

Covid-19 Risk Assessment



Pride
Passion
Partnership
Professionalism
Positivity

Background

This risk assessment will consider the risks to pupils, staff and others impacted by the infection of a member of the school community attending school (e.g. pupils, staff, contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK. It is based on government guidance, which indicates that it cannot be a 'one-size-fits-all' approach.

The Bridge London Trust has drawn up this risk assessment to meet the needs of those involved in the Trust. There may be minor adjustments for individual schools.

Hazard

Coronavirus (SARS-CoV2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence

The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve and will not require further NHS treatment. While Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who should follow the relevant government guidance.

- **Severity of Disease in Children**

There is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (covid-19)

- **The Age of Children**

There is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (covid-19)

- **Severity of Disease in Adults**

A small proportion of adults suffer a very serious or fatal illness, if infected. The likelihood of serious or fatal consequences is much greater for older people and those with underlying health conditions e.g. the clinically vulnerable and extremely clinical vulnerable for whom personal risk assessments should be completed (see also risk reference 1a below).

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

This risk assessment is based on the the most recent guidance issued by the Department for Education.

Below is a general description of the provision all schools are expected to put in place as part of their mitigation against risk. This is followed by a more detailed description of the mitigation actions being taken by The Bridge London Trust.

A) Essential General Control Measures

applicable to all pupils, staff and others, in all schools, at all times

Procedures in place, including reminders to all adults and children via regular classroom briefings, specific learning and poster displays to ensure:

- Pupils and staff stay at home if
 - Unwell with coronavirus (COVID-19) symptoms
 - or
 - In a household where somebody else is symptomatic
 - or
 - If instructed to do so by the NHS Test and Trace system or by a Public Health England, Camden and Islington Public Health or other health protection team officer
 - or
 - Where quarantine applies following travel abroad
- Pupils, staff and their households understand their obligation to be tested if displaying symptoms and follow NHS guidance.
- Frequent washing of hands with soap and water for 20 seconds and dry thoroughly using the correct hand washing technique. This includes on arrival at the setting, before and after eating, after breaks, after changing rooms and after sneezing or coughing
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Not touch their mouth, eyes and nose.
- Follow the school's procedures for removing any face coverings used on the way to school safely (not touching the front) and either putting them in a plastic bag, if reusable, or disposing in a bin (if disposable), then washing hands.
- Implement normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Follow the school's procedures to minimise physical contact between individuals and maintain social distancing where possible.

B) School Infection Prevention Measures

All schools **must** have processes and facilities in place,

1. To minimise contact with persons unwell with coronavirus symptoms or who have somebody in their household with symptoms, including
 - a. Procedures to ensure staff and pupils in these situations do not attend school
 - b. Procedures to isolate and send home any pupil or staff who develop symptoms while at school
 - c. Procedures to support pupils and staff with engaging with NHS Test and Trace.
 - d. Procedures to contact the local health protection team if anybody who has attended school (staff, pupil, visitor or contractor) has tested positive and then follow Public Health's advice.
2. To enable thorough hand cleansing at appropriate times
 - a. Well maintained, regularly cleaned, hand washing facilities e.g. running water, soap and either electric dryers or disposable hand towels or (where running water not available) hand sanitiser stations stocked with suitable sanitiser available at appropriate locations.
 - b. Pupils and staff educated to cleanse their hands at appropriate times and age appropriate supervision and assistance provided for children where needed.
 - c. Regular reminders of the required behaviours and staff leading by example.
3. Promote good respiratory hygiene by,
 - a. Ensuring tissues and bins with lids are available.
 - b. Bins regularly emptied and tissues re-stocked at appropriate intervals.
 - c. Appropriate education of "catch it, bin it, kill it" approach and support for pupils who need assistance e.g. EYFS and pupils with additional needs.
 - d. Arrangements to safely remove face coverings on arrival at school.
4. Enhanced cleaning – use the methods most recently published by Public Health England on general cleaning in non-healthcare settings.
 - a. Identify rooms and facilities/areas used by different groups/cohorts e.g. toilets, dining halls, play areas,
 - b. Identify frequently touched surfaces (e.g. door handles, toilets, wash hand basins) that require enhanced "frequently touched surfaces" cleaning.
 - c. Schedule frequent and enhanced cleaning for frequently touched areas and areas used by different groups/cohorts, ensuring suitable competent staff and supplies of standard cleaning products and materials are available
 - d. Where cleaning is not practical (e.g. books), arrangements should be put in place to store items out of reach/out of use, so that they are left unused and untouched for 48 hours for most materials and 72 hours for plastics.

5. Minimise contact between individuals and maintain social distancing wherever possible
 - a. Identify appropriate cohorts or pods of consistent groups to minimise the contact between individuals, but still maintain the ability to teach a broad and balanced curriculum.
 - i. Information/education of staff, pupils, parents/guardians/carers and others in the school community to explain how the cohorts/pods work and why they must be maintained.
 - b. Set up facilities to maintain social distancing as far as practical (it is acknowledged that EYFS pupils and those with special needs are not expected to fully socially distance)
 - i. Staggered breaks and lunch times
 - ii. Minimise and manage corridor movements and circulations. This may involve one-way systems, corridors being marked with arrows to separate two-way flow, or a "traffic light" flow management system
 - c. Set up staff facilities to enable social distancing wherever possible, both in the classroom and non-teaching areas such as offices and welfare facilities/staff rooms.
 - i. In EYFS and classrooms for pupils with special educational needs, it is acknowledged that social distancing will not be possible with and among the pupils, so staff should interact with one cohort wherever possible. Any specialist staff working across more than one class/cohort should review their work practices to minimise direct contact with pupils.
 - d. Set up arrangements for pupils arriving and leaving school that keep cohorts/bubbles apart as far as practical, but also prevent gathering of parents and pupils at the school gates and minimise rush hour use of public transport.
 - i. Consider the school's site and demography to decide how this can be best achieved. Options to consider can include,
 - Staggered start and finish times (unless this leads to parents gathering outside the gates with siblings, which is not desirable). Staggering may assist in reducing congestion on public transport, however it will not work where pupils use school buses.
 - Using different entrances, so that cohorts arrive at different points and do not mix
 - ii. Ensure pupils using school buses sit in their pods wherever possible.

| Aspect | |
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| Minimising contact with those that are unwell | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> Parents/carers, pupils, staff, contractors and other visitors will be informed that nobody who is symptomatic or in a household where somebody else is symptomatic may attend school or enter the premises - they must all follow the government’s self-isolation, testing and tracing guidelines. Parents/carers/staff/pupils/visitors etc will be reminded of this by notices at entrances, and communication sent home Any member of staff or pupil demonstrating symptoms should leave site and be tested as soon as possible A letter will be sent to parents stating that this is an expectation The Headteacher of the school to be alerted to the result of the test immediately received. If positive all members of the pod self-isolate for 10 days Prior to receipt of the test result the pod still operates. A pod is different for each of the schools. For some schools a ‘pod’ is the whole school. For others the school has been able to separate staff and pupils into clear pods and avoided cross contamination. If a COVID-19 positive test result is received for anybody (pupil or staff) in the school community, the school should immediately identify close contacts and inform them to self-isolate. They should then contact PHE and London Coronavirus Response Cell (LCRC 0300 303 0450) if there is more than one case to discuss and inform them of the action taken along with the LA | |
| School Specific Response | |

| Aspect | |
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| Responding to children who become unwell at school | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • If anyone becomes unwell (staff or student) with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they should be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home - A fluid- resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. | |
| School Specific Response | |

| Aspect | |
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| Pupil or staff member contacted by NHS Test and Trace as a contact or otherwise informed they are a close contact of someone who has tested positive | |
| Responsible Person | All |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> The person contacted should self-isolate in accordance with NHS Test and Trace instructions (if persons follow these instructions, the likelihood of transmission to others is minimised) | |
| School Specific Response | |

| Aspect | |
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| The new strands of Coronavirus which have greater transmissibility | |
| Responsible Person | CEO/COO |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Ensure all other aspects in this risk assessment are strictly adhered to • Additional PPE to be available for staff use as appropriate • All staff to be offered lateral flow tests twice a week at home • Additional attention paid to separative 'pods' wherever possible • Individual risk assessments undertaken for all at a higher risk | |
| School Specific Response | |

| Aspect | |
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| Cleaning hands | |
| Responsible Person | Estates and Facilities Manager/ Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Ensure that there are sufficient supplies of toiletries and handwashing soap, toilet roll etc • Promote government advice - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • Create systems, signs etc to encourage pupils and staff not to touch their mouth, eyes and nose • Where a sink is not nearby hand sanitizer will be provided • Hand soap/hot water will be readily available and 20 second wash and dry to be encouraged. • Posters around the building on hand washing guidance from PHE. • Staff to extend help to students who have trouble cleaning their hands independently. • Hand sanitiser dispensers will be mounted strategically in the corridors, and in classrooms at a high level for staff and also for staff to assist students in sanitising hands during the day. • Children and staff to be encouraged not to touch mouth, eyes and nose. Posters around the building | |
| School Specific Response | |

| Aspect | |
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| Ensuring good respiratory hygiene | |
| Responsible Person | Estates and Facilities Manager/ Headteachers |
| Actions to mitigate harm | |
| <p>Ensuring good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste - promoting the 'catch it, bin it, kill it' approach</p> <p>Windows to be kept open wherever possible to promote ventilation</p> <p>Doors to be kept open where it is safe to do so</p> <p>Lidded bins to be placed in classrooms</p> | |
| School Specific Response | |



| Aspect | |
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| General Cleaning and Waste Disposal (During the COVID-19 Pandemic) | |
| Responsible Person | Estates and Facilities Manager |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> Enhanced cleaning of toilet facilities Provide staff and parents with clear information about the cleaning that is taking place on a regular basis and after known/suspected infections according to guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Regular cleaning to World Health Organisation standards <p>Additionally:</p> <ul style="list-style-type: none"> Surfaces that children touch during the day such as toys, books will be cleaned as often as possible throughout the day. Surfaces that children/everyone touch during the day such as desks, chairs, light switches, door handles, toilets, etc. will be cleaned at the end of day under the standard COVID-19 cleaning SLA. Engage multiple suppliers and procure in advance so supplies won't run out. (Soaps, Paper Towels/Rolls, Tissues, Disinfectants, Hand Sanitisers, etc.) Periodic clearance of bins throughout the day. Provide guidance on the ongoing cleaning of intimate care facilities Guidance provided re disposal of PPE <p><u>Kitchens and Communal Canteen</u></p> <ul style="list-style-type: none"> It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. <p><u>Waste Disposal</u></p> <ul style="list-style-type: none"> Waste will not to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. Will dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. Will not put them in an extra bag or store them for a time before throwing them away, rather dispose all waste as per standard waste disposal at the end of the day. | |
| School Specific Response | |



| Aspect | |
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| Cleaning and Waste Disposal – After an individual with symptoms of, or confirmed COVID-19 has left the setting/area. | |
| Responsible Person | Estates and Facilities Manager/ Headteacher/ Cleaning Company |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, will be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact will should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. • Disposable clothes/paper rolls/mop heads will be used to clean all the above listed frequently touched areas. • The chemical combination of disinfectant will be one of the options below. <ul style="list-style-type: none"> ○ A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or ○ A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. <p><u>Laundry</u></p> <ul style="list-style-type: none"> • Items will be washed in accordance with the manufacturer’s instructions. Will use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. <p><u>Waste Disposal</u></p> <ul style="list-style-type: none"> • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): a) Will be put in a plastic rubbish bag and tied when full, b) The plastic bag will then be placed in a second bin bag and tied 3) This will be put in a suitable and secure place away from children and marked for storage until the individual’s test results are known within 72 hours. • If the results take over 72 hours, the waste will be disposed as normal waste • If the results come in before 72 hours and show positive contamination, the waste will be disposed as Category B infectious waste. • If the results come in before 72 hours and show negative contamination, the waste will be disposed as normal waste. | |
| School Specific Response | |



| Aspect | |
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| Hydro- Therapy Pool Cleaning and Maintenance | |
| Responsible Person | Estates and Facilities Manager |
| Actions to mitigate harm | |
| <p>Safe Practices are adapted from ATACP Recommendations for safe aquatic physiotherapy practice in relation to the COVID-19 pandemic Recommendations in accordance with Government, NHS, Public Health England (PHE), Chartered Society of Physiotherapy (CSP) and the Pool Water Treatment Advisory Group (PWTAG). Guidance and recommended risk control measures will be sourced directly from the GOV.UK and ATACP website wherever possible.</p> <p>https://www.gov.uk/guidance/working-safely-duringcoronavirus-covid-19/providers-of-grassrootssport-and-gym-leisure-facilities https://atacp.csp.org.uk/publications/guidance-good-practice-aquatic-physiotherapy</p> <p>Daily standard Clean on pool area, shower rooms, and changing rooms will take place.</p> <p>Standard pool maintenance, and standard pool disinfection regime will continue.</p> <p>In case of positive contamination, the pool and pool area will be taken out of action and will be used only after a WHO standard COVID-19 deep clean takes place.</p> <p>Standard Disinfection will include: Pool surrounds, changing rooms and toilets – use a chlorine solution of 1000mg/l ensuring cleaning residues go to drain and not into the pool system at the end of each day. Frequently touched surfaces e.g. door/toilet handles, lockers, changing cubicles – cleaned and disinfected at least twice daily, also when known to be contaminated with secretions, excretions or body fluids. Pool equipment - ideally cleaned after each use submerging in a solution of 100mg/l chlorine for 1 hour, then rinsed off with mains tap water before reuse. The poolside will washed/bucket down at the beginning of the day, and at the end of the day with barriers and benches will be wiped by the site cleaning team.</p> | |
| School Specific Response | |



| Aspect | |
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| Hydro- Therapy Pool Usage | |
| Responsible Person | Estates and Facilities Manager/ Headteachers |
| Actions to mitigate harm | |
| Only school users will use the pool at present | |
| School Specific Response | |

| Aspect | |
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| Use of PPE | |
| Responsible Person | Estates and Facilities Manager/ Headteachers |
| Actions to mitigate harm | |
| <p>Government guidance on the use of PPE can be found here: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Where PPE is required, staff will be provided in guidance on its use</p> <p>Minimise close contact time without negative impact on personal care. Where close contact is necessary, stand behind or beside the pupil, where practicable, rather than face-to-face</p> <p>PPE will be available in all schools and staff may choose to use it</p> | |
| School Specific Response | |

| Aspect | |
|---|--------------|
| Staffing | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Audit staff availability for work and conduct risk assessments where necessary • Draw up staffing structure to best meet the need, identifying 'pods' of children and staff where possible. Please note on some of the school sites a 'pod' will be the whole site. • Match pupils to known adults where possible | |
| School Specific Response | |

| Aspect | |
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| Staff - Clinically extremely vulnerable (previously shielded), clinically vulnerable of higher risk staff working at the school/setting | |
| Responsible Person | Headteachers/ Line Managers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • If staff are identified as clinically extremely vulnerable and have received a letter from the NHS they should work from home. • Staff members who are 28 or more weeks pregnant should work from home • An individual risk assessment should be completed for each staff member who is clinically vulnerable. Where the nature of their job means that they cannot work from home (the situation that will apply to most roles in a school which is fully open) the guidance relating to current restrictions will be followed. In all cases the risk assessment will focus on minimising their risk of exposure while undertaking their job role. • Individual risk assessments will be offered to all in high risk groups or those who are anxious • Review work methods to optimise social distancing, where practicable. • Observe personal hygiene best practice. • The guidance for extremely clinically vulnerable/shielding persons is available at https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 | |
| School Specific Response | |

| Aspect | |
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| Pupils who are clinically extremely vulnerable (previously shielded) or clinically vulnerable | |
| Responsible Person | |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • These pupils should follow the latest government guidance, however some parents may seek medical advice. At present these pupils will be advised to remain at home and access home learning • These children should take advice from their specialist health professional and, where applicable, the school should support the child in following this advice. • Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks. | |
| School Specific Response | |

| Aspect | |
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| Household members of pupils and staff who are clinically extremely vulnerable (previously shielded) or clinically vulnerable | |
| Responsible Person | All |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • The staff and pupils living in households with extremely clinically vulnerable persons should attend school as normal. • The pupils and staff should follow the government advice about personal hygiene measures and social distancing as far as practical, both at school and in the home environment. • Pupils and staff members should be supported by the school to follow personal hygiene and social distancing best practices, where possible. • Families can be referred to the school nursing team, who will individually be able to discuss their concerns and risks. | |
| School Specific Response | |

| Aspect | |
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| Classroom/general activities | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Consistent groups of pupils and related staff will be identified wherever possible, to minimise the numbers of people each individual interacts with. Consideration can be given to other combinations of classes where the curriculum requires. • Where cohorts/consistent groups are bigger than one class, if a member of the cohort is diagnosed with Covid-19, the entire cohort may be advised by Public Health to self-isolate (in addition to the class of the pupil). • In some schools it will not be possible to isolate groups of pupils and staff and in these situations the whole school will be considered as a pod. • Even when schools are able to operate a pod system there may be some staff who cannot remain with a single cohort, because of their role in school. These staff will be briefed to be particularly careful to optimise their social distancing, minimise their close contact with others and use other controls where they need to be close. • Where possible, pupils should remain at the same desk. Where this is not possible desks will have enhanced cleaning. • Where possible, staff should not spend extended periods in very close proximity to pupils • One-way system in place wherever possible • Staggered drop off and pick up times where possible • Different drop off places • Classes to eat in classrooms or in dining rooms with smaller groupings • No physical assemblies • No large group playtimes – staggered play followed by cleaning • Limit activities which cause pupils to be close to each other. • Shared equipment to be cleaned regularly and where possible between each child’s use. • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Parents to be requested to not allow their children to bring toys, books or any other non-essential items to school. • Where possible, reduce the number of items in the classrooms that are not necessary such as furniture. • Pupils may require direct physical intervention from staff, due to young age or learning difficulties. This should be managed as carefully as possible using available best practice guidance. • Limit the amount of toys to what is needed for the group and clean after each use. | |
| School Specific Response | |

| Aspect | |
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| Playground activities Outdoor transmission likelihood believed to be much lower than indoors. | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> Staggered breaks and lunch times to ensure pupils and staff cohorts do not mix in the playground (if two or more cohorts are playing at the same time, each cohort should be in a separate area of the playground and using different equipment). Play equipment should be cleaned regularly. Where a school wishes to rotate cohorts between different areas of the playground, they should clean equipment between each group Hand washing before and after each break and/or use of play equipment. | |
| School Specific Response | |

| Aspect | |
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| Corridors/movements to other rooms, etc. | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Corridors movements should be managed to prevent congestion • Interaction between cohorts and staff should be avoided where possible or limited to as short a period as possible (e.g. crossing briefly in corridors or playgrounds). • Schools will put in place one-way systems and up/down stairs where practicable. Where this is not possible “walk on the left” signage and floor markings may be used if pupils are able to follow these rules. | |
| School Specific Response | |

| Aspect | |
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| Lunch | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> Lunch to be served to pods who should not interact with any other cohort. If any other cohorts are in the dining hall, they must be socially distanced. Tables are high touch surfaces and must be cleaned between each cohort usage (and there should be no shared items (e.g. water jugs, condiments) on tables. School kitchens must operate in line with the government guidance for food businesses on coronavirus/COVID-19 - https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 | |
| School Specific Response | |

| Aspect | |
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| Physical activities | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Outdoor sports and physical education should be prioritised, where possible. • Halls can be used where outdoor facilities are not available (outdoor activities are lower risk than indoor activities). • Where indoor spaces are used, • Meticulous hand and respiratory hygiene must be practised • Meticulous cleaning of indoor sports facilities between groups is required • No contact sports matches until government guidance changes. • See the Association of Physical Education’s guidance https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf | |
| School Specific Response | |

| Aspect | |
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| Arrival/departure | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Pupil arrival and departure arrangements to be managed to minimise interactions between other cohorts and other persons (other parents, visitors, etc) • No parents/carers/visitors to enter school unless absolutely necessary and must be encouraged not to congregate outside the school entrance / exit, | |
| School Specific Response | |

| Aspect | |
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| Maintenance and contractor visits | |
| Responsible Person | Estates and Facilities Manager |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> Contractors to be advised of school’s policies on or before arrival. Their telephone number should be recorded with the other visitor/contractor details, in case NHS Test and Trace need to contact them. Contractors not to mix with any cohort of pupils with their staff, and their arrival time to be pre-agreed. Consider emergency works procedure; classroom activities may need to cease and relocate to an alternative space. Contractors must provide RAMS for all activities on site bearing in mind Covid-19 risk. Where possible, visits should happen outside of school hours. | |
| School Specific Response | |

| Aspect | |
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| Visitors to school sites | |
| Responsible Person | Estates and Facilities Manager/Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Wherever possible having visitors on school sites should be avoided. Onlie/virtual meetings should be held in stead of face to face meetings. • Visitors will be advised in advance not to visit the school if they have a medical condition which will put them at specific risk. • Any visitor entering the school will be required to wash/sanitise hands before they pass through reception and to wear a mask. • Visitors who are due to meet a member of staff should have pre-arranged appointments and be safely escorted to a room large enough for all involved to socially distance.. • All visitors must acknowledge that they have a duty to follow all government Covid19 related instructions and guidance. • Where visitors attend site, their telephone number should be recorded with the other visitor details, in case there is a need to contact them | |
| School Specific Response | |

| Aspect | |
|---|--------------|
| Meetings with staff, parents etc | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Wherever possible, all meetings to be conducted by telephone, video conferencing etc. • Essential other meetings to be conducted with social distancing and hygiene in place. • Parents attending school for drop off and collection should do so in a staggered way, maintain social distancing with staff and other parents and avoid entering the school premises. | |
| School Specific Response | |

| Aspect | |
|---|----------------------------|
| First Aid/III Health (other than Covid-19 symptoms) | |
| Responsible Person | Headteachers/Line Managers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> Further guidance issued to first aiders on providing general first aid, CPR and resuscitation – see https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ | |
| School Specific Response | |

| Aspect | |
|--|--------------------------------|
| Cleaning | |
| Responsible Person | Estates and Facilities Manager |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Cleaning should be done in line with the latest government guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning to be done while pupils not in classrooms. • PPE for cleaning in line with COSHH/cleaning risk assessment, including of metal/hard surfaces and toilet facilities. Normal cleaning materials (e.g. detergents and bleach) to be used following the guidance above. • Instruction provided on how to use PPE correctly including hand hygiene. • Frequently touched surfaces being cleaned more often than normal. • A lunchtime clean of frequently touched areas. • Cleaning staff should collect full waste bags at the end of the school day to avoid entering a classroom when carrying out cleaning in the classroom. • Bins should have lids and foot pedals. • Separate cleaning activities risk assessment must be completed by competent person and communicated to cleaning staff prior to cleaning activities. | |
| School Specific Response | |

| Aspect | |
|---|---------|
| Staff welfare facilities | |
| Responsible Person | CEO/COO |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Separate staff spaces as staff rooms and work spaces to be created wherever possible to reduce staff proximity and cross contamination of hubs • Staff to clean down all equipment before and after use. • Staff should not share cups, crockery and cutlery. | |
| School Specific Response | |

| Aspect | |
|--|---|
| Travel to/from school | |
| Responsible Person | a) CEO/COO b) Estates and Facilities Manager |
| Actions to mitigate harm | |
| <p>a) by foot, bike or private car</p> <ul style="list-style-type: none"> All persons (staff and pupils) to avoid public transport, where possible walking and other forms of travel should be encouraged. Where walking not possible for staff, arrangements to be made for them to park on-site or have on street parking, where possible. <p>b) by public transport</p> <ul style="list-style-type: none"> Face coverings to be worn on public transport, in line with government guidance. School to put suitable procedures /arrangements in place to support the hygienic removal of face coverings on arrival at school. | |
| School Specific Response | |

| Aspect | |
|--|--------------|
| Curriculum activities creating high velocity droplets from mouth/nose e.g. Singing Playing woodwind (oboe, clarinet, flute, recorder, etc.) or brass (trumpet, trombone, etc.) instruments Drama | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Musical distancing (e.g. 2 metres to be applied) • Small groups – maximum 15 • Pupils to be back-to-back or side-to-side (NOT facing) • Well ventilated rooms or outside. • The DfE are expected to shortly publish further guidance detailed relating to music. | |
| School Specific Response | |

| Aspect | |
|---|--------------|
| Curriculum activities requiring close proximity or touching of other persons, e.g. Dance Drama | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Consistent pupil groups maintained. • Equipment to be cleaned regularly. • Personal hygiene (handwashing) to be maintained. • No plays and concerts allowed until government guidance changes. | |
| School Specific Response | |

| Aspect | |
|---|--------------|
| School activities involving multiple cohorts e.g. Wraparound activities (breakfast and after-school clubs, etc.) | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> Keep in cohorts, where practical. Where not practical, keep in consistent small groups for wraparound care, optimise social distancing and ensure any equipment is regularly cleaned. | |
| School Specific Response | |

| Aspect | |
|--|--------------|
| Educational visits (domestic, non-residential) | |
| Responsible Person | Headteachers |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Guidance advises against residential domestic trips. However, non-residential (non-overnight) domestic educational visits can be resumed in the autumn term (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools). • These trips will be risk assessed in the normal way. The risk assessments should include consideration of, • Maintaining consistent groups (cohorts/pods) of pupils • COVID-secure arrangements at the destination. • Public transport to be avoided. | |
| School Specific Response | |

| Aspect | |
|---|----------------------------|
| Testing (Lateral Flow Testing) | |
| Responsible Person | Headteachers/ Testing team |
| Actions to mitigate harm | |
| <ul style="list-style-type: none"> • Staff to be provided with lateral flow home testing kits and encouraged to test twice each week. Any staff who test positive to inform their headteacher/ line manager immediately • Testing of pupils of secondary age to be discussed with parents. If parents want home testing kits to be provided. If onsite testing the below to be actioned: <ul style="list-style-type: none"> ○ Test staff to wear PPE as outlined in support booklet and follow normal safety measures – use of hand gel, social distancing. ○ Individual to stand 2m from seat of registration desk. ○ Test staff to pass barcodes to individuals using minimal contact with labels. ○ All PPE to be replaced at the end of the testing session. ○ Follow instructions on instruction card (from NHS/DfE guidance) when handing sampling kit to individual. ○ Testing processor to prepare Lateral Flow Device cartridge, extraction tube and s=extraction solution on the table in front of participant. ○ Test assistant to supervise the swabbing carefully. Provide instructions for putting swab into vial ○ Ask individual to put vial into testing tray to transport to testing area. ○ Sample processors to wear 2 sets of gloves and change one set after each sample is tested. ○ Follow instructions carefully provided in ‘How to’ Guide and on the instruction card ○ Follow instructions for the removal of PPE ○ Sample disposal and waste disposal – all samples to be disposed of in an unmarked yellow bag as described in DfE ‘How to’ guide. Bag to be securely tied at the end of the day ○ Arrangements made with waste disposers to remove healthcare waste from site ○ All areas to be thoroughly cleaned following test ○ PPE – nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times with handling the extraction solution. Safety glasses, with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages (provided in testing kits). ○ Testing staff not to let product enter drains ○ Adhere to guidelines in training procedures to prevent improper handling ○ Follow any additional guidance to mitigate against inhalation, skin contact or ingestion of any of these chemicals ○ Sample processor and recorder to complete training modules so that they are aware of the procedures and how to record the test results ○ Sample processor to provide results to recorder to log test results online. ○ Ensure that individual to be tested has registered with NHS Test and Trace – provide support if required ○ Ensure that individual enters test results on their Test and Trace site – provide support if required ○ Covid coordinator to keep own site Covid register to keep a record of all results. | |

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| School Specific Response | |
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Future local or whole area lockdowns

We recognise that it is possible that we will have future lockdowns. These might include locking down a pod, a school or the whole area. We are already working really hard to make sure we are ready for this.

All closure decisions will be made through thoroughly considering the whole situation. PHE and the London Coronavirus Centre will be consulted as appropriate.

If closure occurs we will provide online and work pack learning activities for all pupils. This will be matched as closely as possible to the school curriculum. Staff will continue to work on making provision for pupils remotely and through work packs.

In recognition that a future lockdown is possible the schools will continue to work a four and a half day week. The half day will be used to prepare online learning and work pack learning activities which match the curriculum offer and can be initiated immediately.

We are also looking to address the digital equity issues through a range of means prior to any school closure.

Questions

If you have any questions linked to this risk assessment please raise these with your line manager, the school's Headteacher the COO or the CEO.

These are really challenging times and we are incredibly proud of the response our staff have made to the present situation and our pupils and families willingness to work with us. Thank you!