



# AVANTI GARDENS

## SCHOOL

### **AGS COVID'19 RISK ASSESSMENT (Reviewed 04.11.20)**

This risk assessment is date-specific. September updates are **highlighted in green**. November additional updates are **highlighted in purple**.

All schools should adapt this for their use taking account of particulars of their specific building.

If adapting existing risk assessments changes should be highlighted. All changes need to be Equalities Impact –Assessed and please note link to Vulnerable Person's Risk Assessment <http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/covid-19-risk-assessment-form.en>

Read alongside guidance entitled 'Supporting Bristol children and young people returning to formal education following the COVID 19 outbreak' is available on the Learning City webpage under the Education tab at <https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/>

**Please note: there are a lot of links in this Risk Assessment which refer to the same document.**

**SCHOOLS MUST SUBMIT NEW 'Schools' Assurance Form for Full Opening in September 2020 (Covid-19)' to BCC.  
Email to: [hr.corporatesafety@bristol.gov.uk](mailto:hr.corporatesafety@bristol.gov.uk)**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

To address the possibility of being infected with or transmitting Covid-19 during all of a school's activity, Government advice (as of 15.5.20) stated: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings was to follow steps on social distancing, handwashing, good and cleaning of surfaces as now described in

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus

In all education, childcare and social care settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

**For September these adapted, essential measures include:**

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable;
- cleaning supplies in each classroom;

- Pupils' temperature measured upon entry;
- One-way corridors implemented;
- Staffroom one-way system implemented.
- Clinically extremely vulnerable staff will be working from home full time;
- Staff to no longer use disabled toilet outside reception (now year 5/6 toilet);
- Pupils no longer able to be collected by other households other than the following exceptions:
  - early years settings and childminders remain open, and parents of under-5s can continue to use these settings as normal
  - parents will be able to access other childcare activities (including wraparound care) where reasonably necessary to enable parents to work, seek work, attend education or training, or for the purposes of respite care for carers
  - nannies will be able to continue to provide services in the home
  - parents are able to form a childcare bubble with another household for the purposes of informal childcare, where the child is 13 or under
  - some households will also be able to benefit from being in a support bubble, which allows single adult households to join another household
- No congregating outside of the school;
- Hands, face (adults) and space followed.
- Contact with teachers will be conducted via telephone;
- If entering reception for drop-off collection outside of normal times, mask must be worn;
- Classroom windows open (within reason) and doors propped open to allow fresh airflow.
- **How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:**
  - grouping children together by year group;
  - avoiding contact between groups by zoning the playground and avoiding gatherings (assemblies and lunch hall);
  - arranging classrooms with forward facing desks;
  - staff maintaining distance from pupils and other staff as much as possible.
  - No congregating
  - No families on site unless emergency;
  - Staff meetings to be conducted via TEAMS;
  - Only emergency/urgently required visitors permitted on site (must follow hands, face, space guidance);
  - Admin/Site and SLT bubble revision;
  - Staff to eat in own classrooms (no staff mixing beyond bubbles);
  - Staff room congregating cannot happen - through way only for collecting drink;
  - Photocopier room one in one out with door propped open;

All schools should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). This risk assessment should be shared with staff, the wider school community and pupils (where appropriate). Trade Unions should be consulted with.

Read alongside BCC guidance on Returning to Education <https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/>

All schools should have completed Bristol City Council CHaSMS.

All changes and risk assessments should be Equality Impact Assessed and proper consideration should be given for protected characteristics.

All pupils and their parents/ carers will need to be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics.

**IMPORTANT: If you or someone in your home has a symptoms of Covid-19 (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)), STAY AT HOME and CALL 111 or <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>**

## SECTION 1- Identifying Hazards and Existing Precautions

This section details the hazards and what is already in place to control them. Add or remove and then describe further control measures you will undertake in Section 2.

What is the <b>Task/Activity</b> or <b>Workplace Environment</b> You Are Assessing?	What <b>Hazards</b> Are Present or May Be Generated?	Who is <b>affected</b> or <b>exposed</b> to hazards?	What is the <b>Potential Severity of Harm</b> (Risk Rating Matrix Table 1)?	What <b>Precautions</b> are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening ( <b>Existing Controls</b> )?	What is the <b>Likelihood of harm</b> occurring? (Risk Rating Matrix Table 1)?	What is The <b>Risk Rating</b> (See <b>Note Below</b> & Risk Rating Matrix Table 2)
School buildings	Buildings and systems e.g. heating & water systems not functioning safely after period of closure or partial closure	Staff, pupils, visitors	serious	Government guidelines <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a>  <b>HSE GUIDANCE</b> <a href="https://www.hse.gov.uk/coronavirus/working-safely/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/index.htm</a> <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>	possible	medium
<b>Buildings</b>	<b>Air-conditioning system circulates virus present in school</b>	<b>Staff pupils, visitors</b>	<b>serious</b>	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>	<b>possible</b>	<b>high</b>
Travel to and from schools	1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government Guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice">https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</a>  <b>Face coverings are required at all times on public transport (for children over the age of 11)</b>	possible	high

	droplet transmission (e.g. cough) or by transferring virus from a surface to inside body  2. Infecting others, as above					
Staffing allocation	As 1 and 2 above	Staff, pupils, visitors	major	Current DfE advice <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Poor hygiene	As 1 and 2 above	Staff, pupils, visitors	major	Existing good practices and Government advice <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Access to and egress from buildings	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government Guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Corridors	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Playgrounds/ outside areas	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a>	possible	high

Assemblies	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
Dining areas	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>	possible	high
Classrooms	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
School activities	Transmission of infection with Covid-19 during school activities	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high
External providers, visitors, supply teachers and contractors	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>	Possible	high
Deliveries	As 1 and 2 above	staff		Existing Public Health England (PHE) /Government general guidance as above <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>	possible	high
Cleaning	As 1 and 2 above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government guidance as above <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>	possible	high
Use of Changing facilities, showers and drying rooms	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	possible	high

Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Staff, pupils, visitors	major	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	possible	high
Emergency evacuations	As 1 and 2 above	Staff, pupils, visitors	major	Schools' specific evacuation plan	possible	high
Altered teaching protocols/ curriculum	Stress	Teaching staff, pupils	major	Existing DfE guidelines BCC EAP	possible	high
Display Screen use	Inadequate set-up leads to injury	Staff working from home or in different locations	serious	<a href="https://www.hse.gov.uk/msd/dse/">https://www.hse.gov.uk/msd/dse/</a>	possible	medium
Working with pupils who are experiencing stress or trauma	Secondary and vicarious trauma:	All staff	major	BCC EAP	possible	high
Safeguarding	Pupil becomes isolated due to need for home learning  Poor E-safety and increased use of online resources leads to hazards being experienced	Pupils  pupils	Major  major	School's current policy <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a> <a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a>  School's current policy	Possible  possible	high  high
Education provision	Pupil's loss of education and wellbeing	pupils	Serious	Existing education / welfare provision	possible	

**NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.**

## Section 2 - ACTION PLAN – what additional precautions the school has to put in place

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Buildings and systems e.g. heating will not be functioning safely after period of closure or partial closure	Government guidance: All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc. A deep clean will be needed following cleaning guidance.	Site staff	01.09.20	03.09.20
Air-conditioning system circulates virus present in school	Follow <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>  Classroom windows open (within reason) to allow airflow with door propped open.	Site staff	na	NA- we do not have Air Con. and updated on 05.11.20
Transmission of or infection with Covid-19 during travel to and from schools	Avoid use of public transport wherever possible and use staggered start times to alleviate pressure on public transport Where unavoidable follow PHE guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> <b>School Transport.</b> Parents do not have access to school-based transport; they are encouraged to walk or cycle. Bike sheds are zoned for each bubble. See 'Guidance for Full Opening' referenced at the top of the document for ways of working with BCC.	All staff and visitors	01.09.20	03.09.20
Transmission of or infection with Covid-19 due to inappropriate staffing allocation	<b>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</b>  Authorisation onto the school site will be by the Headteacher.  <b>No persons should enter the site if they have Covid-19 symptoms.</b>  All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the Headteacher prior to them entering the school. Contingency planning to be reviewed in the light of possible absence of key staff e.g. caretaker/site manager. Government guidance says that the relaxation of the shielding measures and the reduction in prevalence of covid-19 means most of a school's workforce should attend. The risk to staff who were shielding etc. is mitigated by using all these controls. However the advice to those in the most at risk categories is to take particular care while community transmission rates continue to fall	Headteacher	01.09.20	03.09.20 and updated on 05.11.20

	<p>See: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Staff must have read the risk assessment and agree to adhere to it before entering. <b>All staff to have completed self assessment.</b></p> <p>Recruitment: <a href="https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/">https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/</a> and see Full Opening document</p> <p>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</p> <p>Review positive handling strategies/policies (behaviour strategies/policies) where needed. <b>Consider implications of trauma staff or pupils may have suffered: See BCC 'Returning to Education Guidance' referenced at top of this document</b></p> <p><b>For pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers an individual risk assessment must be carried out.</b></p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid or physical intervention, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <b>See <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></b></p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.</p> <p><b>Any lone working should be subject to a review of a school's policy.</b>  <b>See: <a href="http://intranet.bcc.lan/ccm/navigation/support-services/safety-at-work/lone-working/">http://intranet.bcc.lan/ccm/navigation/support-services/safety-at-work/lone-working/</a></b>  <b>Or: <a href="https://www.hse.gov.uk/lone-working/employer/index.htm">https://www.hse.gov.uk/lone-working/employer/index.htm</a></b></p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment.  Staff to avoid non-essential trips within the buildings.  Lifts out of service.  Avoid employees working face-to-face. Create opportunities to work side-by-side or facing away from each other where possible.</p> <p>Zoned break times to reduce pressure on the break rooms, using outside areas for breaks.</p> <p><b>Staff have the option of wearing PPE to protect vulnerabilities.</b></p>			
		All staff and	01.09.20	03.09.20 and updated

<p>Transmission of or infection with Covid-19 due to poor hygiene</p>	<p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p><b>Good hygiene</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Keep 2m away from others at all times <b>as far as reasonably practicable</b>. <b>Minimum for children:</b> My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.</p> <p>For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>Washing/sanitising hands hourly. Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available.</p> <p><b>Toilets for pupils should be clearly labelled for each group's use.</b></p> <p><b>Face coverings are not advised by PHE or government guidance in school – however staff may use visors if they choose.</b></p> <p>Avoid touching hands to face but if necessary clean before and afterwards.</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. staff to supervise.</p> <p>Provide suitable and sufficient lidded bins for hand towels with regular removal and disposal <b>and tissues available close to hand around the buildings.</b></p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Talks <b>must</b> be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms. <b>Hands, face and space adhered.</b></p> <p>Enhanced cleaning across school day and deep clean by Site Manager, SMSAs and Cleaners.</p>	<p>visitors</p>		<p>on 05.11.20</p>
<p>Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings</p>	<p>Groups <b>using different entrances and exits where possible.</b></p> <p><b>In reception areas</b></p> <p>Wash/sanitise hands on arrival and departure.</p> <p>Use automatic doors where available.</p>	<p>All staff and visitors</p>	<p>01.09.20</p>	<p>03.09.20</p>

	<p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Advise parents/carers of need to minimise numbers of people in building before school opens. Consider not allowing parents/carers beyond enclosed reception area.</p> <p>Notices to inform of protocols - <b>No persons should enter the site if they have Covid-19 symptoms</b>, 2m distance, hand washing / sanitising etc.</p> <p>All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19.</p> <p>Payments to schools should be taken by contactless methods wherever possible.</p> <p>Plan safe collection system for pupils to leave and for parents/carers at end of school sessions by zoned collection points.</p> <p>Previous RA advice stands regarding soft furnishings in rooms.</p> <p>Staff have access to cleaning equipment.</p> <p>Staff clean touchpoints in their bubbles.</p> <p>Staff and Chn wash hands hourly throughout the day.</p>			
<p>Transmission of or infection with Covid-19 due to corridor congestion</p>	<p><b>Whilst brief passing in a corridor is low risk</b>, use social distancing guidelines of 2m minimum distance wherever possible.</p> <p>Use visual reminders of the 2m distance e.g. on floors and walls.</p> <p>Use one-way circulation systems where possible and keep movement around school to a minimum.</p> <p>Teachers transition their children around the school to avoid bubble cross contamination.</p>	<p>All staff</p>	<p>01.09.20</p>	<p>03.09.20</p>
<p>Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion</p>	<p>Food and drink should only be consumed in dedicated facilities. (pupils – classroom once tables wiped. Staff – staffroom or other recently cleaned office)</p> <p>Break times are zoned to reduce contact at all times <b>allowing cleaning between groups</b>.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all people when entering and leaving the area.</p> <p>All persons should bring drinking bottles from home.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact. Reconfigure seating to accommodate safe spacing.</p>	<p>All staff</p>	<p>01.09.20</p>	<p>03.09.20 and updated on 05.11.20</p>

	<p>Where catering is provided on site cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p><b>Staff Room</b> Staff must clean surfaces and equipment used as they finish.</p> <p>Consider: staff to have own cutlery etc. in staff room? Cleaning procedure for kettles fridges etc.</p> <p>Staffroom no longer used for congregating</p> <p>Actions: Food is eaten in classrooms. Break spaces are zoned. Toilets are zones Entry and exit spaces are zoned. Movement of objects between school and home are discouraged. Children have own equipment. Staff do not bring and share food SLT and Principal to monitor daily.</p>			
<p>Transmission of or infection with virus in playgrounds/ outside areas</p>	<p>As a <b>minimum</b> My Personal Space + your Personal Space (without touching) = social distance to be observed wherever possible.</p> <p>Staggered use of outdoors and the spaces within is advisable. E.g. staggered break and lunchtimes.</p> <p>Playground equipment: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p> <p>Outdoor equipment should be cleaned in between uses by different groups of pupils or allowed to air for 72 hours. For this reason sand is problematic.</p> <p>Actions: Year group Bubbles are zoned and have limited to no contact between each group</p>	<p>All staff</p>	<p>01.09.20</p>	<p>03.09.20</p>
		<p>All staff</p>	<p>01.09.20</p>	<p>03.09.20</p>

<p>Transmission of or infection with Covid-19 due to congestion in assemblies</p>	<p>If it can be guaranteed that all people are observing 2m social distance smaller group assemblies can take place but consider streaming as an alternative.</p> <p>Group assemblies can take place with as close to social distance as possible. Consider streaming as an alternative.</p> <p>Actions:</p> <p>Assemblies will be done via TEAMS.</p>			
<p>Transmission of or infection with Covid-19 due to classroom congestion</p>	<p>Staff are to maintain a safe distance between each other (2 metres) wherever possible. Children must be encouraged to do the same. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>In classrooms children should be sat side by side, not facing each other, Staff should stay at the front of the room within 2m marked zone.</p> <p>Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Which of the two measures used, maintaining distancing and keeping groups separate, will be dependent upon the age of children concerned and the space available in the buildings. Groups should be kept apart, not share rooms/spaces or resources as far possible.</p> <p>Keep a simple record of children and staff in each group, where they go and who they have contact with in school.</p> <p>See 'full-opening' guidance July 2<sup>nd</sup>2020 for guidance on how to group children.</p> <p>All persons are to wash their hands upon entering classrooms and following visits to the toilet.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands every hour.</li> <li>• Wash hands if face is touched (but avoid wherever possible and if needed wash hands first)</li> <li>• All hand contact surfaces to be cleaned throughout the day.</li> </ul> <p>Only use cleaning products supplied by the school.</p> <p><b>Equipment:</b> Ensure all equipment used is cleaned daily or more often when used. Individual and very frequently used equipment such as pencils/pens should be kept and used by one person only. Sports, art and science materials should be cleaned between different groups' uses or left out of use for 48hours (72 for plastics).</p> <p>Equipment brought from outside school should be kept to essentials only. Resources such as books should be taken home only if they are essential to home learning and should be isolated as with other shared equipment upon return and hands washed after handling.</p>	<p>All staff</p>	<p>01.09.20</p>	<p>03.09.20</p>

	<p>Staff to staff interaction;</p> <ul style="list-style-type: none"> <li>• No physical contact.</li> <li>• No close contact activities (2 metre distance).</li> </ul> <p>Activities and resources</p> <ul style="list-style-type: none"> <li>• All resources to be cleaned after use (including computers).</li> </ul> <p>We suggest Teachers keep trays of resources with 72 hours between their use to reduce the risk of infection or use day boxes.</p> <p>We will continue to use a minimalistic approach to resources- and it is at the discretion of the teacher</p> <p>Actions: Maintain year group bubbles- Same rules apply as previous.</p> <p>Staff make sure front facing desks.</p> <p>Space 1M where possible between chn.</p> <p>Same group of staff have contact with bubble group.</p> <p>Subject staff to wear enhanced PPE and observe handwashing with soap before and after each class.</p> <p>Staff to clean resources after use.</p> <p>SLT and Principal to monitor daily.</p>			
<p>Transmission of infection with Covid-19 during school activities</p>	<p>Music lessons involving singing, chanting, playing wind instruments - reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>PE: Keep consistent groups, clean equipment between groups, no contact sports. Use outdoors as a priority but if not available use the maximum distance possible indoors. Consider the likelihood of accidents occurring and necessitating close contact with pupils.</p> <p>Use of indoor sand trays is possible if cleaned/dried between different groups' use.</p> <p>Modeling/Playdough or paint should not be shared. Make individual pots of dough and have individual paints.</p> <p>School visits: Allowed now but no overnight UK or continental visits</p> <p>Can it be cleaned regularly (Daily after use) - yes or no. If answer is no do not use it.</p>	<p>All staff and pupils</p>	<p>01.09.20</p>	<p>03.09.20</p>

	<p><b>Actions:</b> EVC: No trips until further notice.</p> <p>SLT and Principal to monitor use of musical equipment.</p>			
<p>Transmission of or infection with Covid-19 by external providers, <b>supply teachers,</b> visitors and contractors</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p><b>No persons should enter the site if they have Covid-19 symptoms.</b></p> <ul style="list-style-type: none"> <li>• Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>• All contractors are to wash/sanitise their hands upon entering the site.</li> <li>• Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour.</li> <li>• Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p><b>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</b></p> <p><b>Keep a record of who visits, when and where they went.</b></p> <p><b>Actions:</b> Numbers of external professionals are limited.</p> <p>AR and parent meetings are conducted over telecom where possible.</p> <p>External professionals are encouraged to work with families in a similar manner.</p>	All staff	01.09.20	03.09.20
<p>Transmission of or infection with Covid-19 during deliveries</p>	<p>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers. Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages in a safe place –school staff not to approach delivery staff</p>	All staff	01.09.20	03.09.20

	<p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of people are on site (i.e. after normal opening hours).</p>			
<p>Transmission of or infection with Covid-19 due to inadequate cleaning</p>	<p>Continue to follow Government guidance.</p> <p>Now, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment,</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. Hand sanitiser is not to be made by the school (CLEAPSS)</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, lift button panels, window handles, taps, sinks, shared keyboards &amp; mice, etc.</li> <li>• Classrooms to be cleaned in lunchbreaks</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used.</li> <li>• Lidded bins should be used throughout with liners inside</li> <li>• Consider storage for staff clothes and bags</li> <li>• Consider washing premises staff uniforms on site rather than at home</li> </ul> <p>Actions: AGS will continue to allocate toilet blocks to children, but more than one group may use a toilet block.</p>	<p>All staff</p>	<p>01.09.20</p>	<p>03.09.20</p>

	<p>Enhanced cleaning scheduled around this.</p> <p>KS to ensure secure storage of extra cleaning supplies.</p> <p>KS to ensure enhanced cleaning schedule.</p>			
<p>Transmission of or infection with Covid-19 during use of changing facilities/showers/drying rooms</p>	<p>Introduce zoned start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient, lidded rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins.</p> <p>Actions: Zoned entrance and exit with SLT gatekeeping is in operation.</p>	All staff	01.09.20	03.09.20
<p>Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms</p>	<p>If a person displays symptoms - A high temperature or a new persistent cough, a loss of or change to sense of smell or taste they should:</p> <ul style="list-style-type: none"> <li>Notify the Headteacher immediately who should contact PHE SW HPT on 0300 303 8162 and make a list of the contacts that person has had – direct close contacts, proximity contacts and contact while travelling in a car. See: Govt guidance at the top of this document.</li> <li>Avoid touching anything.</li> <li>Go home immediately (Children accompanied by their parent, etc).</li> <li>All other persons are to maintain a safe distance from affected individual.</li> <li>If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ul>	All staff	01.09.20	03.09.20

	<ul style="list-style-type: none"> <li>• If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• They must then follow the guidance on self-isolation <b>of 8 days –(the day of onset of symptoms plus 7)</b> and not return to school until their period of self-isolation has been completed</li> <li>• <b>They should be advised to get tested Contact NHS online 111 (children under 5) or call 119. you can also book a test on line. nhs.uk/ coronavirus</b></li> <li>• <b>If their test is positive they should follow the gov guidance: <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></b></li> <li>• <b>. If their test is negative and they still have sympoms they could have a cold or flu and so should stay away to avoid infecting others.</b></li> <li>• <b>Keep confidential pupils and staff who test positive for coronavirus unless it is essential to protect others.</b></li> <li>• Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. <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></li> <li>• A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks</li> </ul> <p><b>Use PHE SW HPT Flowchart for confirmed cases. Ring them on 0300 303 8162.</b> <a href="https://www.gloucestershire.gov.uk/media/2098362/phe-educational-and-childcare-settings-flowchart-v10.pdf">https://www.gloucestershire.gov.uk/media/2098362/phe-educational-and-childcare-settings-flowchart-v10.pdf</a></p> <p>If there is a confirmed case in the bubble- the bubble class will be asked to isolate for 14 days (Staff included) and a deep clean of the areas the class use will be conducted. Along with any siblings of the confirmed.</p> <p>Actions: AM leading. NB: There is no need for others in the bubble to be collected if they are not showing symptoms.</p>			
Transmission of or		All staff and	01.09.20	03.09.20

infection with Covid-19 during emergency evacuations	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed.</p> <p>Actions:  CN to update fire plan and guidance in line with full reopening.  KS to oversee  Sept Training for staff.</p>	visitors		
Stress	<p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>The curriculum will need revision. Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children's attainment begins. It should be noted that many routine activities will take more time to complete. (Aim to return to the school's normal curriculum in all subjects by summer term 2021. See Full Opening Guidance for detail on curriculum.)</p> <p><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <p>Engage with workload reduction <a href="https://www.gov.uk/guidance/school-workload-reduction-toolkit">https://www.gov.uk/guidance/school-workload-reduction-toolkit</a></p> <p>Schools should closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered.</p> <p>Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress and giving proper supports.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p> <p>Government guidance on extra support:  <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p>Actions:  SB and AM to oversee</p>	All staff	01.09.20	03.09.20
injury due to inadequate DSE set-up	<p>Carry out proper assessments staff working in new areas/home etc.</p> <p>Actions: See addendum to home visits policy- Staff are encouraged to work via telecom.</p>	All staff	01.09.20	03.09.20
Secondary and	<p>Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP.</p>	All staff	01.09.20	03.09.20

Vicarious Trauma	<p>Actions: SB hosting 1:1 meetings with staff as appropriate to share information. First week sept.</p>			
<p>Pupil becomes isolated due to need for home learning</p> <p>Poor E-safety and increased use of online resources leads to hazards experienced</p>	<p>Continue to make consistent contact with pupil and family</p> <p>Review and revise E-safety policies and teaching</p> <p><a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education-2">https://www.gov.uk/government/publications/keeping-children-safe-in-education-2</a></p> <p>Actions: E-Safety updates regularly shared with parents. Signpost to Local offer and online resources through home learning folders. FIF updates shared in parent bulletin with access to services. Teachers continue to ring families if self-isolating.</p>	<p>Staff</p> <p>Staff</p>	01.09.20	03.09.20
<p>Pupil's loss of education and wellbeing</p>	<p>Remote learning must happen at all times when learning would be undertaken if a pupil was in school</p> <p>Consider access to home learning <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></p> <p>Consider applying for government-funded access to one of two free-to-use digital education platforms <a href="https://covid19.thekeyssupport.com/covid-19/deliver-remote-learning/make-tech-work-you/digital-education-platform-hub/">https://covid19.thekeyssupport.com/covid-19/deliver-remote-learning/make-tech-work-you/digital-education-platform-hub/</a></p> <p>Access to: <a href="https://get-help-with-tech.education.gov.uk/about-bt-wifi">https://get-help-with-tech.education.gov.uk/about-bt-wifi</a></p> <p><a href="https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/">https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/</a></p> <p>Consider how to support SEND in the return to full school attendance <a href="https://www.sendgateway.org.uk/training-events.html">https://www.sendgateway.org.uk/training-events.html</a></p> <p><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></p> <p>Healthy child programme: <a href="https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning">https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</a></p>	<p>staff</p>	01.09.20	03.09.20

	<p><b>DfE coronavirus helpline:</b> Telephone 0800 046 8687 Email DfE.CoronavirusHelpline@education.gov.uk</p> <p>Actions: If in localised lockdown- Keyworkers and vulnerable children chn will be offered spaces at school, and staff will revert to full lockdown process.</p> <p>The online learning folder will stay live so staff can update to it in event of lockdown.</p>			
<b>Localised Lockdown</b>	<p>BCC will inform AM of localised Lockdown. AM will call emergency meeting of staff to inform them that we are reverting to Localised lockdown procedures.</p> <p>Key worker children and staff will be on a standby rota.</p> <p>Admin will inform parents of localised lockdown through MIS process.</p> <p>Admin will ring to confirm Keyworker and valunrable spaces.</p> <p>AM will ensure appropriate staffing of onsite staff.</p> <p>Staff working from home will update home learning folder and start up calling rota.</p> <p>SENCO will update vulnerable chn risk assessments.</p>		01.09.20	03.09.20

**RISK RATING MATRIX**  
(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long-term disability/absence from work.	<b>High Likelihood</b>	Occurs repeatedly / event only to be expected
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absence from work (over three days)	<b>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>Improbable</b>	So unlikely that probability is close to zero

**Table 2**

<b>Risk Rating - Degree of Injury by Likelihood/Probability</b>			
	<b>High Likelihood</b>	<b>Possible</b>	<b>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>