

## Section 1

### Risk Assessment

#### School operation during the COVID-19 pandemic

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking. Please personalise the risk assessment to reflect your school's environment and context

## Section 1

<b>12<sup>th</sup> May 2021</b>	<b>Lighthouse Schools Partnership Trust</b>		<b>Review date:</b>
	<b>East Harptree &amp; Ubley Collaboration</b>		<b>21.5.21</b>
<b>Assessed by:</b>	1. Jane Bailey	Date:	12.5.21
	2. Cathy Brown		21.5.21
<b>Staff:</b>	<p>This latest version will be emailed to all staff for consultation and information with a precis of the major changes written in blue text.</p> <p>Staff training was delivered on 1<sup>st</sup> September 2020 and updated on Friday 5<sup>th</sup> March 2021. Staff will forward an email notification to say that they have attended H&amp;S training (Sep 2020) and understand the implications for safe working practices as outlined in this latest RA 12<sup>th</sup> May 2021.</p>		

## BACKGROUND AND CONTEXT:

From 8<sup>th</sup> March 2021 all schools are required to reopen for all pupils.

This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools updated on 22 February 2021. This risk assessment incorporates the changes to guidance in relation to face coverings with effect from 17<sup>th</sup> May 2021. The guidance is frequently updated and is available here: [Guidance for full opening: schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-full-opening-schools)

The guidance states that:

“We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education. You must comply with health and safety law and put in place proportionate control measures.

To meet these obligations, you must:

- review your health and safety risk assessments in light of this refreshed guidance
- make any necessary changes to your control measures applying the system of controls”

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/903464/staying-covid-19-secure-2020-230720.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf)

The risk assessment will be reviewed in response to updates to government guidance and any examples of shared ‘best practice’ that we receive.

## **Section 2**

### **Part 1: Reopening schools from 8<sup>th</sup> March 2021**

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states:

“We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. This is the set of actions you must take. They are grouped into ‘prevention’ and ‘response to any infection’. If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term.”

#### **The system of controls: protective measures**

Having assessed our risk, the school has worked through the below system of controls, adopting measures in a way that addresses the risk identified in our assessment, works for our school, and allows us to deliver a broad and balanced curriculum for our pupils, including full educational and care support for those pupils who have SEND.

By following the system of controls, we have effectively reduced risks in our school and create an inherently safer environment.

#### **System of controls**

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below. The updated risk assessment has been organised to relate to the system of controls.

#### **Prevention:**

- 1) minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school
- 2) ensure face coverings are used in recommended circumstances
- 3) ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) consider how to minimise contact across the site and maintain social distancing wherever possible
- 7) keep occupied spaces well ventilated

Numbers 1 to 7 must be in place in all schools, all the time.

**In specific circumstances:**

- 8) ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) promote and engage in asymptomatic testing, where available.

**Response to any infection:**

- 10) promote and engage with the NHS Test and Trace process
- 11) manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) contain any outbreak by following local health protection team advice

Numbers 10 to 12 must be followed in every case where they are relevant.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated?  Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards?  (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected?  (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring?  (See Definitions Table 1)	What is the Risk Rating?  (See Risk Rating Matrix Table 2)
<b>Prevention</b>						
1) minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Fatal/Major	<p>Guidance has been issued to the entire school community, including any visitors onsite. Anyone affected must stay at home if they (or their family, support bubble or childcare bubble members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus. They have been informed that they must immediately cease to attend and not attend for at least 10 days from the day after the start of their symptoms or the positive test date, if they did not have any symptoms.</p> <p>The school community has also been informed that they are required to <u>quarantine for this same period having recently visited countries outside the Common Travel Area</u></p> <p>Those affected must follow government</p>	Low	<b>Med 1</b>

				<p>stay at home guidance as follows:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Fatal/Major	<p>Our procedure is that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household, support bubble or childcare bubble (including any siblings) should self-isolate for 10 days from the day after when the symptomatic person first had symptoms or the positive test date, if they did not have any symptoms.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the</p>	Low	<b>Med 2</b>

				<p>shortest possible internal distance to our covered outside areas, or in case of poor weather in East Harptree - group room and Ubley - Mother Hubbard, where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>The area in which they are waiting will be ventilated, if it is safe to do so.</p> <p>All staff are aware of the shortest routes possible.</p> <p>The area used will be cleaned and disinfected using standard cleaning products before being used by anyone else and signs will be displayed to ensure no one else enters the area before it is vacant, and cleaning has been undertaken.</p> <p>If they need to go to the bathroom while waiting to be collected they will use the staff toilet at each school. These will be cleaned and disinfected using standard cleaning products before being used by anyone else and signs will be displayed to ensure it is not used before cleaning has been undertaken.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be</p>		
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			<p>maintained (such as for a very young child or a child with complex needs).</p> <p>In this case the supervising staff member should wear a fluid-resistant surgical face mask if they can't keep 2 metres away from the pupil. If the staff member can't avoid contact with the child, they will follow government guidance contained in:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital, unless advised to.</p> <p>Wherever possible, they will be collected by a member of their family or household. They should avoid using public transport. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE, and all other members of staff or pupils who</p>		
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				<p>have been in close contact with that person with symptoms, if wearing a face mask, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• The symptomatic person subsequently tests positive.</li> <li>• They develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>• They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated).</li> <li>• They test positive from an LFD test.</li> </ul> <p>They are instructed to wash their hands thoroughly for 20 seconds, or use hand sanitiser, after any contact with someone who is unwell.</p> <p>Cleaning will be undertaken in line with DfE guidance:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	<p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid.</p>	Low	<b>Low</b>

				<p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>		
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	A Paediatric trained first aider (with a full PFA certificate) is present when EYFS pupils are on site.	Low	Low
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents will be advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) are known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans are shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers are easily accessible and their whereabouts known by staff</p>	Low	Low

				<p>and pupils. Pupils requiring these are in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables are cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom/dining area for longer than necessary.</p> <p>We will adapt lunchtime and break time arrangements where appropriate in response to the allergies of the specific children in our school e.g. restrictions on the food that can be consumed on the premises.</p>		
2) ensure face coverings are used in recommended circumstances.						
Use of face coverings (in the context of the coronavirus (COVID-19) outbreak, a face	Failure to use face coverings in areas where it is difficult to maintain social distancing increases the likelihood of exposure to	Pupils and staff	Serious	<p>For all schools:</p> <p>In all schools, face coverings only need to be worn in the classroom by staff if they move between bubbles and cannot maintain 2 metres social distancing.</p>	Low	<b>Low</b>

<p>covering is something which safely covers the nose and mouth)</p>	<p>coronavirus in the school community.</p>			<p>In all schools, face coverings should be worn by staff and visitors in situations outside of classrooms where bubble populations mix and where social distancing is difficult (for example, indoors when moving around in corridors and communal areas).</p> <p>In addition to the above, any member of staff or pupil may wear a face covering in any further situation at their own discretion.</p> <p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks will be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) will be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on.</p> <p>Staff have been consulted on this approach and face coverings are provided for staff by the school if necessary. Any further purchases of face coverings by the school for pupils or staff will be of 3-layer face masks. Staff and students are encouraged to wear 3-layer face masks but can</p>	
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				<p>purchase or make face coverings of their own choice as long as they fit comfortably and securely over the nose and mouth. It is recommended that they are compliant with government guidance.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, will be provided by the school on request. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19) and can therefore be used as an alternative to other face coverings.</p> <p>Face visors or shields must not be worn/used as an alternative to face coverings, although we will always recognise <u>government guidelines on exemptions</u>. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>Visors are used in addition to a face covering for all staff who work with pupils on a 1:1 basis and cannot maintain 2m distance. They are always cleaned regularly throughout the day.</p>		
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				<p>Staff and pupils will remain within their defined groups wherever possible. Where this is not possible additional precautions, such as the wearing of face coverings by staff, will be implemented if 2 metres social distancing cannot be maintained at all times. We will always recognise government guidelines on exemptions.</p> <p>Face coverings will be worn at all times by other adults that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. This includes other adults such as specialists, therapists, clinicians, supply staff and other temporary or peripatetic staff, volunteers and ITT trainees. We will always recognise government guidelines on exemptions.</p> <p>This approach has been explained to parents and carers in letters, newsletters and via text message and is clearly signposted within the school grounds.</p> <p>In cases of non-compliance the member of SLT on duty will remind adults not wearing face coverings of the requirement to do so. In the case of continued non-compliance this will be followed up by letter reiterating our approach. Further non-compliance will lead to the head teacher sending a Final Warning Letter. As a last resort the head teacher and in the case of further non-cooperation, in consultation with the</p>		
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				<p>Trust, will consider the potential of approaching DS and activating the 'Landlord Right' to warn the parent/carer and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.</p> <p>Cases of non-compliance will be considered to ensure that we meet our responsibilities for Health and Safety and the control measures in this risk assessment. Whilst ensuring that pupils still have access to education, ultimately this may mean that students do not have access to classroom provision and may be required to work remotely, either from the school site or from home. We will always recognise government guidelines on exemptions.</p>		
	Staff or visitors exempt from wearing a face covering	Staff Visitors	Serious	<p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties.</li> <li>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul> <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs, noting that some people are less able to wear face</p>	Low	<b>Low</b>

				coverings and that the reasons for this may not be visible to others.		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	<p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in line with this risk assessment. This process has been communicated clearly to staff and visitors.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Separate guidance is available on preventing and controlling infection, including the use of PPE, in <u>education, childcare and children’s social care settings</u></p>	Low	<b>Low</b>
3) ensure everyone is advised to clean their hands thoroughly and more often than usual.						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with hand sanitiser or with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> <li>on arrival at school</li> </ul>	Low	<b>Low</b>

				<ul style="list-style-type: none"> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• when they change rooms</li> <li>• before food preparation</li> <li>• before and after eating any food, including snacks.</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Paper towels will be used to dry hands in preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group', hand sanitiser will be available. Fox Class at East Harptree does not have access to a classroom sink.</p>		
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed'.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action</p>	Low	<b>Low</b>

				<p>to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the buildings.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>		
4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach						
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, bin it – tissues are available in all classrooms, staffroom and reception at a minimum.</p> <p>The message is reinforced with pupils and, where necessary, pupils should be supported to get this right.</p> <p>Covered bins are available for the disposal of used tissues.</p>	Low	
5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach						
Cleaning	Person contracts COVID19 as a result of inadequate cleaning	Pupils and staff	Fatal/Major	<p>For schools with contract cleaning: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>For schools employing their own cleaners: Our cleaning specification has been reviewed to ensure we comply with requirements set out in</p>	Low	<b>Low</b>

			<p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Guidance has now been updated see links above.</p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>Our document stating how this will be applied and inspected in practice has been shared with relevant staff and is available from the school's office.</p> <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these will be at the beginning or the end of the working day.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Kettles</li> <li>• Taps</li> <li>• Switches</li> <li>• Phones</li> <li>• Laptops /</li> </ul>		
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				<ul style="list-style-type: none"> <li>Printers and photocopiers</li> <li>Staffroom/ food preparation</li> <li>Bathrooms</li> <li>Surfaces that pupils are touching e.g. toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</li> </ul> <p>A separate schedule is available at each school.</p> <p>Direct Cleaning &amp; in-house Janitorial services will be available at both schools during the school day for this purpose.</p> <p>Lids on toilets, where available, will be closed when not in use</p>		
	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc.</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	Low	<b>Low</b>
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	<p>Staff and pupils will have individual pens, pencils etc. that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p>	Low	<b>Low</b>

				<p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours for plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>Water fountains remain out of use with all children bringing in their own water bottles.</p>		
	Harder to clean items	Pupils and staff	Serious	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p>	Low	<b>Low</b>
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, books, and stationery. Bags and book bags are allowed.</p> <p><b>Pupils and teachers can take books and other shared resources home.</b></p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	Low	<b>Low</b>
	Items requiring laundry	Pupils and staff	Serious	<p>We do not launder any items within school.</p>	Low	<b>Low</b>

6) consider how to minimise contact across the site and maintain social distancing wherever possible						
Individual pupil medical requirements	Pupils in identified groups are vulnerable to contracting Coronavirus.	Extremely clinically vulnerable pupils	Fatal/ Major	<p>We will follow government guidance (22/2/21) that states that: The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p>We may request from parents / carers sight of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we shall immediately offer them access to remote education such as the Trust's Home</p>	Low	<b>Low</b>

				<p>Learning Offer. We shall keep a record of, and monitor, engagement with this activity but this will not be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
		Clinically vulnerable pupils	Serious	These pupils should attend school	Low	<b>Low</b>
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils should attend school	Low	<b>Low</b>
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupils should attend school	Low	<b>Low</b>
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	We have taken note of government guidance (22/2/21) stating that: CEV staff are advised not to attend the workplace. This is the case even after they have been vaccinated. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required). Any	Low	<b>Low</b>

				<p>CEV member of staff, that have received such a letter, will not be able to attend school while this guidance is in place.</p> <p>CEV staff should talk to their line manager about how they will be supported, including to work from home where possible. We will continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>All other staff can continue to attend work the workplace, including those living in a household with someone who is clinically extremely vulnerable, where home working is not possible. It is especially important that they diligently follow the control measures in this risk assessment.</p> <p>The Government have issued guidance for those classed as CEV:</p> <p><a href="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">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</a></p>		
		Clinically vulnerable including pregnant women	Serious	<p>We have taken note of government guidance (22/2/21) as follows:</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p>	Med	<b>Low</b>

				<p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>Specific guidance is available for pregnant women:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p>We will carry out an individual risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on <a href="#">workplace risk assessment for vulnerable people vulnerable people working in other industries</a>.</p> <p>For pregnant women that are considered as CEV please refer to the CEV section above. For pregnant women that are considered as CV please refer to the CV control measures above.</p> <p>CV pregnant women, of any gestation should not be required to continue</p>		
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				<p>working in school if this is not supported by an individual risk assessment.</p> <p>Additional mitigation for pregnant women, those breastfeeding, or have given birth within the last 6 months, if not able to work from home, is to always maintain 2 metres distance from other adults or pupils. If at all possible, close contact work with pupils should be avoided. If the working environment does not allow 2 metres distance then working in a different capacity or changes to the working environment should be made e.g., moving furniture or, if the classroom of a teacher in this category does not allow 2 metres distance, then they may need to swap to a different classroom etc. These mitigations apply to all women in this category but the opportunity for homeworking or working in a different capacity should be prioritised for those who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus.</p>		
		Those living in a household with a person who is extremely clinically vulnerable.	Serious	<p>These staff members are attending work.</p> <p>We will follow government guidance (22/2/21) that states that: Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</p>	Low	<b>Low</b>
		Those living in a household with a	Serious	These staff members are attending work.	Low	<b>Low</b>

		person who is clinically vulnerable. (Including pregnant)		We will follow government guidance (22/2/21) that states that: Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.		
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>We note that it is permissible for supply staff and other temporary works to move between schools.</p> <p>We ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with other staff and pupils as far as is practicable.</p> <p>Face coverings will be worn at all times by supply teachers, other temporary or peripatetic staff that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. We will always recognise government guidelines on exemptions.</p> <p>All casual staff will be required to read and agree to the actions in this risk assessment.</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p>	Low	<b>Low</b>
Use of trainees and students	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>We have no trainees or students working at the schools currently. However, we note that, trainees and students are able to work at the school, as would usually be the case. Where possible they will be attached to a consistent group or bubble</p>	Low	<b>Low</b>

				<p>All trainees and students will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of trainees or students across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p>Face coverings will be worn at all times by trainees and students that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. We will always recognise government guidelines on exemptions.</p> <p>All trainees and students will be required to read and agree to the actions in this risk assessment</p>		
Use of volunteers	Potential for the introduction of coronavirus into the school	Staff and pupils	Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p>Face coverings will be worn at all times by volunteers that move between settings or groups if they cannot maintain 2 metres distance from other adults or pupils. We will always recognise government guidelines on exemptions.</p>	Low	<b>Low</b>

				All volunteers will be required to read and agree to the actions in this risk assessment		
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to minimise contacts, and mixing, and to maintain social distancing on site including:</p> <ul style="list-style-type: none"> <li>• Staggering opening and departure times to keep groups apart as they arrive and leave.</li> <li>• Opening up playgrounds etc. to increase opportunities for parents/carers to socially distance while waiting.</li> <li>• Advising parents that only one person should attend to deliver/pick up their child.</li> <li>• Erected signage and barriers to remind those visiting the site of social distancing requirements.</li> </ul> <p>Pupils have been advised of the appropriate entrance and exit to use.</p> <p>There will be no opportunities for groups of pupils to congregate on site before and after school.</p> <p>Parents/carers will be asked to continue to wear face coverings on the school site when within the school buildings.</p> <p>Parents/carers will also be asked to continue to wear face coverings when outside in the school grounds, as the</p>	Low	<b>Low</b>

				grounds are not sufficient to enable appropriate social distancing		
	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Assemblies, performances, visiting groups etc. will not take place until further notice.  Microsoft Teams etc. may be used as a replacement	Low	<b>Low</b>
Grouping pupils and social distancing of pupils: <b>Early Years</b>	Exposure to infection	Pupils and staff	Serious	We will minimise the opportunities for children to mix within the school – keeping in class bubbles.  Staffing will be as consistent throughout the day and week as possible (recognising that some staff will work on a part time basis and across our collaboration).  Face coverings will be worn at all times by staff that move between schools or groups if they cannot maintain 2 metres distance from other adults or pupils. We will always recognise government guidelines on exemptions.  All of the above will be undertaken whilst ensuring that it does not affect the quality and breadth of teaching or access for support and specialist staff and therapists. We may have to allow mixing in wider groups for areas such as specialist teaching, wraparound care or transport.  We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In line	Low	<b>Low</b>

				<p>with the control measures set out in the guidance below we will ensure:</p> <ul style="list-style-type: none"> <li>• that individual groups use the same area of the school throughout the day as much as possible</li> <li>• that sharing of toys and resources is reduced.</li> <li>• that any toys or resources that are shared can be easily cleaned between different groups' use.</li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-b541-6b62ca6930f8&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-b541-6b62ca6930f8&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p>		
Grouping pupils and social distancing of pupils:	<p>Exposure to infection</p> <p>Classroom teaching</p> <p><b>Primary</b></p>	Pupils and staff	Serious	<p>We are following government guidance of 22/2/21.</p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group based on the school's class structure - no more than 30 pupils and that that group stays away from other people and groups, as far as possible.</p> <p>Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Groups will use the same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks <b>and will maintain this</b></p>	Low	<b>Low</b>

			<p>arrangement in – Otter &amp; Squirrel Classes at EH &amp; Otter &amp; Fox Classes at U.</p> <p>Both Hedgehog classes, Fox Class at EH and Squirrel Class at U can rearrange desks into groups to suit teaching requirements.</p> <p>All of the above will be undertaken whilst ensuring that it does not affect the quality and breadth of teaching or access for support and specialist staff and therapists. We may have to allow mixing in wider groups for areas such as specialist teaching, wraparound care or transport.</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible and to wear face coverings if they move between bubbles or groups and when 2 metres social distancing cannot be maintained.</p> <p>This guidance is reinforced on a regular basis particularly where staff work ‘across’ bubbles or schools.</p> <p>Groups will use designated toilet facilities.</p> <p>We will use the same staff each day as far as possible, allowing for job shares, PPA, sports &amp; lunchtime staff. Groups will use the same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks as far as possible. It may be necessary for our younger pupils to</p>		
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				<p>have desks grouped to support their social and emotional development – this will be decided by the EYFS/KS1 class teachers</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible.</p> <p>All staff will wear a face covering when in classrooms if they move between bubbles or groups and when 2 metres social distancing cannot be maintained.</p> <p><b><u>Crossing bubbles at each school:</u></b></p> <p>PH sports will adhere to this risk assessment as well as all staff who need to cross bubbles e.g. PPA cover, job shares, covering a colleague:</p> <ol style="list-style-type: none"> <li>1) Where ever possible the 2-meter rule will be observed; if this is not possible then the adult will wear a face covering.</li> <li>2) Adults, where ever possible, to stand behind the taped area in the classroom and keep 2 meters apart from children</li> <li>3) Adults to keep 2 meters apart from other adults within school – especially in communal areas or wear a face covering.</li> <li>4) Regular hand washing procedures must be observed</li> </ol> <p>We will take opportunities, where possible, to deliver parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p>		
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Small Group Work	Exposure to infection	Pupils and staff	Serious	<p>Where close contact/small group work is undertaken outside of an established group/bubble pupils and staff members will remain 2 metres apart wherever possible.</p> <p>Where this is not possible additional precautions including the use of face coverings and increased hygiene protocols must be undertaken. Further control measures such as visors or screens are also recommended.</p>	Low	<b>Low</b>
Curriculum delivery: Music, Dance and Drama	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff		<p>We have an operating procedure for cleaning any shared instruments.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a></p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> <li>• Playing instruments and singing in groups will take place outdoors where possible. If indoors we will limit numbers where necessary to take account of space.</li> <li>• If playing indoors using a room with as much space as possible e.g. large room with high ceiling. We will limit numbers to ensure sufficient ventilation and the ability to socially distance.</li> </ul>	Low	<b>Low</b>

				<ul style="list-style-type: none"> <li>• Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.</li> <li>• In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons e.g. conductors or accompanists must be observed. Current guidance is that if the activity is face to face and without mitigating actions 2m is appropriate. Pupils will use seating where practical to help maintain social distancing.</li> <li>• Pupils should be positioned back to back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</li> <li>• We will encourage singing to be carried out quietly.</li> </ul> <p>When handling instruments:</p> <ul style="list-style-type: none"> <li>• Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person.</li> <li>• Sharing equipment will be avoided.</li> <li>• Instruments should be cleaned by the pupils playing them where possible.</li> </ul>		
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				We are not able to work with external organisations for the delivery of music lessons as social distancing cannot be maintained at the current time on either site in our designated group rooms.		
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>PE lessons may be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within our own system of controls.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the</p>	Low	<b>Low</b>

				<p>government are permitted. These sports are on the list available at grassroots sports <a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events</a>.</p> <p>Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on grassroots sports for public and sport providers, safe provision and facilities</a>, and <a href="#">guidance from Sport England</a></li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• <a href="#">guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance</a> documents.</li> <li>• <a href="#">using changing rooms safely</a></li> </ul> <p>We are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will consider carefully how such arrangements can operate within their wider protective measures.</p>		
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				<p>We will continue to work with our external coaches -PH Sports.</p> <p>Football &amp; Netball Club is under review but will not yet resume after school. Friday Football Club at EH will not resume for individual bubbles until further notice. PH Sports will follow our RA arrangements and operate within their own wider protective measures.</p>		
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Virtual tours will be provided for prospective parents and carers.</p> <p>If it is necessary for parents and carers to visit in person, we will ensure:</p> <ul style="list-style-type: none"> <li>• face coverings are worn.</li> <li>• there is regular handwashing, especially before and after the visit.</li> <li>• we hold visits after hours. If this is not possible, we will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed.</li> <li>• that the area visited is fully cleaned before reoccupation by staff and pupils.</li> </ul> <p>Prior to a visit, we will ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> <li>• of the system of controls</li> <li>• how this impacts them and their responsibilities during their visit</li> </ul> <p>how to maintain social distancing from staff, other visitors, and children other than those in their care</p>	Low	<b>Low</b>
	Staffing ratios insufficient for pupil	Pupils and staff	Serious	We will utilise other suitably qualified members of staff within the school	Low	<b>Med 3</b>

Staffing availability and ratios	numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.			alongside casual staff/agency staff to cover absence where possible.  Small staff teams in each school creates a challenge in this area.		
	Daily variation in staffing means that the school is unable to operate safely for all groups of pupils.	Pupils and staff	Serious	Staff have been advised that they must inform Mrs Bailey and Mrs Brown as soon as possible if there are any changes in their circumstances that will affect their ability to work.  The Head will contact the Chief Executive/Chief Financial and Operating Officer if part closure is necessary due to insufficient staff available. The school will work with the Trust to put in place alternative arrangements e.g. the Trust's home learning for any period of temporary closure.  We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice via Teacher to Parents texting service.	Low	Low
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	Measures necessary for additional ventilation of the building have been reviewed and will not compromise fire safety or site security arrangements.  We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.	Low	Low

				<p>We will carry out emergency drills as normal (following social distancing as appropriate). We have made adjustments to our fire drill to allow for social distancing as appropriate.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>		
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We have reviewed start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time.</p> <p>Start &amp; finish times have been provided to all stakeholders.</p> <p>Younger pupils with older siblings and/or those on school transport will arrive &amp; leave in line with agreed timings.</p> <p>Bus pupils will be collected from the classrooms once the buses arrive at EH. Ubley pupils will socially distance in playground.</p>	Low	<b>Low</b>
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We will arrange for pupils to access rooms directly from outside where possible – this is not possible for Fox Class at EH.</p> <p>Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways. This is not possible at EH when 4 classes are in use, however routes have been planned to minimise contact.</p>	Low	<b>Low</b>

				<p>Arrangements are in place to stagger break times and lunchtimes to reduce numbers from different groups accessing circulation routes.</p> <p>Afternoon arrangements - timetabled use of outdoor areas.</p>		
Lunchtimes and break times	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Liaison with catering contractors is in place.	Low	<b>Low</b>
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Pupils will eat in classrooms.</p> <p>Supervision can be achieved with one member of the bubble staff remaining in each classroom while the children eat.</p> <p>Cleaning is carried out before and after the consumption of food.</p>	Low	<b>Low</b>
	Exposure to infection from inadequate social distancing: break times	Pupils and staff	Serious	<p>Outside areas will not be shared. Pupils will remain in their distinct groups and in designated areas.</p> <p>Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously.</p> <p>Adequate arrangements have been made for staff to maintain social distancing during break times.</p> <p>The use of staff rooms has been minimised, although staff still have a</p>	Low	<b>Low</b>

				<p>break of a reasonable length during the day.</p> <p>Other alternatives to the use of staff rooms will be used wherever possible e.g. external space, taking breaks in classrooms etc. If there is not alternative to using the staff rooms, 2 metres' distance will be maintained at all times along with good ventilation. Staff will wear face coverings when moving around the staff room. We will always recognise government guidelines on exemptions.</p>		
Afterschool and Breakfast Clubs	<p>Arrangements for infection control, social distancing etc. are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.</p>	All members of the school community	Serious	<p>We will continue to offer this provision for children attending our site. Updated guidance for operating may be found as follows:  <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p>Where parents are using external childcare providers or out of school extra-curricular activities for their children, we will advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</p>	Low	<b>Low</b>

				<p><u>An external provider is used on school premises:</u></p> <p>We have liaised with PH Sports to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it. We have shared information re: our grouping of pupils so that these are maintained where possible. PH Sports, risk assessment has been reviewed and matches the schools' risk assessment. BASC will take place in designated area at EH and at Ubley. PH Sports are responsible for all cleaning &amp; safety measures on school site.</p> <p>Sports provision should be compliant with the arrangements for physical education set out in this risk assessment. <b>As with physical activity during the school day, contact sports should not take place.</b></p>		
Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff Wider community	Serious	<p>If planning an indoor or outdoor face-to-face performance in front of a live audience, we will follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. <a href="https://www.gov.uk/guidance/performing-arts-working-safely-during-coronavirus">Performing arts - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p>	Low	<b>Low</b>

				<p>If planning an outdoor performance we will also give particular consideration to the guidance on delivering outdoor events. <a href="#">Keeping workers and audiences safe during COVID-19 (England) (eventsindustryforum.co.uk)</a></p> <p>We will still consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p>		
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	<p>All educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see <a href="#">Contents   (oeapng.info)</a> )</p>	Low	<b>Low</b>

				<p>We note that schools can undertake domestic residential education visits, from 17 May.</p> <p>Any domestic residential educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time.</p> <p>We will keep children within their consistent groups (bubbles) for the purpose of the visit and follow guidance set out in Appendix C <a href="#">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a> which sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3 of the roadmap.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</p>		
Transitional, taster and open days	<p>Inadequate social distancing leads to exposure to coronavirus.</p> <p>Poor record keeping leads to difficulties in tracing contacts should this be required.</p>	Pupils and staff	Serious	<p>We will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and aligned with the advice contained within the latest guidance and the roadmap out of lockdown.</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Adherence to guidance re: group sizes</li> <li>• Maintaining bubbles and records of attendees</li> </ul>	Low	

				<ul style="list-style-type: none"> <li>• Social distancing for staff working with groups of pupils</li> <li>• Social distancing and guidance for meeting with others for interactions between staff, parents/carers and their children</li> </ul> <p>We will not be conducting home visits</p>		
Social distancing with other children/young people	Attendance at multiple settings (e.g. wrap around care, Early Years attendance at different providers on different days of the week or dual registered at a special school.	Pupils and staff	Serious	<p>We have advised parents that, where possible, they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (e.g. as part of provision outlined in an EHP). In these circumstances we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p> <p>While some adjustment to arrangements may be required, pupils in this situation will not be isolated as a solution to the risk of greater contact, except when required by specific public health advice.</p>	Low	<b>Low</b>
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Reception areas have been adjusted, where possible, so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p>	Low	<b>Low</b>

				<p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Visitors to the school have the opportunity to check in via the NHS COVID-19 app and a QR code is displayed in the school's reception area for this purpose.</p> <p>If a visitor chooses not to check in using the NHS COVID-19 app, we will collect, store and dispose of contact details in line with Government guidance.</p> <p><a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect</a></p> <p>Consultations with parents/outside agencies etc. will take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments are online/ contactless where possible. Office staff wear gloves when handling cash.</p> <p>Hand sanitiser is available alongside signing in arrangements and staff/visitors are reminded to sanitise before and after signing in.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>		
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	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Delivery drivers use the school intercom system on arrival.</p> <p>School staff advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>	Low	<b>Low</b>
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular updates are provided to all members of staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>We will deploy the range of behaviour remedies if behaviour becomes unacceptable, from warning to full banning from site/sect 547 warnings/action.</p>	Low	<b>Low</b>
Other work areas e.g. Offices	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are encouraging all employees, with the exception of those in the clinically extremely vulnerable group, to return to work where possible to support the effective running of the school.</p> <p><b>CEV</b> staff that can undertake an activity from home, without detrimentally affecting the work of the school should discuss doing so with their line manager.</p> <p>Staff working in shared offices should be considered as being in a bubble but</p>	Low	<b>Low</b>

				<p>should still maintain 2 metres social distancing wherever possible.</p> <p>Anyone entering an office, that is not part of the office bubble, should wear a face covering if they cannot maintain 2 metres social distance at all times.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture has been reconfigured in staff areas to allow 2m distancing.</p> <p>Room capacity is adhered to: 2 member of staff in East Harptree staff room, 2 members of staff in East Harptree kitchen. 2 members of staff in Ubley staff room.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. at Ubley. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>		
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will</p>	Low	<b>Low</b>

				<p>remain entirely separate from the school community.</p> <p>A record will be kept of all visitors, that choose not to check in via the NHS COVID-19 app and a QR code, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p>		
Travelling to and from school	Risk of exposure to coronavirus whilst using dedicated school transport.	Pupils and staff	Serious	<p>Transport providers are aware of any changes to start and finishing times.</p> <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent.</p> <p>Our expectations are that for dedicated transport parents and transport providers will consider:</p> <ul style="list-style-type: none"> <li>• distancing should be maximised and mixing of groups should be minimised where possible and practical.</li> <li>• use of hand sanitiser upon boarding and/or disembarking.</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible to ensure that distancing is maintained.</li> <li>• clear information for parents and children about the arrangements that are needed for picking up and dropping off children at their home destination.</li> <li>• That children and young people over the aged 11 and over wear a face</li> </ul>	Low	<b>Low</b>

				<p>covering when travelling on dedicated school transport.</p> <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed, and appropriate distance kept between passengers.</p>		
	<p>Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school).</p> <p>(Predominantly applicable to secondary pupils)</p>	Pupils	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> <li>We will encourage pupils to walk or cycle to school where possible.</li> </ul>	Low	<b>Low</b>
	<p>Risk of exposure to coronavirus whilst using school vehicles.</p>	Pupils and staff	Serious	We have no school vehicles	Low	<b>Low</b>
	<p>Potential for increased exposure to coronavirus (and potential for introduction into the school) through staff use of public transport at peak times.</p>	All staff	Serious	None of our staff use public transport when travelling to work.	Low	<b>Low</b>
7) always keep occupied spaces well ventilated						

Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	Low	<b>Low</b>
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	<p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.</p> <p>We have one air-conditioning unit in Ubley Fox Class which can be used.</p> <p>We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time.</p> <p>We maintain our air conditioning units in accordance with the manufacturers' recommendations.</p>	Low	<b>Low</b>
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. There are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc. will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>	Low	<b>Low</b>

				<p>Instructions have been provided to all staff, before pupils return, to make sure everyone is clear about the importance of safely closing doors and windows, including any temporary 'hold open' measures as part of leaving the building.</p> <p>We have reviewed and updated our fire risk assessment accordingly.</p>		
	<p>Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.</p>	<p>All premises occupants</p>	<p>Serious</p>	<p>Occupied areas of our building are heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This is achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors will also be used to assist with creating a throughput of air.</li> <li>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>We note the following advice from HSE:</p> <p><a href="https://www.hse.gov.uk/temperature/thermal/managers.htm">https://www.hse.gov.uk/temperature/thermal/managers.htm</a></p>	<p>Low</p>	<p><b>Low</b></p>

				<p><a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a></p> <p>NB Minimum workplace temperature is 16 degrees centigrade.</p> <p>Once the school is in operation, we ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are also used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts.</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.</li> <li>• rearranging furniture where possible to avoid direct drafts.</li> </ul>		
Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and pupils	All premises occupants	Serious	<p>Where temporary devices are deployed, we ensure that:</p> <ul style="list-style-type: none"> <li>• electrical sockets are not overloaded.</li> <li>• heaters are suitably guarded so as not to cause injury to staff and pupils.</li> <li>• cables etc. do not form trip hazards.</li> </ul>	Low	<b>Low</b>

				There is a regime in place to ensure that all devices are switched off when not in use and that this is checked at the end of the day class staff and double checked by cleaning staff.		
General						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils will include information about:</p> <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site.</li> <li>• Arrangements for infection control</li> <li>• Pupil groupings</li> <li>• What school day will look like.</li> <li>• Expectations for attendance</li> <li>• Expectations for the wearing of school uniform (government guidance is that this should be worn as usual).</li> <li>• Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing.</li> <li>• How we are requiring the use of face covering for staff and other visitors</li> </ul>	Low	<b>Low</b>

				<ul style="list-style-type: none"> <li>What will happen if there is a case of coronavirus at the school.</li> </ul> <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at:</p> <p><a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</a></p>		
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc. for individual pupils. Plans will be reviewed before the start of each term to ensure that pupil's needs are met.</p>	Low	<b>Low</b>
	Anxiety re: coronavirus and constraints of new learning environments	Pupils and staff	Serious	<p>We recognise that some pupils may experience a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. We will help pupils to contextualise these feelings as normal responses to an abnormal situation.</p>	Low	<b>Low</b>

				<p>We will utilise pastoral and extra-curricular activities to support wellbeing such as:</p> <ul style="list-style-type: none"> <li>• support the rebuilding of friendships and social engagement</li> <li>• address and equip pupils to respond to the impact of COVID-19 and associated restrictions</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul> <p>At EH &amp; U school:</p> <ul style="list-style-type: none"> <li>• Embed “Mindfulness” sessions across both schools. To ensure all children are feeling well and positive in their school environment.</li> <li>• To support children’s mental wellbeing. To help children to pause and “be”.</li> <li>• To identify certain children who needs extra support with their emotional wellbeing. Teacher to support pupils 2x a week.</li> <li>• PSHE - Jigsaw in both schools including catch up/ group element of resource. To ensure children are emotionally and physically well. To ensure all pupils feel positive about returning to school</li> <li>• TA Theraplay training to support selected pupils.</li> </ul>		
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	Anxiety from parents and young children when starting at a new early years setting	Pupils and community	Serious	<p>When settling in children new to an early years setting, we will ensure that parents and carers:</p> <ul style="list-style-type: none"> <li>• wear face coverings in line with arrangements for staff and other visitors to the setting.</li> <li>• stay for a limited amount of time (ideally not more than an hour)</li> <li>• avoid close contact with other children.</li> <li>• are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child.</li> </ul> <p>We will explain these expectations, verbally or in writing, to parents and carers before or on arrival at our setting.</p>	Low	Low
	School is unable to meet the needs of pupils with an EHP	Pupils	Serious	<p>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual pupils as far as possible.</p> <p><a href="https://get-help-with-remote-education.education.gov.uk/send">https://get-help-with-remote-education.education.gov.uk/send</a></p>	Low	Med 4
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	<p>The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.</p> <p>Consistent methods of communication ensure that staff, pupils and parents are aware of these.</p>	Low	Low

	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.  We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.	Low	<b>Low</b>
	Pupils behaviour escalates and presents a risk to staff and other pupils	Pupils and staff	Serious	Class teachers have identified a 'safe space' - for their pupils who need to leave the lesson rather than having a 'meltdown' which could be likely after a long period without formal schooling.	Low	<b>Low</b>
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	Individuals have been encouraged to discuss this with their line manager and have been signposted to the Employee Assistance Programme which provides telephone counselling and support for Mental Health and Wellbeing.  HR advice is available if required.  We have consulted with trade unions, via the Employee Liaison Committee, on the template risk assessment and our advice to staff.	Low	<b>Low</b>
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	Training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes: <ul style="list-style-type: none"> <li>What to do if they suspect that they or a member of their household has</li> </ul>	Low	<b>Low</b>

				<p>coronavirus (including testing arrangements)</p> <ul style="list-style-type: none"> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work.</li> <li>• The importance of keeping teaching groups separate during the day.</li> <li>• Arrangements for break times and lunchtimes</li> <li>• Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy).</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms.</li> <li>• Changes to school behaviour policies.</li> <li>• Curriculum adaptations required re: social distancing.</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> <li>• How we are requiring the use of face covering for staff and other visitors.</li> </ul>		
Lettings	Potential for the introduction of coronavirus into the school, additional expense and possible reputational damage.	Staff, pupils and wider community	Serious	We do not let out our premises.	Low	<b>Low</b>

	Failure to meet legal obligations re: track and trace	Staff, pupils and wider community	Serious	See above	Low	<b>Low</b>
In specific circumstances						
8) ensure individuals wear the appropriate personal protective equipment (PPE) where necessary (A face covering is not PPE).						
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Fatal/Major	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work e.g. if a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for COVID-19 is only required in a very small number of scenarios, for example, when:</p> <ul style="list-style-type: none"> <li>if a child, young person or other learner 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.</li> <li>performing <u>aerosol generating procedures (AGPs)</u></li> </ul>	Low	<b>Low</b>

				<ul style="list-style-type: none"> <li>Where an individual risk assessment has identified PPE as a specific control measure for you.</li> </ul> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>The guidance on <u>safe working in education, childcare and children’s social care</u> provides more information about preventing and controlling infection. This includes:</p> <ul style="list-style-type: none"> <li>when and how PPE should be used</li> <li>what type of PPE to use</li> <li>how to source it</li> </ul> <p>Any staff that wish to use PPE outside of the scenarios listed above will be provided with PPE by the school on request or permitted to use their own appropriate PPE. Staff should discuss this with their line manager.</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p>		
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				We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.		
9) promote and engage in asymptomatic testing, where available						
Promoting and engaging in asymptomatic testing	Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results	Pupils and staff	Serious	Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week at home.  Please see separate appendix to this risk assessment	Low	<b>Low</b>
Response to any infection						
10) promote and engage with the NHS Test and Trace process						
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.  Anxiety and dissent within the school community	Pupils and staff	Serious	Relevant staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a> . We ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> </ul>	Low	<b>Low</b>

				<ul style="list-style-type: none"> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone, or anyone in their household or support or childcare bubble develops coronavirus (COVID-19) symptoms or tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils and</p>		
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				<p>will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the school.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a></p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> </ul> <p>if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first</p>		
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				became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.		
11) manage and report confirmed cases of coronavirus (COVID-19) amongst the school community						
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>A record will be kept of all visitors, that choose not to check in via the NHS COVID-19 app and a QR code, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were</p>	Low	<b>Low</b>

				<p>infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for the next full 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> <li>• anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:             <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre.</li> <li>• been within 1 metre for 1 minute or longer without face-to-face contact.</li> <li>• sexual contacts</li> <li>• been within 2 metres of someone for more than 15</li> </ul> </li> </ul>		
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				<p>minutes (either as a one-off contact, or added up together over one day)</p> <ul style="list-style-type: none"> <li>travelled in the same vehicle or a plane.</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 6 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should</p>		
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				<p>follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the next full day after the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>		
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<p>Inadequate response to alerts provided by use of NHS COVID-19 App</p>	<p>Inability to take the appropriate action in the same of a suspected case of COVID-19</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We note government guidance for use of the App in schools as set out below.  <a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>The agreed process for ensuring a setting is aware of a positive case is not changed by the introduction of the app.</p> <p>If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p> <p>It is not necessary for staff, or pupils old enough to use the app, to use the check in feature of the app whilst in school as school is their regular place of work. Parents should not check in if they are picking pupils up outside as to do so would create queues and compromise the COVID safety of the site. Visitors to the buildings have the opportunity to check in and a QR code is displayed at reception.</p> <p>Where staff have downloaded the app we have advised them to pause the contact tracing function ('trace') in the app whilst they are work if they do not keep their device with them at all times.</p>	<p>Low</p>	<p><b>Low</b></p>
<p>12) contain any outbreak by following local health protection team advice</p>						

<p>Containing any local outbreak</p>	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may be considered as an outbreak, and we will work with our local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps a class, a year group or even the whole school.</p> <p>As we are implementing the system of control, addressing the risks we have identified and therefore reducing transmission risks, a whole school closure will not generally be necessary, and will only be considered on the advice of health protection teams.</p> <p>We note the government publication of a temporary continuity direction <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf</a> which makes it clear that schools have a duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This came into effect from</p>	<p>Low</p>	<p><b>Low</b></p>
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				22 October 2020.  We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include support in the use of the Trust's Home Learning Offer.		
<b>Part 2: Maintaining educational provision in the event of pupil's needing to be educated remotely</b>						
Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/student is placed at risk.	All	Serious	Concerns may become apparent during interaction in the community, online communication etc.  All school staff are aware of the arrangements in place for contacting the school's DSL/ Deputies during any full or partial closure period.	Low	<b>Low</b>
E-Safety	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	The school has provided information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also, parents/carers have been signposted to support available for reporting bullying and online abuse.  The school has made parents/carers aware of sites they are asking their children to use and the school staff their child will interact with.	Low	<b>Low</b>
	E-Safety. Inappropriate staff contact with pupils/students	Pupils	Minor to Serious	School E-Safety Polices continue to apply.	Low	<b>Low</b>

				<p>Communication must only take place through school channels approved by the senior leadership team.</p> <p>Staff must not make informal arrangements to contact students using their own phones/ devices etc.</p>		
Home visits	<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	Visiting staff	Serious	<p>Staff will follow government guidance on social distancing and will speak to families on the doorstep or through a window if they are self-isolating.</p> <p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).</p> <p>Where the family is self-isolating staff will ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families, we will speak to the child as well.</p>	Low	<b>Low</b>
<p><b>PART 3: Arrangements for staff working from home e.g. for clinically extremely vulnerable staff or during a period of self-isolation</b></p>						
Use of display screen equipment e.g. laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.</p>	Low	<b>Low</b>

				<p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using:  <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a>                  We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> <li>• getting fresh air and exercise during the day</li> </ul>		
Data protection	<p>Data breach exposes staff or students to risk of harm.</p> <p>Data breach is undetected.</p>	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	Low	<b>Low</b>
Workplace stress exacerbated by social isolation.	Depression	Staff working from home	Serious	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p>	Low	<b>Low</b>

	Anxiety and other forms of mental illness			Access to counselling services is provided through the Employee Assistance Programme. All staff have been provided with details of this for use at home.		
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### **Section 3 – ACTION PLAN**

#### Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. There may be a small number of hazards where it is not possible for the school to take any further actions to reduce the risk rating below amber. In these circumstances schools need to be satisfied that they have taken all actions possible and that any further actions that would lower the risk are beyond their control. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the <b>Hazard</b> you need to Control? (high or amber from the risk rating column above)	What <b>Additional Precautions</b> do you need to either eliminate or reduce the risk to an acceptable level.	Who is <b>Responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>Were</b> these controls implemented (Date)?
<b>MEDIUM</b> item 1 and 2 Contact with infected persons/ exposure to the virus within the school.	We are not able to make take any further precautions.  LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the collaboration is able to take.	JB/SLT	8.3.21	Ongoing review
<b>MEDIUM</b> item 3	Small staff teams in each school. Supply agency staff	JB/SLT	8.3.21	Ongoing review

Staffing availability and ratios School is unable to meet the needs of pupils with an EHP	will be used if possible to cover absences.  LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the collaboration is able to take			
<b>MEDIUM</b> item 4 School is unable to meet the needs of pupils with an EHP	3 x 1:1 EHCP pupils in each school – contracted 1:1 specialised staff needed to support the majority of these pupils to be on site safely.  LSP have confirmed that with the medium risk items above the risk rating cannot be reduced below medium despite the steps that the collaboration is able to take	JB/SLT	8.3.21	Ongoing review

**References:** Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment’s own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. .
2. .
3. .
4. .

**Information to Aid the completion of the Risk Assessment format**

**Table 1: Definitions**

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	<b>High (frequent)</b>	Occurs repeatedly/ to be expected.

<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<b>Medium (possible)</b>	Moderate chance/could occur sometimes.
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<b>Low (unlikely)</b>	Not Likely to occur

Table 2: Risk rating matrix: **Potential severity of Harm** + **Likelihood of Harm** = Risk rating

	<b>+ High (Likely)</b>	<b>+ Medium (Possible)</b>	<b>+ Low (Improbable)</b>
<b>Fatal/Major Injury</b>	<b>VERY HIGH Risk</b>	<b>HIGH Risk</b>	<b>MEDIUM Risk</b>
<b>Serious Injury</b>	<b>HIGH Risk</b>	<b>MEDIUM Risk</b>	<b>LOW Risk</b>
<b>Minor Injury</b>	<b>MEDIUM Risk</b>	<b>LOW Risk</b>	<b>No Significant Risk</b>

Table 3: Action required: Key to Ranking and what action to take.

<b>VERY HIGH Risk</b>	<b>STOP ACTIVITY!</b> Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
<b>HIGH Risk</b>	Action <b>MUST</b> be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>MEDIUM Risk</b>	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
<b>LOW Risk</b>	Monitor and review your rolling programme.



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

Updated 6<sup>th</sup> July 2020

## **Appendix A - Risk Assessment - East Harptree and Ubley Primary Schools**

**Implementation of Lateral Flow Testing:  
Provision and use of home testing kits to  
primary and nursery schools from 25  
January 2021**