</p> <p>They will</p> <ul style="list-style-type: none"> Give initial advice when there is a person with confirmed coronavirus in a high-risk setting Want organisations to notify them of all confirmed (test positive) cases in high risk local settings (Notifications to be made via LCRC@phe.gov.uk or call 03003030450) <p>If PHE confirm that there is an outbreak in any setting, they will still: Support setting to complete a risk assessment</p> <ul style="list-style-type: none"> Run through infection prevention and control check list Support with communications, if needed Alert local authority public health team who will provide ongoing support. Establish a multi-agency incident management team (if required) <p>The LA will undertake an outbreak risk assessment to help mitigate the risks. (Please note this is different from the Individual RA and Schools RA already undertaken)</p>				

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		<p>Where settings are observing guidance on COVID-19: infection prevention and control (IPC), which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Outbreak definition as follows. COVID-19 Education Setting Cluster and Outbreak Definitions.</p> <p>Cluster definition:</p> <p>Two or more confirmed cases of COVID-19 among students or staff in a school within 14 days</p> <p>OR</p> <p>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).</p> <p>Outbreak definition:</p> <p>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.</p> <p>*a cohort might be in a class, year bubble or other defined bubble within the school. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the education setting.</p>				
Testing and contact tracing	Staff, Pupils, visitors, contactors (Risk - as set out in section above)	<p>The NHS Test and Trace programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent test positive.</p> <p>Riverside Bridge School ensures they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Riverside Bridge School ensures that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have 		Staff/Pupils/ Parents/ Carers		

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		<p>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</p> <ul style="list-style-type: none"> • 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) <p>Coronavirus testing is now available to everyone in England and Wales with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste)</p> <p>The following categories experiencing symptoms of coronavirus are encouraged to get tested</p> <ul style="list-style-type: none"> • All children and adults England (any age) • In children under 5 the preferred route is via clinical advice and testing • 5-11-year olds can only have the test administered by a parent/guardian • 12-17-year olds can self-administer a test or have their parent/guardian do so on their behalf. <p><u>How to book a test</u></p> <ul style="list-style-type: none"> • People can register for a test at www.nhs.uk/coronavirus , after checking their symptoms. • Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a 				

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		<p>children of critical workers, and providing remote education for all other pupils.</p>				
<p>Communication strategy (communication to parents / guardians)</p>	<p>Staff, Pupils, visitors, contactors</p>	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • School uniform must be worn by all pupils from September 2020. Parents/Carers are not required to be cleaned more often than usual, nor do they need to be cleaned using methods which are different from normal • Pupils should only bring in a limited amount of equipment to school on an essential basis only, such as lunch boxes, hats, coats, books, stationery, mobile phones (for independent travellers only) and bags • Where parents carry out drop off and collection direct from the school, only one parent should attend • If parents of pupils with significant risk factors are concerned, we recommend they discuss their concerns with the school and we will provide reassurance of the measures they are putting in place to reduce the risk in school • Riverside Bridge School will be one mega-bubble, with mini bubbles within. These will be breaktime bubbles and classroom bubbles. • All visitors are required to wear a face covering on entering the premises unless they are carrying an exemption certificate • Riverside Bridge School will be open to pupils from 9:15am and close at 15:15pm. • 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. • Parents to be advised to follow guidance below. <p>COVID-19: guidance for households with possible coronavirus infection guidance</p>				

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		<ul style="list-style-type: none"> • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. • Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that all staff will attend school. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. • Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Advice for those who are clinically vulnerable, including pregnant women, is available. • 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. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • 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. 		SLT / Behaviour Lead / Staff / Safeguarding		

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		adhere to the arrangements put in place or deliberately exposes school occupants to risk				
Dealing with bodily fluids	Staff, pupils, visitors	<p>Body Fluids protocol updated to include COVID-19 risks to include:</p> <p>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 PPE and waste disposal protocols to be followed (double bag waste)</p> <p>Handwashing protocols to be followed</p>		<p>Staff</p> <p>Staff/Pupils/All Visitors</p>		
Community/stakeholder consensus considered.		Riverside Bridge School's new operating protocols will be shared with all staff and reiterated during Headteachers briefing		SLT/Parents/Carers		
Pupil and Staff Mental Health and Wellbeing	Pupils and Staff	<p>A programme called Perkbox has been released to staff for assistance on emotional, physical and financial wellbeing.</p> <p>Online mental health training was made available for all staff to do whilst working from home which provided information on how to keep positive mental health and wellbeing whilst working during this pandemic and otherwise.</p> <p>Pupils who are attending school are monitored by the staff working with them to identify any particular behaviours that may indicate a low wellbeing. Any pupils who have verbally expressed any indicated of a low wellbeing will be offered time to speak to a member of staff to resolve any issues.</p> <p>Pupils not attending school are contacted weekly (number of times dependent on risk assessment) to make contact with parents and where possible to speak with the students. Staff to raise any concerns regarding the pupil or parent well being via the Sleuth reporting system and highlighting to a member of staff. All conversations to be recorded on Sleuth as a noteworthy event</p>		<p>Staff/Well-being Team</p> <p>SLT/Staff</p> <p>Staff</p> <p>Staff</p>		
Safeguarding Pupils not attending school	Pupils, Parents	All pupils should be attending school from September. Where a pupil is not attending school the usual non-attendance protocols will be put in place.		SLT		

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		<p>Staff will not share their personal mobile numbers. They must withhold their telephone number whilst making calls if using a personal mobile.</p> <p>Staff are to raise any concerns they may have via sleuth</p> <p>Safeguarding and leadership team both to keep regular contact with external agencies involved with pupils.</p>		<p>Staff</p> <p>Staff</p> <p>SLT, Safeguarding and Welfare Team</p>		

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.