




## Riverside School – Covid-19 Risk Assessment


<b>Activity/Person/Location</b>	Managing COVID-19 risks – Reopening of Schools
<b>Service Area</b>	Riverside School
<b>Head Teacher</b>	Andrew Roberts
<b>Assessor(s) including employee representative</b>	Julian Onyelekere
<b>Date of assessment</b>	21/08/2020
<b>Review date</b>	Weekly

Key	
	<b>Social Distancing to minimise potential spread of COVID-19</b>
	<b>Hygiene protocols to minimise potential spread of COVID-19</b>
	<b>Additional considerations to manage and control risk</b>


Resultant Risk Rating	
Please indicate	
High	
Medium	
Low	X

Risk rating to be applied by each school following implementation of control measures. Select a risk rating to reflect the overall risk once control measures are in place. You are aiming to ensure that the risk is as low as reasonably practicable (ALARP)


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
1. Someone on the school site is displaying symptoms of coronavirus	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission between staff, students, contractors and other visitors</p> <p>The virus is transmitted in the following ways:</p> <ul style="list-style-type: none"> <li>• from person-to-person in droplets from the nose or mouth spread when a person coughs or exhales</li> <li>• the virus can survive up to 72 hours out of the body on surfaces</li> </ul>	<p>All staff and students have access to a coronavirus test if they develop symptoms of coronavirus. In this circumstance, they are expected to self-isolate, get tested and remain in isolation until they receive their results. They should not return to school until they have received a negative test result or have self-isolated for 10 days after receiving a positive test result. Employee refusal to arrange a test will need to be discussed with the manager and the employee. Stay at home guidance is available <a href="#">here</a>.</p> <p>If a student in school presents with coronavirus symptoms, they are to be sent down to reception and have their parents contacted to collect them immediately. While awaiting collection, they will be isolated in the Interview Room, with appropriate adult supervision if required. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. Upon collection, the Interview Room will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If they need to go to the toilet while waiting to be collected, they will use the reception toilet. The toilet must be immediately cleaned and disinfected using standard cleaning products before being used by anyone else.</p>				



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	<ul style="list-style-type: none"> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then their eyes or mouth</li> </ul>	<p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> 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> <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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>				
2. There is a confirmed case of coronavirus within the school community	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<p> Protocol in place in line with <a href="#">Guidance for schools and educational settings</a> contains detailed guidance for settings on: cleaning, testing and tracing, PPE and what settings should do in response to a case being confirmed.</p> <p>If a staff member or student receive a positive coronavirus test result, they must not attend school. If they arrive and are subsequently notified of a positive test result, they must immediately be sent home and advised to self-isolate for 10 days. All members of their household should self-isolate for 14 days.</p> <p>Where a student tests positive, the rest of their learning bubble should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the student or staff member they live with in that group</p>				

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		<p>subsequently develops symptoms. (Please see the algorithms attached at appendix X)</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 LBBD'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>They will</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> <li>• If PHE confirm that there is an outbreak in any setting, they will still: <ul style="list-style-type: none"> <li>○ Support setting to complete a risk assessment</li> <li>○ Run through infection prevention and control check list</li> <li>○ Support with communications, if needed</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <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>Where settings are observing guidance on <a href="#">COVID-19: infection prevention and control (IPC)</a> , 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><b>Cluster definition:</b> Two or more confirmed cases of COVID-19 among students or staff in a school within 14 days OR 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><b>Outbreak definition:</b> 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 group or other defined group within the school. This definition aims to distinguish between transmission occurring in the community verses transmission occurring within the education setting.</p>	<p>Contact Local Public Health Team and LCRC in case of an outbreak. Please visit the council's website to access the Outbreak Action Cards and SOP for your setting</p>	<p>JUON</p>	<p>Sept</p>	



<p>3. Testing and contact tracing</p>	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</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>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. 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"> <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> <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> <li>• 5-11-year olds can only have the test administered by a parent/guardian</li> <li>• 12-17-year olds can self-administer a test or have their parent/guardian do so on their behalf.</li> </ul>	<p>Once the app is available, all staff, parents, visitors, contractors and pupils with a smart phone should download the app.</p>		<p>When app available</p>	
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<p>4. Contingency Plan to deal with an outbreak</p>	<p>Staff, Pupils, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> <li>• 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, but have indicated that school closure will be a last resort.</li> <li>• For individuals or groups of self-isolating pupils, remote education plans will be put in place. See guidance on <a href="#">remote education support</a>.</li> <li>• 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</li> </ul>				




		temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This would involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.				
5. Communication strategy (communication to parents / guardians)	Staff, Pupils, visitors, contactors (Risk - As set out in section 1)	 <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> <li>• Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>• If parents of pupils with significant risk factors are concerned, they should contact the school to discuss their concerns and the measures the school is putting in place to reduce the risk</li> <li>• Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</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>				
6. Shielded and clinically vulnerable groups including those who are pregnant.	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• From 1 August, the government has paused all shielding</li> <li>• This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding</li> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and their temporary absence would be authorised (see below).</li> </ul>				





	<p>SEND pupils</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p> <p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>	<ul style="list-style-type: none"> <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 student is unable to attend school because they are complying with clinical and/or public health advice, their parent would need to inform the school</li> <li>• Such students would be offered access to remote education and their absence authorised.</li> <li>• Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will return to school in September.</li> <li>• The full application of suggested measures in government guidance means that 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.</li> <li>• Advice for those who are clinically vulnerable, including pregnant women, is available.</li> <li>• 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.</li> <li>• Pupil local individual SEND care plans will be reviewed regularly to include the need for possible close contact and relevant PPE use.</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 fluid resistant surgical facemask. Eye protection is also required if the individual is coughing, spitting.</li> <li>• Management staff to follow manufacturers instructions on how to use PPE correctly</li> </ul>	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>			
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		<ul style="list-style-type: none"> <li>• Risk assessment undertaken with all BAME staff members.</li> </ul>				
7. Entry to school premises	Staff, pupils, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• Pictorial notices to maintain social distancing displayed</li> <li>• Supervision of queues by designated staff members</li> <li>• Controlled and staggered building entry and dismissal from school</li> <li>• Staff supervising entry to school to follow social distancing guidelines</li> <li>• Staff maintaining distance from pupils and other staff as much as possible</li> </ul>  <ul style="list-style-type: none"> <li>• Staff to sanitise hands at sanitisation stations upon entry and wash hands with soap and water as soon as possible after entering school</li> <li>• Due to student numbers, hand washing in playground and toilets for all students upon arrival is not possible.</li> <li>• Students will be asked to wash their hands before leaving home and will regularly sanitise their hands when entering classrooms.</li> <li>• Age appropriate instruction provided to pupils on hand washing methods in all toilets.</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>• Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</li> <li>• Students must remove face coverings when they arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands immediately. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.</li> </ul>	<ul style="list-style-type: none"> <li>• Information / protocol on safe entry to be disseminated to parents / carers / contractors</li> <li>• Staff training on protocols</li> <li>• Advice / instruction on social distancing / hygiene and cleaning practices</li> </ul>	JUON	Sept	







		<p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> <li>• Waste to be stored safely and securely kept away from children.</li> </ul>				
8. Reception areas	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Telephone appointments/emails to office where possible to minimise queues at reception</li> <li>• Screens in place to separate staff and/or demarcation to maintain safe distancing</li> <li>• Notices to maintain social distancing displayed</li> </ul>  <ul style="list-style-type: none"> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries.</li> <li>• Enhanced cleaning regime in place at reception in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Hand washing poster displayed</li> </ul>  <ul style="list-style-type: none"> <li>• Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Queuing to be minimised where reasonably practicable</li> </ul>			
9. Corridors / staircases	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Social distancing guidelines to be observed and monitored by designated staff members</li> <li>• Silent transitions in corridors and stairs will help reduce transmission by preventing students talking and ensuring they are not walking side-by-side or facing each other.</li> <li>• While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>• Pictorial notices to maintain social distancing displayed</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce need for children to regularly leave the classroom where possible (containment/non mixing)</li> <li>• Reschedule contractor visits (unless emergency situation) to times when pupils are not present</li> </ul>	DAWY	HEBO	




		 <ul style="list-style-type: none"> <li>• Increased natural ventilation where possible</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ul>				
10. Classrooms	<p>Staff, pupils, contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	 <p>Year</p> <ul style="list-style-type: none"> <li>• Year 7 &amp; 8 will be grouped in teaching bubbles made up of their registration group</li> <li>• All other year groups will remain in teaching bubbles no larger than their year group due to option mixing</li> <li>• All classrooms have been re-arranged with forward facing desks to avoid face-to-face close contact between students</li> <li>• staff maintaining distance from pupils and other staff as much as possible</li> <li>• Students will be encouraged to keep their distance within groups and not to touch staff and their peers where possible.</li> <li>• Approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented partially.</li> <li>• Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</li> <li>• Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>• Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>• Pictorial notices to maintain social distancing displayed</li> </ul>  <ul style="list-style-type: none"> <li>• Students and staff to use hand sanitiser when entering any classroom and at the end of any lesson immediately preceding a break time.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Wherever possible keep the same teacher with the same pupil group</li> </ul>			

		<p>that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles and sanitiser to be available</p> <ul style="list-style-type: none"> <li>• Increased cleaning frequencies of hard surfaces / emptying of bins</li> <li>• Minimise sharing / touching of items</li> <li>• Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>• Items to be sanitised before sharing (including PCs) / re-use by another person</li> <li>• Teachers make sure they wash their hands and surfaces, before and after handling pupils' books.</li> </ul>				
11. Hall / assemblies	<p>Staff, pupils, Contractors, Visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</li> <li>• Year group assemblies will continue to be held as students are in the same bubble.</li> </ul> <p><b>General hall use</b></p> <ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied for all general activity</li> <li>• Adequate supervision ratios</li> <li>• Pictorial notices to maintain social distancing displayed</li> </ul>  <ul style="list-style-type: none"> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ul>				
12. Toilets	<p>Staff, pupils, Contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>• Designated staff to manage toilet queue and use</li> <li>• Pictorial notices to maintain social distancing displayed</li> </ul> 				






		<ul style="list-style-type: none"> <li>• Hand washing protocol increased to before and after use of toilet facilities (20 seconds minimum recommended)</li> <li>• Hand washing poster displayed in all WCs</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ul> <p><i>Please add any additional specific arrangements applicable to your school.</i></p>				
13. Staff Areas <ul style="list-style-type: none"> <li>• Staff rooms</li> <li>• Meeting rooms</li> <li>• Offices</li> </ul>	Staff, contractors, visitors,  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• Although the transmission between children and children-to-adults is minimal or negligible, transmission between adults is high. Therefore, all measures should be taken such as social distancing at 2 metres, frequent hand washing and enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>• Staff will be encouraged not to use shared spaces such as the staff room or department work areas except for food preparation and to distance where possible</li> <li>• Social distancing guidelines to be strictly applied (including in office / staff rooms / meeting rooms / inhabited spaces)</li> </ul>  <ul style="list-style-type: none"> <li>• Increased cleaning frequencies of hard surfaces</li> <li>• Hand washing poster displayed</li> <li>• Minimise sharing of items</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• Handwashing /sanitisation protocols to be followed</li> </ul>				
14. Libraries	Staff, pupils' contractors, visitors,  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• Site specific consideration for the safe use of the library prior to wider opening of the school must be given to allow for social distancing requirements and hygiene protocols which may include:</li> <li>• Library will be closed during break times to avoid bubble mixing</li> <li>• Teaching groups will continue to visit the library with their English teacher within their bubble</li> </ul> 				


		<ul style="list-style-type: none"> <li>• Hand sanitisation prior to entry</li> <li>• Books used to be left to one side for cleaning and re-filing by staff member following hygiene protocols</li> <li>• PCs sanitised after each use</li> <li>• Increased cleaning frequencies of hard surfaces / emptying of bins</li> <li>• Minimise sharing / touching of items</li> <li>• Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>• Items to be sanitised before sharing / re-use by another person</li> </ul>				
15. Lifts	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Single person travel (unless accompanying SEND pupils)</li> <li>• One adult to accompany SEND pupils maintaining social distancing</li> </ul>  <ul style="list-style-type: none"> <li>• Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ul>				
16. School Kitchen/Meals	<p>Staff, pupils, contractors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals.</li> </ul>  <ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> </ul>  <ul style="list-style-type: none"> <li>• Handwashing /sanitisation protocols to be followed</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19).</li> </ul>				



<p>17. Lunch times</p>	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> <li>• Utilise outdoor spaces where practicable</li> <li>• Students to be separated by year group at break times to keep them out of contact with other bubbles</li> <li>• Adequate supervision ratios to enforce social distancing guidelines</li> </ul>  <ul style="list-style-type: none"> <li>• Hand sanitisation upon leaving the classroom prior to food consumption</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>• Minimise sharing of items</li> <li>• Items to be washed / sanitised before sharing / re-use by another person</li> </ul>  <ul style="list-style-type: none"> <li>• Sufficient time for staff lunch / welfare breaks factored into daily staff schedules</li> </ul>	<ul style="list-style-type: none"> <li>• School kitchens can continue to operate, but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>			
<p>18. Pupil break times</p>	<p>Staff, pupils, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Students will be kept within their year group bubbles at break times</li> <li>• Social distancing guidelines to be applied</li> <li>• Adequate supervision ratios to enforce social distancing guidelines</li> <li>• Rotate indoor / outdoor play to minimise contact</li> </ul>  <ul style="list-style-type: none"> <li>• Sanitisation upon re-entry to classroom</li> <li>• Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ul>  <ul style="list-style-type: none"> <li>• Sufficient time for staff lunch / welfare breaks factored into daily staff schedules</li> </ul>				



<p>19. Music lessons</p>	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</li> <li>• The school has considered how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by physical distancing and limiting group sizes where possible and avoiding sharing of instruments.</li> <li>• Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>				
<p>19. Physical activity in school</p>	<p>Staff, pupils, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Outdoor and non-contact sports have been prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> <li>• Any sports equipment used by students will be disinfected before use by students in a different bubble.</li> <li>• Schools should refer to the following advice:</li> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the Youth Sport Trust</li> <li>• Consideration will be given to changing facilities and toilets in these facilities in relation to changing and use of the toilets.</li> <li>• Students will be separated by year group when changing to prevent mixing between year group bubbles</li> </ul>				
<p>20. Home time / egress from school premises</p>	<p>Staff, pupils, contractors, visitors</p>	 <ul style="list-style-type: none"> <li>• Pictorial notices to maintain social distancing displayed</li> <li>• Supervision of queues by nominated staff members</li> <li>• Staggered egress times</li> </ul>				







	(Risk - as set out in section 1)	<ul style="list-style-type: none"> <li>Controlled egress from building</li> <li>Staff supervising egress to follow social distancing guidelines</li> </ul>  <ul style="list-style-type: none"> <li>Normal personal hygiene and washing of clothes</li> </ul>				
21. Fire drills / Emergency situations	Staff, pupils, Contractors, visitors  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>Fire drill to be undertaken within the <b>first week</b> of re-occupation</li> </ul>  <ul style="list-style-type: none"> <li>Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation.</li> </ul>				
22. First Aid	Staff, pupils, visitors  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>Adequate numbers of trained staff to administer First Aid</li> <li>First aid boxes content and facilities have been checked</li> </ul>  <ul style="list-style-type: none"> <li>Where closer contact may be necessary, staff (and the student if appropriate) will wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting</li> <li>The best way to protect is through rigorous cleaning, personal hygiene and regular hand hygiene.</li> <li>Where possible, all contact with members of the public should be carried out while maintaining social distancing measures</li> <li>If not possible, the principles for the Hierarchy of Risk should be applied, using measures such as physical barriers and alternative working practices</li> <li>Where other safe working systems alone may not be feasible or insufficient, as a final measure, use of PPE based on risk assessment</li> </ul>				

		<ul style="list-style-type: none"> <li>For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) <b>DON'T</b> do rescue breaths. HSE first-aid guidance can be found <a href="#">here</a>.</li> <li>Please read COVID-19: guidance for first responders</li> <li>Management and staff must read and follow manufacturers instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found <a href="#">here</a>.</li> </ul>				
23. Transport Arrangements	Staff, pupils, Contractors, visitors  (Risk - as set out in section 1)	<ul style="list-style-type: none"> <li>Students and parents will be asked to consider whether their child is able to walk or cycle to school instead of using local buses</li> <li>Student departure from school is staggered to help reduce demand on buses and overcrowding</li> <li>Students will be encouraged to carry their own personal sanitiser for use on public transport</li> <li>Designated school staff will organise queuing and boarding during peak times</li> <li>Distancing within vehicles wherever possible</li> <li>Students will be prevented from boarding buses if they are not wearing a face mask</li> </ul>				
24. School Trips	Staff, pupils, contractors, visitors  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>It is not advised to take pupils on domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</li> <li>In the autumn term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their learning bubble, and the COVID-secure measures in place at the destination.</li> <li>As normal, the school will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely.</li> </ul>				
25. Reoccupation of areas which have not been in use during lockdown.	Staff, pupils, contractors, visitors.  Due to some or all parts of the school premises	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards</p> <ul style="list-style-type: none"> <li>Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including:</li> </ul>				

	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 is required.	<ul style="list-style-type: none"> <li>• Maintenance checks of plant and equipment undertaken – including school kitchen equipment.</li> <li>• Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> <li>○ Fire alarm panel status green</li> <li>○ Fire call points operational</li> <li>○ Emergency lighting operational</li> <li>○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained</li> </ul> </li> <li>• Gas systems maintained</li> <li>• Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period</li> <li>• Electrical equipment and systems maintained</li> <li>• Electrical gate systems maintained</li> <li>• Lifts and lifting equipment/hoists maintained</li> <li>• Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply</li> <li>• Asbestos management arrangements in place</li> <li>• Boiler room plant inspected / maintained</li> <li>• Fume cupboards maintenance up to date (Secondary schools only)</li> <li>• Identify and remedy possible vermin infestations</li> </ul>				
26. Fire	Staff, pupils, contractors, visitors  Smoke inhalation, exposure to heat	 <ul style="list-style-type: none"> <li>• Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building.</li> <li>• Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary</li> <li>• Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</li> </ul>				
27. Behaviour of pupils / staff	Staff, pupils, contractors, visitors	 <ul style="list-style-type: none"> <li>• Review of the school's pupil behaviour policy to ensure that they cover COVID-19 risk related incidents</li> </ul>				

	(Risk - as set out in section 1)	<ul style="list-style-type: none"> <li>• Make provision for the school to be able to sanction pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.</li> <li>• Policy also reviewed in line with current Government guidance considering staff also. Guidance is available <a href="#">here</a>.</li> <li>• School to monitor staff in relation to keeping to strict social distancing guidelines. The staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times</li> </ul>				
28. Behaviour of parents / visitors / contractors (Violence and aggression)	Staff, pupils, visitors  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• Make provision that the school will not tolerate and will take the firmest possible action possible should any person wilfully refuses to adhere to arrangements of social distancing or deliberately expose school occupants to risk.</li> <li>• For observed incidents outside the school regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999</li> <li>• Schools police officer regularly patrolling areas before and after school</li> </ul>				
29. COSHH Cleaning / Sanitisation products	Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by students	 <ul style="list-style-type: none"> <li>• COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>• Training provided to all staff members required to use cleaning products (in consultation with the schools cleaning provider)</li> <li>• Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>• Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>• Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> <li>• Increased Hygiene protocols introduced including enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ul>				

<p>30. Dealing with / clearing up with Body Fluids</p>	<p>Staff, pupils, visitors</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> <li>○ Where clearing up of body fluids is required, the staff member must wear appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> <li>○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests</li> </ul> </li> </ul>				
<p>31. Equalities and Mental Wellbeing</p>	<p>Staff, pupils</p> <p>Mental wellbeing could be affected by C-19 pandemic</p>	 <ul style="list-style-type: none"> <li>• Schools mental wellbeing and support mechanisms for staff and pupils reviewed</li> <li>• Governing boards and school leaders should have regard to staff work-life balance and wellbeing. Schools will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</li> <li>• All employers have a duty of care to their employees, and this extends to their mental health. Schools have mechanisms to support staff wellbeing. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers is available.</a></li> <li>• Schools have equalities policies to protect their employees, and others, from harm and continue to assess health and safety risks and consider how to meet equalities duties in the usual way.</li> </ul>				
<p>32. Business Continuity</p>	<p>Staff, pupils,</p> <p>Closure of premises</p>	 <ul style="list-style-type: none"> <li>• Schools Business Continuity Plan reviewed to include COVID-19 related risks</li> </ul> <p><i>Please add any additional specific arrangements applicable to your school.</i></p>				

33. Travel Plan	Staff, pupils  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• School Travel Plan to be developed in line with <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>• Parents should be encouraged where possible to walk or cycle their children to school rather than using any form of transport. This will encourage healthy lifestyle; help reduce pollution and avoid overcrowding at car parks and help maintain social distancing.</li> </ul>				
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[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A](#)

## Appendix 1

### Employees in the increased risk groups for Covid-19

#### Protecting our staff – returning to work and Health Risk Assessments

This document explains how to carry out an initial health risk assessment to enable an early review of risks, mitigation and controls for employees in vulnerable groups who work in front line roles.

It builds in, where appropriate, a role for Occupational Health to support the employee and manager in agreeing and implementing recommendations.

#### Protecting front line staff

In response to the Covid-19 pandemic, employers have been advised to:

- Think creatively about how to enable social distancing at work, such as:
  - changing the layout of workplaces
  - adjusting shift patterns
  - staggering commute times
  - control measures for reducing risks such as virtual contact with residents as opposed to home visits where this is possible.
- Putting in place Personal Protective Equipment (and guidance for use for specific roles) as required by risk assessments.
- Ensuring that key workers are aware of testing arrangements and supported for a safe return to work.

#### Responding to these issues

In response, the council has:

- Undertaken risk assessments for many roles and staff groups, taking into account the need for Covid-19 secure workplaces.
- Applied Government and Public Health England (PHE) guidance for PPE in our own visual guides for key workers which help staff work safely; ensure staff feel supported in their work and protect local services.
- Advised staff in specific groups which are potentially more vulnerable to practice robust social distancing measures.
- Closely followed all relevant Government and PHE guidance about social distancing, self-isolation and shield and protect arrangements
- Ensured that employees in clinically vulnerable or extremely vulnerable groups have adhered to these arrangements.

**The following section explains about the different vulnerable groups, and the action that should be taken for each of them.**

#### Clinically Extremely Vulnerable

Individuals identified as being clinically extremely vulnerable (those with serious underlying health conditions), which puts them at the greatest risk of severe illness from coronavirus and who are advised by the NHS that they should not work outside the home, must rigorously follow shielding measures in order to keep themselves safe. The employee will have received a letter from the NHS confirming this. GP fit notes are not valid confirmation for this status. Any queries please contact your HR Adviser or Occupational Health provider.

Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

- If they can work from home they will continue to do so. In some cases, work can be reorganised to facilitate this.

- In other situations, some key workers will be unable to work from home. They are expected to stay at home on full pay. A letter setting out these arrangements should be provided and they will be kept under review pending Government and PHE guidance. Alternative work may be explored, subject to a skills review and retraining.
- Similar arrangements are in place for our employees who live with someone who is shielding. An application process should be followed and managers must discuss this with their HR Adviser.

### Clinically Vulnerable

Employees who are at higher risk (people with some pre-existing conditions, aged 70 (regardless of medical condition, or pregnant), as set out in the [Staying at home and away from others \(social distancing\) guidance](#) are advised to take extra care in observing social distancing and should work from home where possible.

If individuals are clinically vulnerable (but not clinically extremely vulnerable) and due to the nature of their role, unable to work from home, the manager will undertake a health risk assessment. Arrangements have been made for schools that purchase the council's Occupational Health Service for a fast track referral to Occupational Health using the OH Covid-19 Specific management referral form. <https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Occupational-Health.aspx> or contact Occupational health via:

Email: [occupationalhealth@lbbd.gov.uk](mailto:occupationalhealth@lbbd.gov.uk)

Telephone: 020 8227 3509

- Occupational Health will call the employee, review the risk assessment and advise on whether the person can work, work with restrictions, or should remain at home.
- Employees who are unable to work and are at home will be provided with a letter to confirm their arrangements.

Schools which do not buy in to LBBB Occupational Health service should contact their own Occupational Health provider for medical advice.

### BAME Employees

Emerging UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are also being disproportionately affected by Covid-19. PHE have been asked by the Department for Health & Social Care (DHSC) to investigate this. In advance of this work, this health risk assessment has been produced to assist in making appropriate arrangements.

Managers should identify any existing underlying health conditions that may increase the risks for BAME employees undertaking their frontline roles, in any capacity. Some research points to risk factors relating to over 55 or with other health vulnerabilities. Until the review by PHE has been concluded and more evidence is available, we are recommending that the health risk assessment is undertaken with all BAME employees in front line roles.

### Health Risk Assessment

In undertaking a health risk assessment, the standard hierarchy of risk management should be followed.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down) as set out below.

#### Elimination

The hazard, task or activity is physically removed or abandoned

#### Substitution

Replace a material or process with a less hazardous

#### Engineering

Isolate staff, pupils, visitors from the hazard

**Controls**

#### Administrative

Identify and implement procedures to maximise safe working

**Controls**

#### Personal

Only to be considered if measures above would be ineffective to control risks

#### Protective

#### Equipment

**(PPE)**



It is not unreasonable for managers to ask their staff about the presence of any underlying health condition, subject to this being dealt with sensitively and confidentiality.

The line manager should undertake an initial assessment with the employee of:

- The issues and potential risk factors and how mitigation can be enabled in the way in which the work is undertaken. This includes safe systems of work, social distancing, hygiene measures and the use of appropriate personal protective equipment (PPE)
- Any temporary or alternative working arrangements that can be put in place to enable the key elements of the job role to be done.

The form below has been developed to support managers with this assessment.

As above Occupational Health should provide an assessment and support or provide additional recommendations.