

Educational Setting	Lime Academy Orton (Part of the Lime Trust)
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020; revised August 2020
Review Date	September 2020
Author	Charlotte Whysall (Head Teacher)

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk)
Prevention	<p>Who? Anyone accessing the school site and the people they come into contact with externally.</p> <p>How? Contracting virus, which for some will have serious health implications which may result in death</p>	<ul style="list-style-type: none"> Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend either school campus or the Community Hub- use of warning posters and active challenge clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach introduced enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Isolation rooms are in place (Pool Atrium @ Clayton and meeting room @ Malborne) in the event of a child or adult becoming unwell. Staff have received training on donning and doffing PPE in the event of an isolation protocol being enacted PPE 'grab bags' are fully stocked and available from each leadership office for this protocol All areas used by pupils and staff have hand washing or hand sanitisation stations available (Malborne, old music room has a sanitation station in lieu of hand basin) minimise contact between individuals and maintain social distancing wherever possible where necessary, wear appropriate personal protective equipment (PPE) All members of staff have been briefed on the expectations in class settings, outdoors and in staff rooms, via use of Every document portal – required reading process. 	<p>Ensure ongoing sufficient supply and stocks of the following commodities:</p> <ul style="list-style-type: none"> soap, paper towels and/or hand sanitizer available in all required locations suitable cleaning products waste disposal equipment (e.g. yellow hazardous waste bags) 	PN + Site team	Weekly stock check and ordering (<i>NB- mindful not to stock pile and leave other settings without adequate access to required products</i>)	Ongoing	<p>5x4 = 20 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>
Response to any infection	<p>Who? Staff, pupils and families</p> <p>How? Closure of school to specific cohorts or in extreme cases full closure. Staff- additional stress and anxiety caused by risk of virus and provision of remote learning Pupils- Loss of educational provision and access to specialist resources.</p>	<p>Engage with the NHS Test and Trace process</p> <p>System and protocol in place to manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Protocol for containment of any outbreak by following local health protection team advice, close liaison with Trust and LA</p> <p>Communication systems with stakeholders (staff, parents, transport, visiting professionals, LA and trust) are in place:</p> <ul style="list-style-type: none"> Staff via email and parentmail text notification system Parents via parentmail text and email notification system (back up of telephone) Transport via email and telephone 	<p>In the event of suspected infection in school for;</p> <p>1 case (infected person isolated, removed from the site ASAP following isolation protocol). Test should be sought, isolation begins and results shared with setting as soon as available. After isolation period (10 days) and when symptom free (Fever) return to school.</p>	SLT member	Immediate upon notification of suspected case	When required	<p>4x4 = 16 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life</p>

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	Additional impact on wellbeing and mental health Families- potential loss of earnings, poverty or loss of employment	-visiting professionals via email -LA via email, telephone and text -Trust via email, telephone and text	Initiate track and trace protocol with isolation when and where appropriate. 2 or more confirmed cases may be deemed a 'break out' Head teacher to seek advice and guidance via PHE on next steps.	CW or person deputising for the Headteacher	Immediate upon notification of 2 or more confirmed cases	When required	threatening therefore justifying the high impact rating.
Contingency planning for a further outbreak	Who? Staff, pupils and families How? Staff- additional stress and anxiety caused by risk of virus and provision of remote learning Pupils- Loss of educational provision and access to specialist resources. Additional impact on wellbeing and mental health Families- potential loss of earnings, poverty or loss of employment	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. Plans are in place to allow partial access for an increased number of pupils for a sustained period of time in the event of further lock down with full time provision available for those children within key worker families. 	Communications prepared in advance for initial notification	CW	01.09.20		3x4 = 12 (Medium) out of 25 A sustainable model is planned for to allow the vast majority of pupils to attend on a PT basis if parents choose for them to do so. Keyworker child provision is in place to meet Government expectations.
Social Distancing in school	Who? Staff, pupils and families How? Staff- additional stress and anxiety caused by risk of virus and pupil lack of understanding of social distancing Pupils- Loss of intensive support, physical prompt and possible damage to relationships Families- Inability to readily access the school site may result in feelings of isolation and/or being unwelcome	<ul style="list-style-type: none"> Protocol and RAs in place to minimise contact between individuals and maintain social distancing wherever possible, supported by signage and regular reminders via daily, morning briefings Reducing the number of contacts between children and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individual when and wherever possible (including use of Zoom for staff meetings, allocated bubble areas and transportation of pupils within designated bubble) The numbers of pupils and adults in a room is based on the needs of the pupils and the size of the classroom. An individual bubble risk assessment will be in place for each class and KS detailing occupancy, designated areas, designated outside space, travel routes and hygiene facilities – this will incorporate no shared use of resources. Staff and pupil's groups will be consistent during their time in school and they will be required to social distance as a group (bubble). Avoid contact with other groups at all times. All visitor access to the school to be restricted. Where external agencies/services are essential, information of protocols in place are provided and they are expected to abide by our practices and protocols, including but not limited to, regular hand sanitisation, social distancing reduced resources use. 	<ul style="list-style-type: none"> Furniture and equipment will be in a position where it reduces pinch points, ensuring that free movement and appropriate spacing is possible prior to the full return in September 2020 Daily deep cleaning of all used rooms 	SLT/Site Easyclean	31.08.20 Daily		4x4 = 16 (High) out of 25 It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. While the use of good hygiene and cleaning regimes are highly effective in containing the spread we acknowledge that the vast majority of pupils will be unable to socially distance and/or will require support to follow hand hygiene requirements. If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life

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		<ul style="list-style-type: none"> Use of classrooms to reduce risk of contact with other groups at lunch time and allocated external area or staggering of use with interim spot cleaning. Use of outdoor space to be rota'd for each group and areas to use identified. Any rooms / facilities (Hydrotherapy Pool) not required and / or not in use – have been cleaned and “mothballed” to reduce potential contamination. Ensure availability of staff is adequate 					threatening therefore justifying the high impact rating.
Cleaning	<p>Who? Staff, contractors</p> <p>How? Staff- additional requirements under enhanced safeguarding duties in response to COVID-19 (e.g. spot cleaning and area preparation and post-use cleaning)</p>	<ul style="list-style-type: none"> A full closure and deep clean has been scheduled for the last week in August before staff and pupils return to school. All staff need to take reasonable steps to ensure the standards of cleanliness are at the appropriate level to maintain a duty of care for colleagues and pupils. Removal of furniture and equipment which are hard to clean eg. soft furnishings. More frequent cleaning procedures are in place across both campus' and with plans for The Hub (September onwards), particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Handrails on staircases and corridors, Lift and hoist controls, Machinery and equipment controls, All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and door handles Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> If informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. 	<p>SLT/Site/ Easyclean</p> <p>PN/Site</p> <p>SLT as part of bubble RAs</p>	<p>In response to incident</p> <p>31.08.20</p> <p>31.08.20</p>		<p>2x4 = 8 (Medium) out of 25</p> <p>A systematic approach and completion of cleaning regime will significantly mitigate the risk of transmission with school due to the weaknesses in relation to the products used as part of the process</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects can be significant</p>
Lunchtime Catering facilities	<p>Who? Staff and pupils</p> <p>How? Staff- additional pressures of food preparation and subsequent transportation to classroom areas</p> <p>Pupils- Loss of routine and the distress this may cause</p>	<ul style="list-style-type: none"> Social distancing can be achieved in the school kitchen due to the relatively low staff numbers operating within the kitchen areas. The serving hatches form a 'natural barrier' this coupled with use of a 1 way pick up and return system and allotted time slots to avoid bottle neck within the dining areas should significantly reduce the risk. 	<ul style="list-style-type: none"> Review the use of classroom dining as a longer term solution 	CW	28.09.20		<p>2x4 = 8 (Medium) out of 25</p> <p>A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhances risks from high 'footfall' areas</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant</p>
Fire Safety	<p>Who? Staff and pupils</p> <p>How? Staff- additional pressure of maintaining distances between registration groups.</p>	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. All emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation 'rally' point. 	<ul style="list-style-type: none"> Reviewed- no changes currently required 	N/A	N/A	N/A	<p>2x3= 6 (low) out of 25</p> <p>The existing practice already encompasses the 2meter rule. The swift and effective evacuation in response to a critical incident is essential to prevent immediate loss of life</p>

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	<p>Risk of communal gathering space is outweighed by risk of death by fire</p> <p>Pupils- Risk of gathering in a communal, school wide bubble may result in enhanced transmission.</p>						
Access/Egress of school building	<p>Who? Staff, pupils and families</p> <p>How? Staff- routes may involve traveling further distances and encountering inclement weather Pupils- routes may involve travelling further distances and encountering inclement weather. Changes to routine may cause anxiety and distress Families- Inability to readily access the school site may result in feelings of isolation and/or being unwelcome</p>	<ul style="list-style-type: none"> All classrooms that can be accessed via external doors will be Bubbles will have clearly defined access routes detailed within bubble and class risk assessments which will be rigorously enforced wilful failure to do so by staff can and will result in disciplinary action under the remit of safeguarding Bubbles will have allocated toilet facilities with dedicated access routes- those areas which encompass multiple bubble routes will be travelled as quickly as practicable without loitering and staff will have a responsibility to check the path is clear before commencing travel whenever possible traffic and expectation will be clearly marked with signage Where possible, and safe to do so doors will be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Allocated drop off and collection times with those travelling by vehicles being required to wait inside their transport rather than congregate at the entrance points. 	<ul style="list-style-type: none"> Provide relevant guidance to parents on drop off and pick up arrangements. Provide updated guidance regarding collection by bubble members to transport operators via email 	CW CW	31.08.20 31.08.20		<p>2x4 = 8 (Medium) out of 25</p> <p>A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhances risks from high 'footfall' areas</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant</p>
First Aid and/or Medical intervention	<p>Who? Staff and pupils</p> <p>How? Staff- may need to be involved in invasive medical procedures that require the use of a high level of PPE for what may become an extended period of time in response to an emergency medical situation Pupils- may be in close physical contact with the member or members of staff providing first aid. They may also be distressed by the use of PPE if it is not a familiar part of their routine</p>	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Access to appropriate PPE to undertake the tasks required and detailed in individual student's medical tracker area, RAs and/or digital passports Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. Schools will outline the specific medical needs of their cohort and seek appropriate support/advice/training from community nursing services and complex care teams to ensure needs are met in a safe and comfortable way 	<ul style="list-style-type: none"> Revise plans in relation to AGPs (Aerosol Generating Procedures) Completion of MARA (Multi Agency Risk Assessments) once APG guidance released Arrange for Fit Mask testing and training via the CCG taskforce once guidance received for those staff providing care via AGPs 	CW/AS AS CW	As soon as guidance available and prior to pupils who require AGPs return to the school		<p>5x4 = 20 (High) out of 25</p> <p>It is likely that the virus would be transmitted if present via an AGP. The school and health colleagues do not have satisfactory guidance in the area to safely manage the return of the 7 pupils who require medical intervention – until such time as it is received the risk remains at the highest level.</p>
Waste	<p>Who? Staff and contractors</p>	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily with consideration to more frequent intervals if required. 	<ul style="list-style-type: none"> Consideration and allocation of safe storage spaces that do not require staff to 	CW	31.08.20		<p>2x4 = 8 (Medium) out of 25</p> <p>A systematic approach and staff strict following of the regime will</p>

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	<p>How?</p> <p>Staff- may need to handle waste that is contaminated with the virus and therefore at risk from potential infection</p> <p>Contractors – may need to handle waste that is contaminated with the virus and risk infection</p>	<ul style="list-style-type: none"> Double bagging of any hazardous or contaminated waste following government guidance which is stowed in an allocated space with date label for 72 hours prior to removal to external bins Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	cross 'bubble' boundaries to access.				<p>significantly mitigate the risk of transmission and remove enhances risks from surface transmission</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant</p>
Staff Lunch times	<p>Who? Staff</p> <p>How? Staff- contract virus via surface transfer</p>	<ul style="list-style-type: none"> Staff lunchtimes will remain staggered to achieve the social distancing. Staff will need to wipe surfaces before and after use Handwashing before and after eating and drinking Use of alternative facilities for lunch time, allocated via bubble RAs. 	<ul style="list-style-type: none"> Allocation of break out spaces via bubble RAs 	CW	31.08.20		<p>3x4 = 12 (Medium) out of 25</p> <p>A systematic approach and staff strict following of the regime will significantly mitigate the risk of transmission and remove enhances risks from surface transmission</p> <p>If the protocol is not followed the risk from contracting the virus will remain high and the effects remain significant== failure to comply and any cross bubble activities may lead to partial or full school closure</p>
Staff/Pupils within the shielded group	<p>Who? Staff and Pupils</p> <p>How? Contracting virus, which for those within this group is much more likely to lead to complication and potential serious health implication which may result in death</p>	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Monitoring of Shielding lists to ensure that up to date information is available to decision makers Revise plans in relation to AGPs (Aerosol Generating Procedures) Completion of MARA (Multi Agency Risk Assessments) once APG guidance released 	<p>CW</p> <p>CW</p> <p>AS</p>	<p>Ongoing</p> <p>Immediate upon guidance publication</p> <p>As above</p>		<p>4x5 = 20 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. If infection DOES occur, the consequences to the health those within this group are likely to be significant and I may be life threatening therefore justifying the high impact rating.</p>
Contractors	<p>Who? Contractors</p> <p>How? Contracting virus</p>	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. All contractors will be provided with the School's operating guidance. 	<ul style="list-style-type: none"> Clear planning of any and all works except in response to an emergency situation which takes into account any additional cleaning requirements and any opportunity for cross bubble contamination 	PN + Site	As and when required		<p>2x4 = 8 (Medium) out of 25</p> <p>The strict following and QA of the RA and Op Guidance will significantly mitigate the risk of transmission and remove enhances risks from external contractors If the protocol is not followed the risk from contracting the virus will</p>

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							remain high and the effects remain significant
Property Compliance	<p>Who? All who occupy or enter the building</p> <p>How? Building becomes unsafe due to lack of checking resulting in danger to life</p>	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. Use of Every system for compliance monitoring Use of Judicium assessments to ensure compliance and highlight any recommendations for implementation to improve and enhance practice 	<ul style="list-style-type: none"> All serious property concerns to be raised with Laura Fisher and appropriate steps are in place to ensure the safety of all building occupants. 	PN	If and when required		<p>2x3= 6 (low) out of 25</p> <p>The existing practice and checking in place, with checks completed outside of pupil provision operating hours, with the exception of fire evacuation checks.</p>
Hygiene	<p>Who? Anyone accessing the school site and the people they come into contact with externally.</p> <p>How? All – Contracting virus, which for some will have serious health implication which may result in death</p>	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following arrival, breaks, before meals and following the use of toilets. Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette Hand washing facilities in most classrooms, those that do not have handwashing, should use the nearest available facility and have a sanitation station in place Gel hand sanitisers to be made available for staff and pupils, where washing facilities are not readily available within the wider body of the school Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Use of signage as reminders and access to clear process as a prompt Staff, students and visitors reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the school. Wherever possible we keep rooms well-ventilated, areas with poor ventilation may be taken out of use if use is not required. 	<ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. Display prominently. (Completed at Clayton campus – Action required at Malborne campus and The Hub) https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 	SLT/Site/Admission	31.08.20		<p>4x4 = 16 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Staff will practice good hand hygiene and social distancing BUT our pupils, in most cases will not be able to and will require a high level of support to facilitate this.</p> <p>If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>
Shared activity and equipment use.	<p>Who? Staff and pupils</p> <p>How? Staff- interaction with equipment that may cause surface transmission of the virus and result in illness or death</p> <p>Pupils- interaction with equipment that may cause surface transmission of the virus and result in illness or death</p>	<ul style="list-style-type: none"> Large shared equipment should not be used – i.e PE mats, soft play etc. Some specialist spaces or equipment will be allocated to a particular class bubble for their sole use. Small shared equipment should be cleaned through after use ready for the next group and its use limited to KS bubbles only without a 72hr 'cooling off' period. Outdoor equipment to be wiped after use, if this is not feasible then the equipment will not be used. No sharing of soft toys or furnishings. Pupil specific equipment such as pens and pencils where ever possible PE equipment not to be shared. 	<ul style="list-style-type: none"> Keep under review whether the use of outdoor play equipment should be used. 	CW	Ongoing		<p>4x4 = 16 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Staff will practice good hand hygiene and spot cleaning, but our pupils, in most cases will not be able to and will require a high level of support to facilitate this.</p> <p>If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>

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Accident reporting Covid-19 incidents	N/A- reporting function	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance, we will contact Laura Fisher in her role as Trust, competent Health & Safety Adviser. 	<ul style="list-style-type: none"> Completion of IOSH managing safely course by Headteacher to allow access to onsite, immediate accredited H&S support for staff 	CW	31.10.20		
Administrative Staff	<p>Who? Staff, pupils and visitors</p> <p>How? All- interaction with shared equipment and multiple people on a daily basis which could cause surface and/or airborne transmission of the virus and result in illness or death</p>	<ul style="list-style-type: none"> Allocated working spaces to reduce surface contamination and cross infection Staff to keep social distances from colleagues, pupils and visitors (use of glass screens) Reduced traffic in admin spaces and use of maximum capacity signage. Operational guidance is in place for all staff and visitors Use of signage regarding expectations Regular cleaning of hard surfaces 	<ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. Display prominently. (Completed at Clayton campus – Action required at Malborne campus and The Hub) https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 	PN/SN	31.08.20		<p>3x4 = 12 (Medium) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Additional layers of safety are in place. The consequences to the health of an individual may be life threatening therefore justifying the medium impact rating.</p>
Personal Protective Equipment	<p>Who? Staff, pupils and visitors</p> <p>How? All- incorrect use of PPE may lead to enhanced spread via surface and/or airborne transmission of the virus and result in illness or death</p>	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing and/or good hand hygiene except where there is no other practical solution. Where close proximity working is required for longer than 15 minutes, PPE (disposal gloves, aprons and masks) are available for use by employees these may only be used with appropriate Personal Protective Equipment donning and doffing techniques. Staff using this equipment MUST have completed watching the mandatory PPE donning and offing video via the Every portal. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Grab bags for suspected cases available from leadership offices on both Clayton and Malborne Campus' Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should receive their care in the same way. PPE should be worn if a distance of 2 meters cannot be maintained from any child, young person or learner displaying coronavirus symptoms. Multi – Agency risk assessment (MARA) will provide advice for PPE under health for medical procedures required in schools. NHS will provide training for FF3 masks prior to re- admission. 	<p>Ensure ongoing sufficient supply and stocks of the following commodities: hand sanitizer, suitable cleaning products, waste disposal equipment, disposable masks, aprons and gloves</p> <p>Work with Health for guidance on PPE for gastrostomy feeds,</p>	PN + Site team CW/AS	Weekly stock check and ordering (<i>NB- mindful not to stock pile and leave other settings without adequate access to required products</i>) At the point at which guidance becomes available	Ongoing	<p>4x4 = 16 (High) out of 25</p> <p>It is most likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. If infection DOES occur PHE may enforce partial or full closure.</p>
Symptoms of Covid-19 – suspected or test positive case	<p>Who? Staff, pupils and families</p> <p>How? Closure of school to specific cohorts or in extreme cases full closure.</p>	<ul style="list-style-type: none"> Staff or pupils exhibiting any symptoms of COVID-19 should not be in school. If anyone, staff or pupil, becomes unwell with a new continuous cough, a high temperature or other symptoms during the day in the school, they will be sent home and advised to follow the stay at home and testing guidance. Anyone presenting Covid-19 symptoms to be isolated according to school protocol awaiting collection. This will take place in the pool atrium on the clayton site and in the meeting room on the Malborne site. Windows will be opened and allocated toilet facilities used (Malborne is the upper staff toilet, which will be closed to others until a deep clean has happened. Clayton the toilet off the atrium is to be used) 	<p>Continue to follow current advice regarding self-isolation and testing Inform transport services.</p> <p>Re-refresh all staff in use of PPE. Contact parents when necessary for self – isolation and use Public Health</p>	CW CW CW	Ongoing 2.9.20 When required		<p>4x4 = 16 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk)
	<p>Staff- additional stress and anxiety caused by risk of virus and provision of remote learning</p> <p>Pupils- Loss of educational provision and access to specialist resources. Additional impact on wellbeing and mental health</p> <p>Families- potential loss of earnings, poverty or loss of employment</p>	<ul style="list-style-type: none"> If a distance of 2m or 1 metre plus cannot be maintained PPE including an appropriate facemask may be worn by staff caring for the child- grab bags are available from the leadership offices. If the child awaiting collection requires personal care, disposable gloves, a disposable apron and a fluid resistant mask these should be worn by the supervising adults. Test and trace: Test and Trace procedures to be followed using flow chart called ' Actions to be taken by schools (version 5 June 2020) Public Health England. Follow advice in 'A guide to NHS Test and Trace in Cambridgeshire and Peterborough (June 2020) If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn In an emergency, if they are seriously ill call 999. After use ensure cleaning of the room and all areas person has been in, following government advice with first warm soapy water, usual disinfectant cleaner and a disposable cloth. Pay particular attention to frequently touched areas. If an area has been heavily contaminated use protection for the eyes, nose and mouth as well as wearing gloves and an apron. Wash hands thoroughly for 20 seconds after removing PPE Other pupils to be moved to safe areas while cleaning occurs. All cleaning items and PPE to be double bagged, stored for 72 hours or until negative test result received and then put in normal waste. Deep clean parts of school if a positive tested case is notified and provide that information to staff and parents. 	<p>England template letters if these are advised.</p> <p>Circulate this information and Public Health England guidance from NHS and on website.</p>	CW	When required		<p>causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating.</p>
Behaviour	<p>Who?</p> <p>Staff and pupils</p> <p>How?</p> <p>Staff- may need to be involved in Physical intervention/support procedures, whilst these would require the use of a high level of PPE due to the proximity to children and other adults it will most likely not be possible to delay the intervention to allow staff to don appropriate PPE. This significantly increased the risk of infection, especially via bodily fluids and/or surface contact</p> <p>Pupils- may be in close physical contact with the member or members of staff providing support. They may also be distressed by the use of PPE if it is able to be used.</p>	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. Pupil behaviour will be continually monitored for COVID-19 compliance. Pupils have digital passports in place which detail their positive support plans. Pupils have individual COVID- 19 Risk Assessments 	<ul style="list-style-type: none"> Briefing session on Trust Behaviour Policy for all staff as a follow up to Every Portal document sharing Direction to staff to read and familiarise themselves with the DPs and RAs for the pupils within their class and KS2 Bubbles as a preventative measure 	CW	03.09.20		<p>4x5 = 20(High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present and could be infected at the time of a physical intervention taking place – the risk of cross contaminations is incredibly high in these situations. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating.</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk)
School Staffroom	<p>Who? Staff and pupils</p> <p>How? Staff- interaction with equipment that may cause surface transmission of the virus and result in illness or death Pupils- interaction with staff who have 'crossed bubbles' and picked up the infection may result in transmission of the virus and result in illness or death Closure of school to specific cohorts or in extreme cases full closure.</p> <p>Both – possible part or full closure due to 'break out' under the direction of PHE</p>	<ul style="list-style-type: none"> • Arrangements are in place to ensure the staffroom is not overcrowded and social distancing can be achieved • Additional, allocated 'Break Out spaces' in place allow for the separation of staff bubbles on the Clayton and Malborne sites (see bubble RA for details of operational implementation) • Signage and guidance on cleaning of surfaces, hand washing and maximum capacity in place • Reminders regarding the need for good hand hygiene and high surface cleanliness via daily briefings • Access to handwashing / sanitisation stations and correct cleaning products 	<ul style="list-style-type: none"> • Bubble RA to be completed (currently awaiting confirmation from Transport to allow for completion) • Bubble RAs shared with staff 	<p>CW</p> <p>CW</p>	<p>31.08.20</p> <p>02.09.20</p>		<p>4x5 = 20 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating. If staff follow the stringent processor and protocol in place the risk can be significantly mitigated.</p>
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> • An equality impact assessment has been completed and can be found on the Shared drive within the policies section – it is available to non-employees upon written request 	Review and update in line with date on policy	CW	September 2020	May 2020	Risk factors covered within this document.
Lack of staff	<p>Who? Staff, pupils and families</p> <p>How? Closure of provision to specific pupils and cohorts or in extreme cases full closure due to staffing ratio and inability to source or provide adequate cover. Staff- additional stress and anxiety caused by reduced staffing, risk of virus and provision of remote learning Pupils- Loss of educational provision and access to specialist resources or staff. Additional impact on wellbeing and mental health Families- potential loss of earnings, poverty or loss of employment if provision is unable to be provided due to staff absence/illness.</p>	<ul style="list-style-type: none"> • Assessment of availability of staff for all activities during the school day, including break and lunchtimes • The extent to which existing planning, schemes of work will need to be adapted • Bubbles arranged into KS groups to allow for flexibility across 3 classes and staff redeployment, if needed within the bubbles. • Overview of staff training to inform decision regarding re-deployment • Group of peripatetic staff who work across bubbles on a campus who can be deployed if necessary are in place within the schools staffing structure. • Contingency planning in place. 	<ul style="list-style-type: none"> • Review minimum safe operating ratios for class groups to support redeployment and daily cover arrangements • Share details of above with staff to ensure they are aware of the decision making process. • Completion of daily cover logs to ensure ability to maintain an equitable system. 	<p>SLT</p> <p>CW</p> <p>AS/SN + Admin</p>	<p>31.08.20</p> <p>02.09.20</p> <p>Ongoing</p>		<p>4x5 = 20 (High) out of 25</p> <p>Even with the mitigations implemented and strict entrance process it still remains likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. They may then continue to access the setting until symptoms present. If infection DOES occur PHE may enforce partial or full closure causing stress and anxiety. The school may reach a point where the staffing for a group or bubble is unsustainable or unsafe due to lack of specialist training- this may result in closure to individuals or cohorts (this would be undertaken in close consultation with the Trust and LA) Additionally, the consequences to the health of an individual who may have become infected as part of a 'break out' may be life threatening therefore justifying the high impact rating.</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	Risk Rating (Likelihood x impact = risk)
							A sustainable contingency plan would allow the vast majority of pupils to attend on a PT basis if parents choose for them to do so and enough staff are available.
Dedicated school transport, including statutory provision	Awaiting confirmation of measure and transportation bubbles – this section will be completed upon receipt of this information						
Learning outside the classroom (day trips, community access and The Hub etc.)	<p>Who? Trust, Staff, pupils and customers</p> <p>How? Trust- risk of liability from public accessing community Hub as customers</p> <p>Staff- additional stress and anxiety caused by risk of virus and pupil lack of understanding of social distancing, pressure of being in additional environments</p> <p>Pupils- Loss of curriculum access and support for PFA. Risk of virus and impact on health and wellbeing</p> <p>Customers- Risk of infection if strict hygiene procedures not followed. Additionally feelings of isolation and/or being unwelcome due to COVID-19 measures</p>	<ul style="list-style-type: none"> All off site activities must be agreed by a member of the SLT Pupils and staff will remain within their consistent bubbles, and may only access venues that have compliant, COVID-secure measures in place. We will continue to work with closely vetted external providers, clubs and organisations for curricular, community based learning. This will take place subject to careful planning and RA alongside a shared understanding and collaboration with regards to venue COVID arrangements and operating procedures. Enhanced cleaning regimes in place Access to appropriate PPE and cleaning materials 	<ul style="list-style-type: none"> RA and COVID-19 compliance checks to be completed for The Hub Use of signage and robust and rigorous operating rules to be developed and implemented prior to re-opening on the 7th September Use of screen for service to be sought and installed at the counter For more information contact Stephen Brown (Outdoor Education Adviser) 	<p>CW</p> <p>CW</p> <p>SN/PN</p>	<p>31.08.20</p> <p>04.09.20</p> <p>07.09.20</p>		<p>4x5 = 20 (High) out of 25</p> <p>It is likely that the virus may be brought into one of our settings via someone in the pre-symptom phase of infection. At this point good hygiene and cleaning regimes are highly effective in containing the spread. Staff will practice good hand hygiene and social distancing BUT our pupils, in most cases will not be able to and will require a high level of support to facilitate this.</p> <p>If infection DOES occur PHE may enforce partial or full closure. Additionally, the consequences to the health of an individual may be life threatening therefore justifying the high impact rating.</p>

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

Transport Arrangements- Action required prior to September opening:

To be agreed with Local Authority Transport that;

- Travel providers are clear about revised travel arrangements,
- They will ensure adequate social distancing arrangements to and from school,
- Inform us of plans for transportation bubbles in good time to allow for arrangements to be made,
- transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus.
- that transport provider will be following hygiene rules.
- There is agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained.