

Step 4 Risk Assessment Covid-19 (2021-2022)

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.

The guidance acknowledges that for special schools, early years and primary age children it will be difficult to maintain 2 metre distance and this cannot be expected to be maintained and may not be possible to achieve. For staff 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.

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.

Control Measures/Prevention

Staff must always:

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes, using standard products such as detergents.
- 3) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.
- Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained.
- Face masks are recommended for use by staff, where social distancing is not possible.

Response to any infection:

The school leadership team must always:

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

Social Distancing

No social distancing, however our local Public Health Team recommend 1m+ apart, where possible e.g., Staff to Staff 1m+, Staff to Pupils 1m+ and Staff to Visitors 1m+.

Face Coverings

- Mandatory face coverings remain in place on London transport. We recommend that children and young people aged 11 and over continue to wear a face coverings when travelling to secondary school or college.
- Our Local Public Health Team strongly recommend face coverings, where social distancing of 1m+ cannot be maintained (including the provision of First Aid).

- Government expects and recommends that people wear face coverings in crowded areas such as public transport.
- We recommend that visitors and contractors continue to be required to wear face coverings in schools.

Bubbles – As part of Step 4, the Government advice is that bubbles no longer need to be maintained. However, if there is an outbreak in the school, or if the school is in an enhanced response area, the school might be advised that it is necessary to reintroduce bubbles or to keep groups apart for a temporary period to reduce mixing between groups.

Contact Tracing

Responsibility for contact tracing will be removed from schools and passed to NHS Test and Trace.

Reporting of Cases

School MDS reporting is to continue for cases. Parents will be asked to continue to let schools know of cases.

Testing

Secondary school pupils and staff are encouraged to continue to take LFD tests 2 x per week throughout the school break if they are attending summer schools or holiday clubs/activities. Secondary school pupils should take 2x on school site/supervised LFT 3-5 days apart on their first week of return. Pupils and staff should then test 2 x weekly at home until the end of September.

Outbreak

In the event of an outbreak, DsPH can advise on targeted time limited rules if necessary - awaiting further guidance on definitions.

This risk assessment has been completed taking into full consideration current government guidelines for schools:

Schools COVID-19 operational guidance (publishing.service.gov.uk)

SEND and specialist settings - additional operational guidance: COVID-19 (publishing.service.gov.uk)

Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)

Activity/Person/Location	Managing COVID-19 risks – Reopening of Riverside Bridge School 2021/2022
Service Area	Education / Schools
Manager	Mrs K Cerri Headteacher
Assessor(s) including employee representative	
Date of assessment	14/08/2021
Review date	Ongoing

Resultant Risk Rating Please tick	
High	
Medium	x
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>Visitors are currently accepted into the building, this will be on appointment basis only.</p> <p>Meetings with parents/carers 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 unless medically exempt.</p> <p>Contractors are authorised to come on site. It is the responsibility of contractors to follow their own company guidelines regarding PPE.</p> <p>Where parents/carers are dropping off and collecting pupils they must stand in the designated area whilst abiding by the social distancing rules.</p> <p>Parents/Carers must wear a face mask whilst bringing their child to school unless medically exempt.</p> <p>Barriers in place to ensure that the entrance door is kept free of visitors/parents/carers.</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>SLT</p> <p>Receptionist</p> <p>Staff</p> <p>Parents / Carers</p> <p>Caretakers</p> <p>All visitors</p>		
Reception areas	Staff, pupils, contractors, visitors	<p>Parents and carers are to drop their children off and collect their children from outside the building where they will be met by a member of staff. There will barriers in place to ensure the entrance door is kept clear.</p> <p>Visitor are discouraged from entering the building on a 'drop-in' basis.</p> <p>All visitors coming into the building must stay behind the marked area when approaching the reception desk.</p>		<p>Parents / Carers</p> <p>Staff</p> <p>Receptionist</p> <p>All visitors</p>		

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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>All visitors waiting in the reception area must stay 2 meters away from any other person in the reception area.</p>				
Corridors	Staff, pupils, contractors, visitors	<p>As a general rule, pupils and staff are encouraged to walk on the left, to avoid cross over/clashes of classes.</p> <p>Staff have been given the option to wear face coverings in communal areas such as corridors and staff room unless they are medically exempt.</p> <p>Parents/Carers have been given the option for their child to wear a face covering in school in communal areas such as the corridors.</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>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>Staff have been given the option to wear face coverings in communal areas such as corridors and staff room unless they are medically exempt.</p>		<p>Staff</p> <p>Pupils</p> <p>Cleaning Team</p> <p>SLT</p> <p>Parents / Carers</p>		

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		<p>Parents/Carers have been given the option for their child to wear a face covering in school in communal areas such as the corridors.</p> <p>Cover from staff absences will take place across the school. 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 be bought into school to cover absences.</p> <p>Only long-term agency staff will be deployed across Riverside Bridge School.</p>				
Lunch times	Staff, pupils, contractors,	<p>Pupils will eat their lunch in the dining hall.</p> <p>Where it is not possible for the pupils to access the dining hall, pupils will eat their lunch in the classroom.</p> <p>Pupils encouraged to wash their hands before eating and staff to wash their hands before supporting children to eat.</p> <p>Staff are able to access the staffroom, but are encouraged to maintain social distancing when doing so.</p> <p>Staff have been given the option to wear face coverings in communal areas such as corridors and staff room unless they are medically exempt.</p> <p>Parents/Carers have been given the option for their child to wear a face covering in school in communal areas such as the corridors.</p>		SLT Staff Pupils		
Hall / assemblies	Staff, pupils, Contractors,	Staff have been given the option to wear face coverings in communal areas such as corridors and staff room unless they are medically exempt.		Staff SLT		

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		Parents/Carers have been given the option for their child to wear a face covering in school in communal areas such as the corridors.				
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, even those that are able to toilet independently.</p> <p>Where staff are required to oversee personal hygiene, staff will be provided with gloves, aprons, face masks and visors.</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>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>		<p>Staff</p> <p>Cleaning Team</p> <p>SLT</p> <p>Caretaking team</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 AHT hub, safeguarding hub, DHT office, HT office or Organisational Lead office.</p> <p>Visitors to these offices/hubs should check before entering and adhere to one visitor at a time in the room.</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>Staff</p> <p>SLT</p> <p>Cleaning team/staff</p>		
Break times	Staff, pupils, visitors	Facilities such as bikes and scooters will be available for pupils to use.		Staff		

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		<p>Sensory activities will be available in the playground.</p> <p>Staff have been given the option to wear face coverings in communal areas such as corridors and staff room unless they are medically exempt.</p> <p>Parents/Carers have been given the option for their child to wear a face covering in school in communal areas such as the corridors.</p>				
Use of Lift	Staff, pupils, visitors	<p>Only those with authorisation to use the lift through identification in their individual risk assessment may use the lift.</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>SLT</p> <p>Staff</p> <p>Cleaning Team</p>		
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/carers adhering to social distancing measures.</p> <p>Some pupils due to existing risk assessments and arrangements may arrive or leave outside these school times.</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 in communal areas such as corridors and staff room unless they are medically exempt.</p>		<p>Staff</p> <p>Transport team</p> <p>Parents / Carers</p> <p>SLT</p> <p>All visitors</p> <p>Pupils</p>		

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		Parents/Carers have been given the option for their child to wear a face covering in school in communal areas such as the corridors.				
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 (middle MUGA).</p> <p>SLT on site will oversee the evacuation.</p>		<p>SLT</p> <p>Staff</p> <p>Cleaning team</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>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/carers 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/carers 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</p>		<p>Borough Transport</p> <p>SLT</p> <p>Parking enforcement team</p>		

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		<p>unless a blue disabled badge is displayed and there are bays available.</p> <p>There is an allocated parking drop off zone for parents/carers to utilise.</p> <p>Parents/Carers 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>				
School Trips	Staff, pupils	<p>All off site visits will be fully risk assessed before authorised to take place with a COVID-19 element.</p> <p>Parents/Carers 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>		
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>		
Someone becomes unwell	Staff, pupils, Contractors, visitors	<p>Child / Young person / Staff member with symptoms</p> <p>Anyone with symptoms is advised NOT to come to the school premises, they should be advised to get tested and self-isolate for 10 days (along with their household). Any pupil or staff member showing symptoms of COVID will not be allowed on site. If the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Employee refusal to arrange a test will need to be discussed with the HT and the employee.</p> <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/carers 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>Cleaning Team</p> <p>SLT</p> <p>Staff</p> <p>Parents / Carers</p>		

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		<p>Parents/Carers 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>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 they have been requested to do so by NHS Test and Trace.</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>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>All staff and parents/carers must advise school if they have been contacted by the test, track and trace service and informed to self-isolate.</p>				

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		<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>Child / Young person / Staff member with a positive test result</p> <p>If there is a confirmed case of coronavirus (a child, young person or a staff member with a positive test result) 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.</p> <p>Where the child, young person or staff member tests positive, the rest of their class within their childcare or education setting should not be sent home unless the school has spoken to the local Public health team and London Coronavirus Response Centre. The other household members of that wider class do not need to self-isolate unless the child, young person or staff member they live with in that class subsequently develops symptoms.</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 as part of the Local Outbreak Management Plan. Further guidance can also be found: Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p> <p>SLT will notify Public Health England of any confirmed cases and take advice.</p> <p>Staff and parents/carers will be notified if there is a confirmed case.</p> <p>An outbreak is now classified by 2-3 cases according to guidance.</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>A cluster is now classified by 2-3 separate cases according to guidance</p> <p>Cluster definition: Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within a 14-day period.</p> <p>(In the absence of detailed information about the type of contact between the cases).</p> <p>End of cluster No test-confirmed cases with illness onset dates in the last 14 days.</p> <p>Outbreak definition: Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of:</p> <ul style="list-style-type: none"> Identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases. When there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases. <p>End of outbreak No test-confirmed cases with illness onset dates in the last 28 days in that setting.</p> <p>Note: The threshold for the end of an outbreak is higher than the end of a cluster.</p>				
Testing and contact tracing Vaccinations	Staff, Pupils, visitors, contactors (Risk - as set out in section above)	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.		Staff Pupils		

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		<p>Testing remains voluntary but strongly encouraged by Public Health.</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure 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 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. • 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 available to everyone in England with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste). Further guidance can be found using the following link: Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>You can get an NHS test if at least one of the following applies:</p> <ul style="list-style-type: none"> • you have a high temperature • you have a new, continuous cough • you've lost your sense of smell or taste or it's changed • you've been asked to get a test by a local council • you're taking part in a government pilot project • you've been asked to get a test to confirm a positive result <p>You can also get a test for someone you live with if they have symptoms.</p>		Parents / Carers		

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		<p>How to book a test People can register for a test at Testing for coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Those who do not have any access to the internet, or who have difficulty with the digital portals, can ring a new 119 service to book their test.</p> <p>People with hearing or speech difficulties can call 18001 119.</p> <p>When to get a test If you have symptoms, get a test as soon as possible.</p> <p>Book a visit to a test site to have the test today.</p> <p>Test sites are open 7 days a week</p> <p>Asymptomatic Testing Over the summer, staff and secondary pupils should continue to test regularly, if they are attending settings that remain open, such as summer schools and out of school activities based in school settings.</p> <p>Regular testing will pause in schools over the summer if they are closed. During the summer holidays, pupils will potentially mix with lots of other people, so all secondary school pupils should undertake 2 lateral flow tests before they return to school in September.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.</p> <p>There is no need for primary age pupils to test over the summer period.</p> <p>Parents/Carers can request testing kits from the school</p>				

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		<p>Parents/Carers must report the outcome of the test to the school by emailing bridge@riverside.bardaglea.org.uk</p> <p>Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> <p>Confirmatory PCR tests Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Tracing close contacts and isolation From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Riverside Bridge School will only need to do contact tracing up to Step 4. From Step 4, close contacts will be identified via NHS Test and Trace and the school will no longer be expected undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to</p>				

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		<p>identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Riverside Bridge School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>				
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 self-isolating pupils, remote education plans will be put in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>Riverside Bridge School will maintain capacity to deliver remote learning for the next academic year, including pupils who face challenges to return due to COVID-19 travel restrictions for the period they are abroad.</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. Riverside Bridge School has a contingency plan for this eventuality. This may involve a return to remaining open only for the most vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>		Staff SLT		

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Communication strategy (communication to parents / carers)	Staff, Pupils, visitors, contractors	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> School uniform must be worn by all pupils. 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 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 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. 				
<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>	Staff, pupils, contractors, visitors	<p>All staff and pupils are expected to attend school.</p> <p>Advice for pregnant women If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>		<p>Staff</p> <p>Parents / Carers</p> <p>SLT</p>		
General School	Staff, pupils	<p>Hand sanitiser is available in reception, all hygiene rooms and the area between Bridge and Admin.</p> <p>Natural ventilation is not possible as the building is a 'smart' building and windows do not open.</p>		<p>Staff</p> <p>Pupils</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>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> <p>Staff and pupils must not enter primary areas of the building for any reason.</p> <p>Staff have been given the option to wear face coverings in communal areas such as corridors and staff room unless they are medically exempt.</p> <p>Parents/Carers have been given the option for their child to wear a face covering in school in communal areas such as the corridors.</p> <p>Cover from staff absences will take place across the school. 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 be brought into school to cover absences.</p> <p>Only long-term agency staff will be deployed across Riverside Bridge School.</p>		<p>Parents / Carers</p> <p>SLT</p> <p>Cleaning Team</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>Staff</p> <p>Pupils</p> <p>All Visitors</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
		Handwashing protocols to be followed.				
Pupil and Staff Mental Health and Wellbeing	Pupils and Staff	<p>Well-being team is available for all staff to have a well-being meeting in the well-being room.</p> <p>Well-being room is available to staff. Staff should try to maintain a 2-meter distance in the room.</p> <p>A programme called Perkbox has been released to staff for assistance on emotional, physical and financial well-being.</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 well-being. 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 will be contacted weekly (number of times dependent on risk assessment) to make contact with parents/carers and where possible to speak with the pupils. Staff to raise any concerns regarding the pupil or parent/carer 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>Support for individuals</p> <ul style="list-style-type: none"> • Education Support: Sign-up for Free Counselling for Education Staff. Night or day, trained counsellors (BACP Accredited) are available to listen without judgement and help you find a way forward, whatever your worries or concerns and make you feel better. UK-wide: 08000 562 561 day or night Txt: 07909 341229 (answered within 24 hours). The helpline service is free and available to all serving and retired teachers, lecturers and staff in education (primary, secondary, further or higher education) in England, Wales and Scotland 24/7, 365 days a year. • Mental Health at Work: Supporting Educators' Mental Health including during the pandemic. Round-the-clock one-to-one support by call or text from trained volunteers, plus resources, tips and ideas to look after your mental health. 		<p>Staff</p> <p>Well-being Team</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
		<ul style="list-style-type: none"> • NHS: Mental Health Helplines for Urgent Help - NHS 24-hour advice and support for you, your child, your parent/carer or someone you care for. Help is available to speak to a mental health professional. • NHS IAPT: free online NHS adult psychological therapies, such as cognitive behavioural therapy (CBT), for common problems involving stress, anxiety and depression. IAPT services can be accessed either through a self-referral by contacting your Local IAPT or via your GP. • Cruse Bereavement Care: Coronavirus, Bereavement and Grief online information, advice and support. Helpline: 0808 808 1677 • MindEd: Coronavirus Staff Resilience Hub advice and tips for all frontline staff drawing from a panel of international experts. • Headspace: Headspace for Educators offers educators access to free mindfulness and meditation exercises and resources for every age group, and a free Headspace Meditation App. • Centre for Mental Health: Supporting Mental Health during Covid-19: a brief guide • Public Health England Every Mind Matters: Looking After Your Mental Health Resources aims to support everyone to feel more confident in taking action to look after their mental health and well-being by promoting a range of self-care actions. • Public Health England: Every Mind Matters Self-Care Tool when you complete the 5 'Survey' questions, a 'Mind Plan' is generated, with signposting options to many useful resources. • Young Minds: 10 Well-being Tips for School Staff. 				
Safeguarding Pupils not attending school	Pupils, Parents/Carers	<p>Attendance at school is now compulsory.</p> <p>Where a pupil is not attending school the usual non-attendance protocols will be put in place.</p> <p>Parents/Carers MUST inform the school if they are intending to travel overseas.</p>		SLT Staff Safeguarding and Welfare Team		

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>Pupils travelling to other countries may need to enter a period of isolation on their return to the UK, dependant on the current government guidelines.</p> <p>Parents/Carers should take regard for government advice on foreign travel and ensure that they are able to enter the UK safely on their expected return date.</p> <p>Families stranded abroad will need to be notified to the relevant professional bodies.</p> <p>Remote learning will be provided if the absence is due to self-isolation periods and pupil are expected to engage in this with the support of their parents/carers.</p> <p>Where a pupil is absent due to being unwell, either Covid related or otherwise, there will be no expectation of remote learning being accessed.</p> <p>If pupils are unable to access remote learning due to lack of resources at home, parents/carers must contact school to provide the appropriate equipment.</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>				
Travelling overseas	Pupils, Parents/Carers Staff	Due to the current uncertainties around international travel, staff should be aware that if they wish to take a break or visit families and friends in other countries, any quarantine periods or delays in getting back out of the country they have travelled to, would need to be covered by annual leave or unpaid leave.				

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>It is an individual's responsibility when travelling abroad to ensure that they keep themselves updated on and follow the Government's travel guidance.</p> <p>The School cannot help if they are stranded abroad or offer any financial assistance or help with any costs or expenses that they incur, such as for accommodation, food and flights.</p> <p>Staff/Parents/Carers must discuss any international travel plans in advance with the Headteacher.</p> <p>Headteachers should make staff aware of the unpaid leave.</p> <p>Issues will be dealt with on a case-by-case basis, It is for schools to confirm the requirements for their staff within the framework above.</p> <p>Before you travel:</p> <ul style="list-style-type: none"> • follow the current COVID-19 rules for where you live, in England, Scotland, Wales and Northern Ireland • subscribe to travel advice email alerts for your destination, and countries you will transit through, so you will know if we update our advice with new and important information • check for entry restrictions, testing, or quarantine requirements in our travel advice or contact the UK-based embassy for your destination country • if you need a negative COVID-19 test to enter a country, you should use a private test provider. <p>The NHS Test and Trace service cannot provide the documents you need Before Travel to England Before you travel to England you must:</p> <ul style="list-style-type: none"> • complete a passenger locator form • take a COVID-19 test • book a quarantine hotel package, including 2 COVID-19 tests 				

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>On arrival in England, you must:</p> <ul style="list-style-type: none"> quarantine in a managed hotel, including 2 COVID-19 tests <p>Circumstances not Covered by this Guidance If you're intending to travel to the UK in the next 7 days and are facing a set of circumstances that are not covered by this guidance, please email you enquiry to dhsctesttrace.customerfeedbackteam@nhs.net.</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.