

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most likely** impact (I) the accident might have, taking into account

Task / Activity Covered by the assessment	<p>Model risk assessment from the LA for the opening of schools during the COVID-19 Pandemic. RA for Downs View - all sites for full reopening. This is a RA for all sites. Each site has a handbook that is specific to their site – this details site specific measures. All black text is BHCC.</p>			Likelihood (L)	X	Impact (I)
				Almost Impossible	1	Insignificant (minor injury, no time off)
Workplace	Downs View All sites			Unlikely	2	Minor (non-permanent injury, up to 7 days off)
Date of Assessment	27/5/20 Reviewed 20.8.20 Reviewed 15.9.20 Reviewed 1.1.21 Reviewed 1.3.21 Reviewed 18.4.21	Date Assessment to be reviewed	30.7.21	Possible	3	Moderate ((injury causing more than 7 days off)
Person Completing	Vanessa Hickey	Manager/ Head teacher	VH. I am unable/unwilling to attach risk numbers to each individual risk as all infection risk could lead to a death. Equally I do not have the scientific knowledge to make the judgements. Overall I believe the level to be Possible 3 x Impact 4 = 12.	Likely	4	Major ((death or serious injury)

Staff involved in assessment	<ul style="list-style-type: none"> DV SLT - site leads & Business Manager DV staff union reps (3) – Julia, Lou & Mick DV staff wellbeing group reps (2) – Chloe & Lisa P DV staff governor reps (3) – Caroline, Glenn & Ro. Key DV governors – Chris Girvan (Chair), Mitch Egan (Chair PFB) Key DVLSC trustee – Jill S (Chair) DV parent governor rep(s) (2) – Jacqui S, Pippa <p>RA shared with the above and with all staff for feedback (1.3.21)</p> <p>Meeting with DV staff union reps – 12.9.20</p> <p>Shared with all staff – week beginning 1.3.21</p>	Almost Certain	5	Catastrophic (multiple deaths)	
			Low =1-3	Moderate = 4-7	Significant = 8-14

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
			L	I	R		L	I	R	
E.g. Slip, trip or fall on wet flooring	- Staff - Visitors etc.	- Barrier matting - Wet floor signs - No running rules (in schools)	3	2	6	- Introduce non-slip flooring to areas by external doorways - Provide cleaning/drying equipment for staff	2	1	2	

1.	Site not prepared for return of all pupils/staff	Pupils/staff	<ol style="list-style-type: none"> 1. H&S check of the premises by site staff – in line with guidance for – https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings 2. – including, water/legionella, fire, alarm systems, gas, electricity etc. and continued use of Premises Inspection Checklists. 3. Cleaning/hygiene arrangements enhanced in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings including: bins, availability of soap and hot water in every toilet and classrooms, sanitising wipes or cleaning materials for cleaning of equipment, hand sanitiser, tissues (and disposal – double-bagging and emptying), following the ‘Catch it, Bin it, Kill it’ principles for the disposal of tissues. 4. Movement around school – reduce possible contact between groups, plan one-way systems, identify any ‘pinch-points’, staggered times for arrival/departure if needed, lunch, breaks, use of staff room etc. [More detail under each hazard below], use of DoorGuards or Mag-lock devices linked to fire alarm system to keep regularly used doors in an open position 5. Provide signage at school entrances/exits and on way to school to indicate changes to access 6. Minimise number of resources and furniture etc. to enable cleaning 7. Prepare site with signage to indicate Social distancing instructions, including floor markings, indicators, one-way routes etc. 8. Prepare induction information for all staff, pupils and essential visitors/contractors who require access to site. 9. Classes to be ventilated where possible and safe to do so. 		<ol style="list-style-type: none"> 1. Fire - this will be undertaken during the week beg 4/1 to prepare for any broader opening. Fire risk must be balanced against need to have doors propped open to limit Social contact by pupils/staff. In the event of alarm, retreating staff must close any propped doors as they leave. Legionella – is undertaken throughout building currently. Bins – consultation established that we will not use pedal bins as may inhibit independence & does not mitigate risk. Fire drills will be held termly. 3. One way system in place across site as needed to minimise contact – see handbook. 4. Signs around building with Covid reminders. 5. RA group to undertake audit of equipment in all rooms in use & site staff remove unnecessary items. Limit equipment to essential items and as much as possible to be stored in class room where used to increase SD space available. 6. Furniture minimised where possible. 7. Covid 19 H&S RA Handbook. 8. All new essential visitors to have read and agreed with RA before entering site 9. Teachers to ventilate class rooms where possible and safe to do so. If room has poor ventilation or pupil need makes it difficult to open windows/doors then ensure they are opened at end of day. 			
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2.	<p>Transmission of the virus</p> <p>Attendance</p> <p>Reduced staffing may result in insufficient supervision ratios/trained first aiders/ qualified staff to work with children with complex needs</p>	Infection to Staff, children, families, visitors and contractors	<ol style="list-style-type: none"> 1. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school/childcare setting <ol style="list-style-type: none"> a. see https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms 2. School to tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus in-line with COVID-19 guidance. 3. School to request that parents/carers of children closely monitor children for signs of Covid-19 symptoms in line with PHE, NHS, Government & DfE guidelines (e.g. unwell with a new or continuous cough, high temperature, loss of taste or smell etc.) BEFORE drop-off and do not bring child to school if child/household member is symptomatic. 4. Symptomatic child/staff to self-isolate for 10 days and the members of their household for 10 days. Parent to obtain test for the child and staff to obtain a test for themselves including any other symptomatic household members (within age limitations). If negative, child/staff can return to school once well and family members can stop self-isolating (follow the guidance on testing on the NHS testing web page) 5. Where a child/staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 10 days. Other household members of this wider group do not need to self-isolate unless their child starts to have classic symptoms. 6. School to take advice from PHE if other children in that group are symptomatic 		<p>1. Staff & parents given clear instructions in writing in advance about symptoms & actions (ie non-attendance). Govt advice (24/5/20) states 5 elements for safety if SD cannot be attained:</p> <ol style="list-style-type: none"> i) parents keep sick child off, This will include parents being informed that the use of Calpol to control any temp means child cannot attend. ii) sick staff stay off iii) good handwashing & respiratory hygiene iv) regular cleaning v) minimise contact & mixing. <p>In addition, individual pupil RA will be used to identify any behaviours needs of pupils that increase risk. This will allow extra measures to be put in place to minimise risk. Class teachers to update pupil RA's as needed.</p> <p>2. Visitors on site to be limited. When visitors are on site they will be advised around distancing and will be expected to wear face masks. All pupils collected from/delivered to taxis/parent cars. Staff must observe SD rule when collecting from taxi. SLT will supervise transitions to school/college.</p> <p>3. As above.</p> <p>5. DfE advice (12/20) is that for positive tests all the bubble (pupils/staff) have to isolate for 10 days. We will implement this more stringent advice (& inform parents in advance).</p> <p>6. In any situation where a potential risk needs to be clarified, SLT will contact PHE for advice.</p>			4
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<p>2.</p>	<p>Transmission of the virus continued</p> <p>Clinically extremely vulnerable staff become infected: Clinically extremely vulnerable people may include: • solid organ transplant recipients • people with specific cancers: people with cancer who are undergoing active chemotherapy people with lung cancer who are undergoing radical radiotherapy people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment people having immunotherapy or other continuing antibody treatments for cancer people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors people who have had bone marrow or stem cell transplants in the last 6 months</p>		<p>1. Clinically extremely vulnerable</p> <ul style="list-style-type: none"> •CEV staff remained shielded until 31.3.21 but after this date are now back in work. Individual RA will be updated to support their return to work after the end of shielding. RA will advise on any additional measures to be put in place. • children who are clinically extremely vulnerable are advised to be back in school unless doctors advise them to continue to shield. •whilst shielding you can go outside to exercise – keeping 2 metres away wherever possible. • COVID level 3- community transmission lower <ul style="list-style-type: none"> • SD should be maintained where possible. <ol style="list-style-type: none"> 2. Staff to notify SLT as early as possible if they or a member of their household are presenting symptoms and to follow NHS/111 isolation/medical advice. 3. Member of SLT on site each day and will establish daily supervision levels and contact local authority (Education & Skills) if unable to operate safely. Parents/carers to be informed following LA discussion 4. Ensure there are adequate first aiders/paediatric in-line with HSE guidance and current paediatric first aid requirements under EYSF – refer to the school’s First Aid needs assessment [Note: uSDate your First Aid/ Paediatric first aid needs assessment] 5. SLT/Office manager/ admin to check first aid cover each day. 6. Ensure trained staff available to support children with additional needs. 7. Existing safeguarding procedures and controls should remain in place and any potential impact due to COVID-19 related issues, closely monitored/managed. 8. TAs can lead a lesson under the direction of a qualified Teacher. 9. Emergency key holder procedures in place so that the school can be opened/closed should premises staff be unable to attend work 10. Flexibility amongst teaching staff to teach/lead different year 11. School to check that external providers (e.g. catering providers) have robust COVID-19 arrangements in place 12. Masks to be worn in communal places. 		<ol style="list-style-type: none"> 1. SLT will update individual staff RA as needed. BAME factors to be part of RA. Staff to discuss any worries with SLT. ECV staff to work from home whilst shielding is in place (this finished as of 31.3.21) All staff to be encouraged to take the offered vaccine. All staff to be encouraged to do bi-weekly LTF (lateral flow tests) at home. It needs to be noted that this is not compulsory but strongly advised. All students over the age of 18 are now eligible for vaccine, college will support with access to this. 2. All staff to be aware of procedure to follow in case of symptoms. 3. SLT to ensure correct staffing levels. 4. SLT to check daily. 5. As for 4. 6. As for 4. 7. DSL’s to ensure that procedures in place for each site. Updated covid safeguarding amendment in policy. 9. .Site manager, EHT, APS Security, Site manager @ Rudyard. 10. Staff will be with known class groups where possible. 11. SBM to check catering company RAs. 12. Masks to be worn by all staff in communal/shared areas unless staff member medically exempt. No need for masks to be worn in class bubbles. Follow good mask hygiene when removing mask. 		<p>5</p>
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3.	<p>Children absence from school for a prolonged period of time due to self-isolating or school closure</p> <p>Missed learning</p>	Pupils	<ol style="list-style-type: none"> 1. Remote learning platform to be used and appropriate support provided by school and LA for when pupils are self-isolated. 2. Home learning resource page on BEEM and school website. 3. Home resources packs to be sent home if there is a prolonged absence. 4. Appropriate differentiation needed to cater for all ability levels including children with SENs 5. Year groups to allocate responsibilities for work to be completed remotely 6. Parents without access to a computer/tablet/phone to inform the school so that learning and resources can be sent home 7. Children’s absence will be authorised, code as per DfE guidance. LA to be informed. 8. Pupil numbers to be confirmed with DfE and LA as requested 				<ol style="list-style-type: none"> 1.if there is a prolonged absence or an ECV pupil is shielded then teachers will make weekly contact with pupils/parents to discuss learning. 3.Resource packs will be sent for prolonged absences. 4.Always. 7.Admin team. 8.Admin team. 			

4.	Social distancing (SD) and grouping	Infection of staff and children	<ol style="list-style-type: none"> 1. Social distancing will be managed between groups of children and between adults 2. Social distancing will be managed within groups ('bubbles') between children and supervising adult(s) so far as is reasonably practicable with consideration of the need to maintain the safety, security, safeguarding and welfare of those children which may require Social contact. 3. Children should walk in single file (observing SD where possible) when moving about the building and must limit social contact. 4. Consideration of one-way systems to enable better SD where possible. 5. In the event of a fire/emergency evacuation, SD to be practiced as far as possible, but nearest available exit to be used (over any one-way systems in place). SD to be practiced at assembly point (as far as practical). Refer to schools revised evacuation procedure. 6. Staggered break and lunch times implemented if SD cannot be maintained and so that these areas do not become over-crowded. Children to eat lunch in their classroom. 7. Same group to eat together - two metre distancing to be maintained, wherever possible. 8. Rooms are well ventilated where possible including dining halls 9. Protocol/queuing system in place to avoid people congregating at drop-off/pick-up times and agreed access/egress routes to enable better Social distancing which is communicated to parents/ guardians 10. Contractors/other visitors only allowed on site for emergency or statutory compliance works – visits to be arranged in advance in line with Schools Bulletin HS/4/20 dated 11/5/20. 11. Liaison with Home to School Transport (HTST) providers and LA to ensure social distancing/other controls in place 12. Social distancing practised in all internal/external rooms/areas of the school and signage to reinforce 13. Minimise contact and mixing between class groups (bubbles) 14. Remind staff to follow government recommendations when travelling e.g. avoid use of public transport where possible but where this isn't possible follow government guidelines regarding face coverings, Social distancing etc. 15. If car sharing outside of bubble or household then ventilate car well and use face masks. 16. Home to School transport – protocols to reduce risks in place. 17. Practice Social distancing where possible and with consideration of the ages of the children by arranging layout of classrooms and activities 		<ol style="list-style-type: none"> 1. SD cannot be undertaken with all DV population. Staff will direct pupils as far as possible with voice & gestures, signs & symbols. Physical guiding should be undertaken where essential from behind (guiding shoulder or loose one person PROACT SCIP support). Avoid hand holding as far as possible. Use gel/sanitiser/handwash after every necessary hand hold or PI. Where student needs support staff sit to the side and as soon as not needed move back to 2m distance, when practical 2. Pupils to be maintained with class groups as their bubbles – limit mixing between bubbles inside or outside where possible. 3. Pupils will move around school as individuals with staff. If more than 1, rule in 2 (above) applies. 4. One way systems in place that are site specific. 5. This is unlikely. If happens SD is impossible. Fire risk in alarm greater than C19 risk. 6&7. Lunches eaten in class. Staff on duty collect food from kitchen. 9. Pupils wait in vehicles until staff collect. 8. All doors windows to be propped open where safe to do so (even if fire doors) to aid ventilation & non-surface touching. Includes main doors for arrival & departure. 10. Site staff or SLT manage traffic flow. 13/18. HTST arrangements must not compromise higher level of safety in building. If those arrangements are less rigorous, school measures are rendered ineffective. AC will maintain clear focus on transport issues. Already discussed with LA. 15. Car sharing is preferred to public transport. Where staff are car sharing they need to wear masks and keep windows open if they aren't 17 All desks to face forwards where possible. 				
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4.	Social distancing (SD) and grouping continued		<p>18. Where possible same staff team to remain with bubbles</p> <p>19. Where possible and with consideration of the ages of the children each child to use a designated area (desk and chair/equipment) throughout the day, with thorough cleaning of the rooms at the end of the day.</p> <p>20. Maximise learning opportunities outdoors – schedule in times for different groups to be taught and play outside. As far as possible, staff are to avoid games and activities that lead to Social contact between children.</p> <p>21. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time.</p> <p>22. No assemblies or mixed group sessions.</p> <p>23. Timetable occupancy of offices to minimise numbers of staff using at the same time. Staff room use to be limited by ability to SD.</p> <p>24. Reminders to children not to hold hands, hug, touch or jump on each other etc. with due consideration of their age and level of understanding</p> <p>25. Staff to avoid social contact with children, wherever possible, however essential contact (e.g. to preserve the safety of a child, to prevent injury or self harm, for first aid and/ or for safeguarding purposes) would continue.</p>			<p>18. Staff teams to work with same bubble where possible, Minimise movement of staff between bubbles,</p> <p>19. Ages are not relevant. Thorough cleaning must take place daily .</p> <p>20..SD (2m) must apply outside wherever. Bikes must be cleaned after each ride. Virus degrades quicker outside but sanitising equipment must be taken outside and used when needed for bodily fluids. Cleaning equipment must be constantly supervised by a staff member on playground duty. Other staff will need to collect sanitising agents from crate to clean equipment. Sanitising equipment must not be left unattended. Chemical risk.</p> <p>21.Staff supervise SD. .Toilets cleaned frequently, students wash hands before and after.</p> <p>22.No assemblies or gatherings of pupils.</p> <p>23.One way system. Remove seats to allow for SD in shared spaces.</p> <p>24.SD & constant vigilance. Pupils with inability to SD or with challenging behaviour to have individual RA’s completed to minimise risk.</p> <p>25.As above. PI from behind on shoulder or long bone of forearm (PROACT SCIP).</p> <p>NOTE – PI need is part of RA process for individual pupil readmission discussion. Safe PI can be maintained through sick pupils not attending & staff following hygiene measures rigorously.</p>			
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4.	<p>Social Distancing SEND pupils</p> <p>Difficulty for some children to follow social distancing guidelines or those requiring personal care.</p>	Infection of staff and children	<ol style="list-style-type: none"> 1. DfE / PHE guidance followed - staff increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. 2. SEND risk assessment guidance considered and followed including consideration to home schooling for ECV pupils whilst shielded. 3. Use of social stories at home to help inform changes when children return and to support in understanding changes in environment. 			<ol style="list-style-type: none"> 1. Covered above. Maintain SD using voice, gesture etc. PI as 27 above. 1:1 in own room (staff can withdraw to SD where needed). Through cleaning at end of each day. Doors kept open where possible to minimise touch surfaces. Sanitising stations around common areas plus handwash & SD reminders. 2. All pupils to return to school with school RA in place. Individual RA's completed for pupils if needed. 3. In place already to support some at home. Needed for return for some when appropriate. Continuous support for pupils if situation changes. 			
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5.	Inadequate health and hygiene	Infection of staff and children	<ol style="list-style-type: none"> 1. Induction for all members of the school community (pupils/staff) to explain the COVID-19 safety arrangements and guidelines to follow with regular reminders. 2. Encourage staff and pupils to feed back any concerns regarding the measures in place. 3. Continual reminders (staff/pupils/visitors) to wash hands for 20 seconds and handwashing facilities available and replenished. 4. Hygienic wipes or cleaning supplies/hand sanitiser available in each classroom/ office and stored out of reach. Tissues and bins to dispose of waste also in every classroom/ office. 5. Anyone entering the building should sanitise/wash their hands with clear instructions for visitors to follow on where to wash/ availability of hand sanitiser 6. Robust cleaning regime in place and arrangements to deal with suspected or symptomatic COVID case, including deep clean following <u>Government guidance</u> 7. Door handles, light switches, computer key boards, toys and other touch points need to be cleaned daily. 8. Premises staff/ SBM to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance 9. Premises staff / SBM to ensure availability and replenishment of hand gel/liquid/wipes/ soap/tissues/bins. 10. Premises staff to continue to ensure that the hot water system is working properly – any issues reported promptly 11. Keep rooms ventilated by opening windows and doors where possible and safe to do so 12. Children are to be reminded regularly of effective hand washing and this should take place as a minimum on arrival and before and after every break and lunchtime 		<ol style="list-style-type: none"> 1.Covid Staff Handbook issued and to be kept updated by Site lead. 2.In place. Plus union & wellbeing group reps. 3.Posters. Handbook. Reminder for staff not to touch face/mouth/eyes. 4.Ensure gel & wipes/spray available in each room. Bins already there but pedal bins will only be ordered in absence of other bins for specific appropriate groups. Lidded do not make a difference to risk level. 5.On arrival all staff visitors use gel to sanitise hand before signing in with written information about virus risk management. If visitors entering school they need to have read RA. 6.In place already. Regime clarified by LA. Designated room on each site set aside for symptomatic pupil. PPE held in HT office for staff to deal with symptomatic pupil. Parental reminders to keep ill pupils out. 7.Established regime. 8/9/10.Will/Rae/Len/Enzo. 11.Staff to open doors & windows on arrival. Main doors to be kept open during staff & pupil arrival to minimise handle contact. All internal corridor doors wedged open where practical and safe to do so (must be closed during alarm evacuation by retreating staff). 12.Sanitiser stations. Must sanitise every time enter/leave classroom, before and after eating, on arrival at school gate. 			
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5.	Inadequate health and hygiene continued		<p>13. Regular supervised use of hand sanitiser where soap/water not immediately available.</p> <p>14. Remind children not to touch their eyes, nose and mouth with unwashed hands</p> <p>15. Anyone handling food must wash their hands before and afterwards</p> <p>16. Anyone who has to treat a cut or wound must wash their hands before and afterwards</p> <p>17. Posters showing effective hand washing and other advice re good hygiene to be displayed above each wash station/ sink and in toilets</p> <p>18. Posters and lesson plans on general hand hygiene can be found on the eBug website</p> <p>19. Staff and children told to use a tissue or cover their mouth and nose with a bent elbow, when coughing or sneezing. Tissues to be disposed of in bins and to be emptied at the end of each day and double bagged. Hands must be washed after coughing or sneezing, with soap and warm water</p> <p>20. Children or staff to follow good mask hygiene, eg only touch strings of mask when removing place in sealed bag and was hands for 20 seconds</p>			<p>13.As above.</p> <p>14.Where possible support pupils to understand this. Ensure all other hygiene arrangements in place. Staff do need to remember not to touch face/mouth/eyes/nose.</p> <p>15/16.Posters. Handbook. Effective first aid practice, including use of gloves for injuries.</p> <p>17.In place for staff and pupils.</p> <p>19.Posters. Handbook. Staff must do this for pupils. Height differential will help but ensure no staff sit face to face with pupil. Sit by side only, at SD if possible to minimise airborne transmission.</p> <p>20. Staff to remind and verbally support pupils to follow good mask hygiene.</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p>			
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6.	Cleaning – inadequate supplies of products/ arrangements	Infection of staff and children	<ol style="list-style-type: none"> 1. Arrangements in place for regular cleaning of surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, toilets, more regularly than normal using standard products, such as detergents. In the event that standard detergents become unavailable, bleach can be used where COSHH risk assessment demonstrates it is safe to use . Follow the COVID-19: cleaning of non-healthcare settings guidance. 2. Seek to prevent the sharing of equipment where possible. Ensure play equipment is cleaned daily and that multiple groups do not use it simultaneously. 3. Limit soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). 4. Shared materials and surfaces should be cleaned and disinfected more frequently. 5. Limit school resources; e.g. home reading books sent home and children bringing in books/toys into school 6. Thorough cleaning of areas that a symptomatic child has touched -Public Health/DfE/Gov guidelines or decontamination/deep cleaning to be followed 7. Arrangements in place with in-house/NVIRO cleaners for thorough cleaning of all areas in use daily. 8. Cleaners to wear disposable gloves and aprons and if an area has been heavily contaminated such as with visible bodily fluids from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. 9. The setting should ensure an adequate supply of essential supplies. 10. A monitoring system for PPE should be introduced to ensure that a supply of stock is available to all who require it. 		<ol style="list-style-type: none"> 1. Staff in each area to clean resources & equipment in use. Door handles will be managed by cleaner. Any areas of the school not being used will display a DO NOT ENTER sign to enable cleaners to focus on areas in use & give robust clean each day. If pupil or staff use this room they must alert SLT on duty to need to clean that room at end of day. 2. Equipment only to be shared within class group (bubble). If equipment being shared between groups then needs to be cleaned between. If resources need to be handed out they are placed on a table and children collect them individually, limit staff handing out resources 3. Limit soft toys (unless it is an unshared attachment item) & only use toys with few intricate parts. Lego & similar can only be used if child sanitises hands before use. Material must be immersed in cleaning agent after each use if pupil mouths or touches hand to mouth during play. Dough play must be individualised resource. Water/sand individual too. 4. Soft room or PE soft play must be sanitised after each use. Library will be closed indefinitely. 5. School bags, contents & home school books are essential. Effective communication between home/school will keep everyone safer, including support for behaviour. Bags must be stowed immediately on arrival. Student removes contact book and pass to class teacher for checking. Books will be laminated for use & sanitised on removal. 6. In place. 7. Thorough daily clean. 8. In place. 9. In place. 10. In place In SLT office. 				
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7.	Arrival and departures	Infection of staff, children and families	<ol style="list-style-type: none"> 1. Planning parents' drop-off and pick-up protocols to minimise adult-to-adult contact: asking parents to maintain 2m distancing when they drop off and collect children, whilst maintaining safeguarding/visual controls. 2. Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising close contact (for example, which entrance to use). One adult only to drop off/pick up children. 3. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 4. All adults and children to clean/sanitise their hands on arrival/entry to the school 5. Encourage parents not to leave buggies, car seats and scooters at the school and if this is essential, items are to be left outside the school building. 			<ol style="list-style-type: none"> 1.Pupils come in taxis , walking or few parent cars. Must wait in vehicle to be collected by staff team. Only disembark when SD staff come to collect pupil to escort into building. Pupil to sanitise hands on entry if they are able. SLT must wear mask & not touch vehicle. Those who walk wait outside gate and SLT/staff on duty manages entry. 2.Establish staggered times if needed to ensure not too many vehicles are on site. 3.Staff must not congregate in reception prior to pupil arrival or departure. Must SD. 4.As above. No parents to enter building. All staff to use signing in sheets and sanitise hands. Staff must sanitise wheelchair handles & brakes before accepting pupil from taxi/parent. 5.N/A. 			
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	Arrival and departures - Visitors	Infection of staff, children and visitor	<ol style="list-style-type: none"> 1. No non-essential visitors to the setting 2. Hand washing/sanitising on arrival and visitor instructed of need to use/ location of wash station/ hand sanitiser 3. Tell suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>) 4. Procedure for delivery of food and other supplies so that deliveries are left outside: 5. All deliveries to be left in safe place. 6. All maintenance work/ checks should be completed outside of operational hours wherever possible. 7. Emergency maintenance/ repair work can take place if safe to do so during operational hours and usual safeguarding and contractor management procedures apply. 8. Contractors visiting premises – let them know arrangements in advance of visit and check that they have robust social distancing procedures in place. Office/ reception staff to log their arrival and departure from site. 			<ol style="list-style-type: none"> 1. In place. Delivery staff must deposit deliveries just inside main doors & not enter building. [Catering delivery to kitchen door only]. Contractors to enter only with prior agreement and follow RA. Where possible repair staff to work outside pupil hours where possible. Must read & apply safe practice & handwash/sanitising regime. 2. Sanitising station & information at front doors. Visitors to sign in and use sanitiser. Visitor badges to be sanitised after use. 3. Admin to alert all companies. 4. Food deliveries direct to rear kitchen door only. All others as per 1 above. 5. Deliveries to be left just inside main door. Premises support/Admin to deal with deliveries. Admin team to ensure hygienic arrangements. 6. In place. 7. Only in emergency. Agreed with SLT on duty. 8. In place. 			
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8.	Sickness at setting	Infection of staff and children	<ol style="list-style-type: none"> 1. Children instructed to let staff know immediately if they start feeling unwell (hot, new cough(means coughing a lot for more than an hour or 3 episodes in 24 hours), a, loss of smell/taste). 2. Staff aware of and vigilant to symptoms of coronavirus 3. Procedure in place to be followed if staff or children become unwell on site with a new, continuous cough, high temperature or loss of smell or taste. 4. Symptomatic child will be moved to a room away from others, door to be closed and window opened for ventilation 5. Whilst awaiting collection, the child will be supervised by one member of staff. 6. The child should use a separate toilet and this should then be sealed for 72 hours/thoroughly cleaned (in line with guidelines). Cleaning in non-healthcare settings 7. A PPE supply is available for staff supervising children presenting with symptoms before collection where 2m distance cannot be achieved. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a dynamic risk assessment by the first aider determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 8. The member of staff supervising the child being isolated must wash their hands for 20 seconds after the child is collected. 9. The shortest route out of the building should be taken by a symptomatic member of staff or child. 10. COVID-19 testing available for staff who are symptomatic via the Governments Testing website and BHCC Covid-19 testing page 11. Follow flow chart “PHE South East Health Protection Team: Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings” https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/coronavirus/CovidGuidanceFlowchart.SDf 	<ol style="list-style-type: none"> 1. Parents regularly reminded about symptoms (for child & them) & to isolate. 2. In place. 3. Staff not attend if feel unwell or to go home immediately if become unwell. Staff to get covid test. 4/5. 2 staff put on PPE (HT office) immediately & take child to designated room(Specified for each site in handbook) to isolate until either parent collects, taxi collects or staff take child in minibus to home (PPE, sanitise bus on return, staff go off shift home to shower & wash clothes). It is preferable for parent to collect. Schools must send home those people who have been in close contact with the person who has tested positive. These people should self-isolate for 10 days since last close contact with the affected person <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected Social contact (skin-to-skin) • Proximity contacts - extended close contact (within 1m for 1 minute and 2m for 15 mins) with an infected individual • Travelling in a small vehicle, like a car, with an infected person 6. Designated toilet for pupil use. Deep clean of all areas that night. 7. Follow LA guidance, PPE in SLT office. 8/9/10 noted .Important - If child tests positive for Covid-19 other children in their group will be asked to self-isolate for 10 days. SLT to refer to PHE South East Health Protection Team guidance/flowchart held in VH’s office on wall by door .After isolation period staff do not need negative test to return to work but must not have had no temp for 48hours. Loss of taste or cough may last for up to 6 weeks and this should not stop someone coming back to school or work. The viral load may last for 6weeks and more in the body but due to load level not contagious . Protocol in place to be followed if SLT informed of a positive case in pupil/staff.
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9.	Staff Wellbeing - Staff are worried and feel stressed because of the national situation and fear of the risk of infection	Staff	<ol style="list-style-type: none"> 1. Staff have access to BHCC wellbeing pages and school wellbeing plan. 2. Clinically extremely vulnerable staff to have individual RA's updated on request to ensure support in place. 3. Open-door policy for staff to raise any wellbeing concerns - including becoming overwhelmed – and regular SLT check-ins. 4. Regular staff briefing regarding new arrangements and expectations. 5. Teaching groups kept small with hygiene measures and Social distancing procedures in place to reduce likelihood of infection transmission. 6. Agreed methods of communication – e.g. email, Ping, WhatsApp groups, website, staff contact numbers, text alerts, line manager contact and support etc. 7. DSE guidance on BEEM and BHCC website . 8. Regular breaks to be programmed in for all staff. 9. SLT to monitor who is ill and make contact if possible for those that live alone 10. SLT to follow guidance re PPE from LA/DfE/PHE etc to ensure staff have appropriate types and supply of PPE 11. Cleaning/premises staff provided with PPE including disposable gloves, aprons and face mask 			<ol style="list-style-type: none"> 1. Send link via Ping & put in staffroom. Staff have already received wellbeing information from Chloe Sly. Plus regular prompts to seek support. Wellbeing Group meeting. Open acknowledgement that we are concerned to support all mental health & wellbeing issues. Staff wellbeing service publicised. EPS available to offer individualised support to staff. 2/3. For discussion as part of individual staff RA process. 4. Clear directive to utilise SLT for support. Wellbeing info & comms regularly disseminated via weekly Ping. Staff briefing to take place weekly. Regular verbal reminders to contact for support or raise concerns, also for all protective measures. 6. Ping, email, various WhatsApp groups, Zoom meetings. All staff must access. 9. In place but staff must report in any illness. 10. In place. Note PPE is still viewed as not necessary in schools by Govt/DfE & LA. PPE available for pupils who spit frequently. Where individual RA indicates need for PPE (for staff or because of pupil behaviour) this will be provided. Staff can choose to wear a mask but must be fully aware that mask could encourage pupil to grab it (scratching staff face). Staff must understand appropriate safe practice in mask wearing (ie not touching – which render them ineffective). All staff to be aware that mask wearing by staff may make pupils anxious. 11. In place. 				
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			<ul style="list-style-type: none"> 12. Limit close contact with other staff at all points in day, limit occupancy of rooms. 13. Regular staff meetings – remotely if possible or outside (weather permitting) 14. CPD and training accessed via eLearning when possible 15. Bereavement support and guidance available 			<ul style="list-style-type: none"> 12. Staff information to ensure do not congregate in foyer or other areas without SD. Limit seating in staff room. One way system. In staffroom staff must not sit at table blocking one way route. 13. As above (1). 15. Staff wellbeing service, EPS, SLT support. Govs agreed funding for bespoke counselling support when necessary. 			
10.	<p>Children’s wellbeing</p> <p>Children anxious about returning or impact of lockdown</p>	Children	<ul style="list-style-type: none"> 1. Find out or provide opportunity for each child to share their experience of lockdown including positives, negatives, any experiences of separation and loss, anxiety about returning, confusion, bereavement. Update information on SEND, health and learning, with high priority given to wellbeing. 2. Use familiar settings wherever possible for a class’ return to school. 3. Staff to be mindful that young children may find it difficult to adjust to changes and avoiding social contact with others. Children to be put in small/same groups and staff to monitor the emotional/welfare of children. 4. BHISS to be contacted to offer support for those children who have experienced trauma, anxiety and finding returning to school difficult 5. Other specialist support available through the local authority 6. Encourage updates from home, via phone and current online systems 7. Follow guidance on supporting children’s mental health and wellbeing during the coronavirus pandemic. 8. Bereavement support and guidance available 			<ul style="list-style-type: none"> 1. All staff to be vigilant to anxieties of pupils in school & report to SLT. Also teachers to report any concerns to SLT & on CPOMS. Regular liaison with social care. Pupils must be prepared for readmission with social stories & other support to minimise anxieties as far as possible. 2/3. Plan transition back to school with staff, parents & pupils. 4. In place. 5. BHISS. Existing therapists ,PMHW). 6. Possibly 7. In place. Including calls, Zoom, YouTube, work packs. (if offsite) 8. TBA where necessary. HT advice available for pupils as DV has experienced pupil bereavement before. 			

11.	Staff - home working and use of display screen equipment (DSE) DSE related ill-health or injury and Isolation For ECV staff till end of shielding.	Staff	<ol style="list-style-type: none"> Staff made aware of the corporate guidance for 'working well at home' and how to access this DSE guidance on BEEM and BHCC website Staff asked to complete/update DSE assessments for working at home Staff provided with DSE equipment if needed, e.g. separate mouse, keyboard, stand for laptop or chair. Management/team leader to make regular contact with ECV staff to check if any issues and on their wellbeing Regular breaks to be programmed in for all staff and staff working from home to ensure regular breaks are taken 			<ul style="list-style-type: none"> 1.TBA. All staff have been supplied with very good advice from Chloe re home working. 2/3/4.TBA. 5.SLT to contact as needed Teachers to contact their team weekly. 6.In guidance. 			
12.	Nappy/pad changing, intimate care and clinical and offensive waste removal	Staff may be exposed to the virus	<ol style="list-style-type: none"> Children whose routine care already involves the use of PPE due to their toileting and/or intimate care needs should continue to receive their care in the same way and staff provided with the same levels of PPE Schools current toileting/ intimate care procedures are followed for nappy/pad changing. Clinical waste arrangements/facilities already in place. Additional government guidance is followed on waste removal. 			Public Health and Health and Safety have advised that mask wearing is not required for nappy/pad changes. Staff can wear masks if they choose but must follow safe practice. <ol style="list-style-type: none"> Gloves & apron minimum. In place. In place. Covid waste disposal advice known by cleaners & HT. 			
13.	Office equipment Staff exposed to the virus through shared equipment	Staff	<ol style="list-style-type: none"> Shared equipment avoided wherever possible – e.g. own phones, desks, stationery. Where equipment has to be shared, it is used by as few people as possible & cleaned after use – e.g. photocopiers, intercoms/entry systems etc. Visitors/contractors reminded of SD/hygiene expectations. All keyboards, mice, desks, chair arms and telephones to be cleaned before use, between shifts, and at the end of the day with antibacterial cleaners or standard disinfectants. Cleaning wipes available. Workstations/staff set apart by 2m, e.g. with floor markings or taped-off areas/desks. 			<ol style="list-style-type: none"> No desk sharing & office occupant labelled. Clean phone, keyboard, mouse, table surface when vacate office or space. Sanitise hands before/after use photocopier. Copier relocated to open space. Must maintain SD in room. Staff to be aware not to enter office area. Visitors to site to be limited to essential services/visits. School RA to be shared with them. In place as staff need to clean area as leave it anyway. In place. In place. Tape used if required. 			

14.	Communication SLT/staff not up to date with PHE/Government/DfE & LA advice/guidance	All Staff/Pupils/ Parents/Outside Agencies	<ol style="list-style-type: none"> 1. SLT to read, review and share PHE/DfE/Government information and advice from Brighton & Hove local authority ensuring all staff/governors/parents/carers are kept up to date, including: 2. Emails from Education & Skills 3. Links to Gov.uk information 4. BEEM updated regularly 5. Heads PA / designated staff member to check LA website daily and notify SLT - https://new.brighton-hove.gov.uk/coronavirus-covid-19 6. Emergency procedures should be regularly updated and shared with all staff following updated guidance from public health England/DfE/Government and LA 7. Behaviour Policy to be updated to reflect changes and communicated to pupils, parents and staff. 		<ol style="list-style-type: none"> 1. In place. Meetings & Ping. VH reads & disseminates. 2. In place & as above. 3. In place & as above. 4. Staff can refer to dedicated pages on Covid 19 on BEEM. 5. In place. VH. 6. In place. .VH 7. As stated elsewhere. Behaviour managed individually. No need to amend existing. Spitting already identified for some pupils and individual plans in place. Where a pupil routinely spits at staff as a behaviour, staff to consider visors or goggles. 			
15.	School closure: full or partial due to COVID infection outbreak or staff shortages etc.	Pupils	<ol style="list-style-type: none"> 1. School closure protocols followed including seeking advice from and informing the LA; communication protocols for staff/ parents/ contractors etc. 		<ol style="list-style-type: none"> 1. Dependent on nature of emergency or location of infection. This is undertaken by VH. Use of Ping to communicate with staff/families. See guidance sheet. 			

16.	'HUB or shared staff / premises Arrangements' (if applicable) Staff unfamiliar with premises, emergency arrangements and/or pupils	Staff/pupils	1. Staff who do not usually work at site inducted (& recorded) to include: <ul style="list-style-type: none"> - Layout of premises/facilities/equipment. - Evacuation procedures and how to raise the alarm. - Who the first aiders are and how to summon help in an emergency. - Who/how to contact with any questions/concerns. - Expected role whilst on site. - Check staff training to undertake specific roles. - Check staff re: any ongoing medical conditions/adaptations, which may be required to work safely. - The sharing of relevant premises/task risk assessments. - Hygiene measures and Social distancing procedures in place 2. The sharing of behaviour plans/strategies/individual pupil RAs, if working with children with known complex needs.			1. Staff who normally work on other sites to be briefed as to all issues to do with new site; fire alarm (all signage in place, including temp changes due to building work), assistance alarm, hygiene store, one way, copier removal.. 2. In place.			
17.	Caterlink unable to provide a school meals service/or are operating a reduced service	Pupils	1. Liaison with Susie Haworth, School Meals Manager to support interim arrangements. 2. School to inform parents/carers to bring in a pack lunch if school meals are unavailable. 3. Consider having an arrangement in place to ensure hygiene e.g. a trolley for lunch bags/boxes with cleaning supplies provided nearby so that the lunches can be left in a specific place and then the containers sanitised 4. Arrangements in place for parents of FSM children to collect a pack lunch to eat off site if not attending school/or voucher scheme introduced. 5. If only reduced/alternative menu available, parents/carers informed to ensure allergies considered. 6. School to seek assurance from Caterlink that appropriate policy (and compliance) in place for managing COVID-19 including: non-attendance where symptomatic, increased hygiene, cleaning of equipment (incl. tables & chairs) & arrangements to ensure social distancing for deliveries, food preparation and serving, queuing, staggering sittings, tables/seats safe distance apart etc. Use of other suitable areas if necessary.			1. In place. Use takeaway outlet for food. 3. TBA 4. Vouchers as needed. 5. In place. 6. In place.			

18	Incorrect distribution/ use of school test kits	Staff and pupils	<ol style="list-style-type: none"> 1. Staff/pupil book a test through the gov.uk website 2. These test kits are suitable for use for any individual, including children of Primary age 3. Clear criteria for allocation of school tests <ul style="list-style-type: none"> • Have developed symptoms while at school or your college, and • You believe they may have barriers to accessing a test elsewhere • You believe that if you sent the individual home without a kit, they would not receive a test at all. • For staff if they have not been able to get a test in an appropriate timescale via the gov.uk website. 4. No tests carried out on site 5. Symptomatic person sent home with test 6. HoS/HT explain to symptomatic staff member or family member of student how to carry out test (see gov.uk website and video). 7. Tests stored at room temperature in HoS office. 8. Do not test if non symptomatic 9. Remind staff/family member to call 111 if symptoms worsen or in emergency 999 			<p>HoS trained in distribution /use of kits 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</p> <p>Read a copy of the instructions that are inside the packs which can be found here:</p> <p>Conduct testing at home- instructional video can be found here: https://www.youtube.com/watch?v=Xaw8DsF2lgc</p> <p>Register test kits online to make sure you receive a result: https://test-for-coronavirus.service.gov.uk/register-kit</p> <p>Return test kits via Royal Mail priority box. You can find your nearest priority box via this link (please tick the priority box): https://www.royalmail.com/services-near-you#/</p> <p>Powerpoint shared on one drive "Schools and Colleges Testing Webinar:</p>			
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