

## 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>

<b>Activity/Person/Location</b>	Managing COVID-19 risks – Reopening of Schools
<b>Service Area</b>	Education / Schools
<b>Manager</b>	Mrs K Cerri Headteacher
<b>Assessor(s) including employee representative</b>	
<b>Date of assessment</b>	3/8/2020,30/11/2020, 6/12/2020, 16/12/2020
<b>Review date</b>	Ongoing

<b>Resultant Risk Rating</b> 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>All visitors are required to wear a face covering where possible</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>Parents should wear a face mask whilst bringing their child to school where possible</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</p>		SLT Receptionist Staff Parents / Carers Caretakers All visitors		

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		<p>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>All people entering the building will have their temperature taken. For adults, 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. For pupils, if the temperature reads 36.9 or above, they will be sent home and asked to take medical advice and arrange a Covid-19 test. If the temperature reads between 36.6 and 36.8 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>Any visitor entering the site are required to scan the QR code based in reception</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>		Parents / Carers  Staff  Receptionist  All visitors		

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		<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>Any visitor entering the site are required to scan the QR code based in reception</p>				
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>Staff have been given the option to wear face coverings if they wish</p> <p>Parents have been given the option for their child to wear a face covering in school</p> <p>Onsite cleaners to complete cleaning 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,	Social distancing will not be possible to maintain due to the nature of our pupils attending Riverside Bridge School		Staff Pupils		

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		<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 be limited and cleaned between use in each room</p> <p>Staff have been advised to wear a face covering unless medically exempt</p> <p>Parents have been given the option for their child to wear a face covering in school</p> <p>Cover from staff absences will only take place within the same bubble. Where absences result in Riverside Bridge School not being able to operate safely for pupils, classes will be closed.</p> <p>Agency staff will not transfer from one bubble to another.</p> <p>In emergency situations, staff are able to cross bubbles ie medical emergency or crisis situations.</p>		<p>Cleaning Team</p> <p>SLT</p> <p>Parents / Carers</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>Staff have been advised to wear a face covering unless medically exempt</p> <p>Parents have been given the option for their child to wear a face covering in school</p>		<p>SLT</p> <p>Staff</p> <p>Pupils</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 via Microsoft Teams</p> <p>Staff have been advised to wear a face covering unless medically exempt</p> <p>Parents have been given the option for their child to wear a face covering in school</p>		<p>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>Staff</p> <p>Cleaning Team</p> <p>SLT</p> <p>Caretaking team</p>		

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		<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>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</p>				
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>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> <p>SLT meeting are held via Microsoft Teams</p> <p>SLT hub is restricted to 1 visitor at a time</p> <p>Anti-bacterial wipes have been provided to clean equipment before and after use</p>		<p>Staff</p> <p>SLT</p> <p>Cleaning team/staff</p>		
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>		Staff		

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		<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> <p>Staff have been advised to wear a face covering unless medically exempt</p> <p>Parents have been given the option for their child to wear a face covering in school</p>				
Use of Lift	Staff, pupils, visitors	<p>Only those with authorisations to use the lift through identification in their individual risk assessment may use the lift</p> <p>Single person travel only (unless accompanying pupils with mobility difficulties)</p> <p>One adult to accompany pupils mobility difficulties (unless a pupil is identified as requiring 2:1 in the individual risk assessment)</p> <p>The lift handles, keypad etc will be cleaned regularly by the cleaning team.</p>		SLT Staff 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>Parents are requested to wear a face covering when collecting their child</p>		Staff Transport team Parents / Carers SLT All visitors Pupils		



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		<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>Independent travellers are requested to wear a face covering when leaving the school premises</p> <p>Staff have been given the option to wear face coverings if they wish</p> <p>Parents have been given the option for their child to wear a face covering in communal areas of the school such as the corridor</p>				
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<p>Emergency evacuation will follow the usual procedures with the use of fire exits</p> <p>All pupils/staff/visitors will congregate in the MUGA assigned to Riverside Bridge School for registers to be taken</p> <p>Pupils and staff are encouraged to keep 2 meters apart, using both MUGA's available to Bridge. Although please note it will not be possible to maintain a 2-meter distance due to the nature</p>		SLT Staff Cleaning team		

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		<p>of our pupils and the levels of anxiety an evacuation drill/event cause.</p> <p>SLT on site will oversee the evacuation</p> <p>Evac chairs, fire warden radios and jackets need to be cleaned before being returned to their designated places.</p>				
First Aid	Staff, pupils, visitors	<p>There will be at least 1 first aider on site each day</p> <p>Daily medication will be administered by a first aider and witnessed by any other member of staff</p> <p>Usual routines and protocols will be followed in the recording of first aid, accidents and incidents</p> <p>Any equipment touched including keys and handles, needs to be cleaned after use and returned to its designated place.</p> <p>Appropriate PPE equipment is provided for staff when dealing with first aid incidents</p>		<p>SLT</p> <p>Safeguarding and Welfare Officer</p> <p>First Aider</p>		
Transport Arrangements	Staff, pupils, Contractors, visitors	<p>Pupils with access to borough transport will be provided in accordance with their own regulations</p> <p>Parking on site is not accessible to any parent unless a blue disabled badge is displayed. There are 6 disabled bays available. Once all disabled bays are full access will not be permitted to disabled badge holders until a space becomes available.</p> <p>Pupils arriving by independent taxi will arrive for 9:30am and be collected at 2:30pm.</p> <p>Where there are exceptional circumstances, parents may request alternative arrangements by writing to the Headteacher explaining their request and the reason of exceptional circumstances. In this instance there will not be parking on-site unless a blue disabled badge is displayed and there are bays available</p> <p>There is an allocated parking drop off zone for parents to utilise</p>		<p>Borough Transport</p> <p>SLT</p> <p>Parking enforcement team</p>		

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		<p>Parents must not park in the staff car park</p> <p>Double yellow lines are in the local vicinity, parking enforcement will be in place from 25/9/2020</p> <p>All pupils will have their temperature taken before leaving the bus</p>				
School Trips	Staff, pupils	<p>School minibus handles and interiors to be wiped down after returning from each visit</p> <p>There will be no overnight trips booked for the Autumn term and Spring Term</p> <p>All off site visits will be fully risk assessed before authorised to take place with a COVID-19 element.</p> <p>Parents will be offered the choice to remove their child from an off-site visit. However please note that the pupil will still be expected to attend school and will be placed in an alternative classroom. If a pupil does not attend school normal non-attendance procedures will be put in place.</p>		<p>Driver</p> <p>Staff</p> <p>Parents/ Carers</p>		
Reoccupation of areas which have not been in use.	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order required.</p>	All areas of the school will be inspected by the caretaking team to ensure they are fit for use.		Caretaking team		
Fire	Staff, pupils, contractors, visitors	<p>In the event of a fire being discovered, usual protocol should be followed.</p> <p>Raise the alarm and begin evacuation procedures</p>		<p>Staff</p> <p>SLT</p> <p>Cleaning staff</p>		

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		Upon safe re-entry to the building a designated person needs to check all doors are locked and wipe down any handles or locks that have been used.				
Someone becomes unwell	Staff, pupils, Contractors, visitors	<p>If a pupil becomes unwell with either Covid-19 signs or symptoms or any other illness signs or symptoms. A first aider will notify the parents that they need to collect their child. A familiar member of staff to the child should wear full protective equipment to supervise them in the medi-hub.</p> <p>Parents must be informed they must seek NHS advice and inform the school of the outcome. They must also be advised that the whole household must isolate for 10 days.</p> <p>Once the child has left the building the room needs to be deep cleaned and any surfaces that the child has been in contact with.</p> <p>If a member of staff becomes unwell with either Covid-19 signs or symptoms or any other illness signs or symptoms. They must leave the building immediately after notifying a member of SLT.</p> <p>If the illness is thought to be related to Covid-19 they must seek NHS advice and inform the school of the outcome. They, along with their whole household must isolate for 10 days. The member of staff must keep in contact with SLT daily and give updates of their condition and any further advice from the NHS</p> <p>SLT will notify Public Health England of any confirmed cases and take advice from them if the school should close.</p> <p>Staff and parents will be notified if there is a confirmed case.</p> <p>An outbreak is now classified by 2-3 cases according to guidance.</p> <p>A cluster is now classified by 2-3 separate cases according to guidance</p>		<p>Cleaning Team</p> <p>SLT</p> <p>Staff</p> <p>Parents / Carers</p>		

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		<p>All staff and parents must advise school if they have been contacted by the test, track and trace service and informed to self-isolate.</p> <p>If a pupil or member of staff becomes unwell with other signs/symptoms the usual protocols apply i.e. diarrhoea and sickness must stay away from school for 48 hours</p> <p>Staff have access to appropriate PPE</p> <p>All people entering the building will have their temperature taken. For adults, 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. For pupils, if the temperature reads 36.9 or above, they will be sent home and asked to take medical advice and arrange a Covid-19 test. If the temperature reads between 36.6 and 36.8 they will be checked every 30 minutes.</p>				
There is a confirmed case of coronavirus in a setting	<p>Staff, pupils, Contractors, visitors</p> <p>However, transmission of virus between pupil to pupil and between pupil to staff is negligible.</p> <p>Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community.</p> <p>People can catch the virus from others who are infected in the following ways:</p>	<p>Protocol in place in line with Guidance for schools and educational settings contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed. Schools should refer to this guidance and continue to follow measures, along with handwashing, cleaning, and self-isolation to lower the risk of transmission.</p> <p>If there is a confirmed case of coronavirus (a child, young person or a staff member) in a setting, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and pupils are required to take a test if they display symptoms of coronavirus.</p> <p>Employee refusal to arrange a test will need to be discussed with the manager and the employee.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household</p>		<p>SLT</p> <p>Staff</p> <p>Parents / Carers</p>		

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	<ul style="list-style-type: none"> <li>• Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> <li>• Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death</li> </ul>	<p>members can end their self-isolation. Stay at home guidance is available on the government website</p> <p>Where the child, young person or staff member tests positive, the rest of their class or bubble within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or bubble do not need to self-isolate unless the child, young person or staff member they live within that bubble subsequently develops symptoms.</p> <p>If a child with symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). 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>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p>				

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	<ul style="list-style-type: none"> <li>The children are generally asymptomatic or have mild symptoms only and the transmission rate to other children or adults is low or negligible</li> </ul>	<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>As part of the NHS Test and Trace programme, if other cases are detected within the cohort or in the wider setting, Local Public Health Team has put Outbreak Action Cards and SOPs in various settings on LBBB's website <a href="https://www.lbbd.gov.uk/coronavirus-covid-19">https://www.lbbd.gov.uk/coronavirus-covid-19</a>. Please follow these.</p> <p><b>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below:</b></p> <p>Contact Local PH team on <a href="mailto:pauline.starkey@lbbd.gov.uk">pauline.starkey@lbbd.gov.uk</a></p> <p><b>They will</b></p> <ul style="list-style-type: none"> <li>Respond to your enquiries</li> <li>Give advice if there are suspected coronavirus cases (i.e. before test result back)</li> <li>Gives ongoing support to settings managing outbreaks</li> </ul> <p>Contact PHE (LCRC) on 0300 303 0450</p> <p><b>They will</b></p> <ul style="list-style-type: none"> <li>Give initial advice when there is a person with confirmed coronavirus in a high-risk setting</li> <li>Want organisations to notify them of all confirmed (test positive) cases in high risk local settings (Notifications to be made via <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> or call 03003030450)</li> </ul>				

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		<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"> <li>• Run through infection prevention and control check list</li> <li>• Support with communications, if needed</li> <li>• Alert local authority public health team who will provide ongoing support.</li> <li>• Establish a multi-agency incident management team (if required)</li> </ul> <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> <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>				



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		<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> <p>Where staff have been asked to self-isolate, where there is evidence these rules have been broken, the staff member is subject to disciplinary action.</p>				
Testing and contact tracing	Staff, Pupils, visitors, contactors (Risk - as set out in section above)	<p>Lateral Flow Testing will commence at Riverside Bridge School from 4<sup>th</sup> January 2021. All staff will be tested twice per week (providing they are present on the days of testing). Results are received approximately 30 minutes later. Where the result is positive, the staff member will be asked to leave the premises and arrange to take a PCR test (full COVID test at a designated testing centre). Where the positive test has been in close contact with pupils or staff, the bubble will be closed until further advice has been taken from PHE.</p> <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 <a href="#">Public Health England health protection team</a>. 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"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul>		Staff Pupils Parents / Carers		

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		<ul style="list-style-type: none"> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>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><b>The following categories experiencing symptoms of coronavirus are encouraged to get tested</b></p> <ul style="list-style-type: none"> <li>• All children and adults England (any age)</li> <li>• In children under 5 the preferred route is via clinical advice and testing</li> </ul> <p><b><u>How to book a test</u></b></p> <ul style="list-style-type: none"> <li>• People can register for a test at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> , after checking their symptoms.</li> <li>• Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a new <b>119</b> service to book their test. People with hearing or speech difficulties can call 18001 119.</li> <li>• Tests for essential workers are prioritised over the tests available for the wider public through the NHS.</li> <li>• If you are an essential worker, or live with an essential worker you can apply via the <a href="#">testing for essential workers</a> link</li> <li>• The <a href="#">list of essential workers</a> is available here.</li> </ul> <p><b><u>When to apply for a test</u></b></p> <ul style="list-style-type: none"> <li>• Apply within the first 3 days of having symptoms. The test is best taken within 5 days of symptoms starting.</li> </ul>				

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		Riverside Bridge School will ask parents and staff to inform them immediately of the results of a test to take appropriate actions as highlighted in section 1 above.				
Contingency Plan to deal with an outbreak	Staff, Pupils, visitors, contactors	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>For individuals or bubbles of self-isolating pupils, remote education plans are put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See guidance on <a href="#">remote education support</a>.</p> <p>In the event of a local outbreak, the PH health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>		Staff SLT		
Communication strategy (communication to parents / guardians)	Staff, Pupils, visitors, contactors	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> <li>• School uniform must be worn by all pupils from September 2020. Parents/Carers are not required to clean the uniform more often than usual, nor do they need to be cleaned using methods which are different from normal</li> <li>• 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</li> <li>• Where parents carry out drop off and collection direct from the school, only one parent should attend</li> </ul>				

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		<ul style="list-style-type: none"> <li>• 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</li> <li>• Riverside Bridge School will be one mega-bubble, with mini bubbles within. These will be breaktime bubbles and classroom bubbles.</li> <li>• All visitors are required to wear a face covering on entering the premises unless they are carrying an exemption certificate</li> <li>• Riverside Bridge School will be open to pupils from 9:15am and close at 15:15pm.</li> <li>• Those positive with Covid-19 or symptoms - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed.</li> <li>• Parents to be advised to follow guidance below. <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>				
<p>Shielded and clinically vulnerable Groups including those who are pregnant.</p> <p>SEND pupils</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>Staff, pupils, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• From 5<sup>th</sup> November 2020, the government will re-instate shielding for CEV</li> <li>• Apart from those shielding by advice from NHS, all staff will be attending the workplace as usual</li> <li>• Apart from those shielding by advice from NHS, all pupils should be attending school as usual</li> <li>• 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</li> </ul>		<p>Staff</p> <p>Parents / Carers</p> <p>SLT</p>		

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
		<p>themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> <ul style="list-style-type: none"> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below) in accordance with the tiered system implemented by the government.</li> <li>• some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</li> <li>• Please read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</li> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.</li> <li>• Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> <li>• 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.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Advice for those who are clinically vulnerable, including pregnant women, is available.</li> <li>• Where closer contact may be necessary (for example personal care) appropriate PPE to be worn. This would include disposable gloves, disposable apron and face visor</li> <li>• Staff to follow manufactures instructions on how to use PPE correctly</li> <li>• Individual risk assessments can undertaken with BAME staff members using 'appendix 1' of this document on their request.</li> </ul>				
General School	Staff, pupils	<p>Social distancing will be encouraged at all times; however, it should be noted that it is impossible to maintain with the nature of our pupils</p> <p>Posters are displayed around the school to encourage social distancing where possible.</p> <p>Hand sanitiser is available in reception, all hygiene rooms and the area between Bridge and Admin.</p> <p>Riverside Bridge School have arranged to have an on-site cleaner.</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>Natural ventilation is not possible as the building is a 'smart' building and windows do not open.</p> <p>Lift use is restricted to only essential users</p> <p>Staff and pupils must not enter secondary areas of the building unless transitioning to the Riverside Bridge School classrooms</p>		Staff Pupils Parents / Carers SLT Cleaning Team		

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		<p>Staff and pupils must not enter primary areas of the building for any reason</p> <p>Staff have been advised to wear face coverings if they wish</p> <p>Parents have been given the option for their child to wear a face coverings</p> <p>Cover from staff absences will only take place within the same bubble. Where absences result in Riverside Bridge School not being able to operate safely for pupils, classes will be closed.</p> <p>Agency staff will not transfer from one bubble to another.</p> <p>In emergency situations, staff are able to cross bubbles ie medical emergency or crisis situations.</p>				
Violence and aggression	Staff, Pupils, Visitors	Signage will be displayed in reception to indicate that school will not tolerate and will take action against anyone that does not adhere to the arrangements put in place or deliberately exposes school occupants to risk		SLT		
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>Pupils</p> <p>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		<p>SLT</p> <p>Parents / Carers</p>		
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</p>		<p>Staff</p> <p>Well-being Team</p>		

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		<p>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>		SLT		
Safeguarding Pupils not attending school	Pupils, Parents	<p>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.</p> <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>SLT</p> <p>Staff</p> <p>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.