

<b>Educational Setting</b>	<b>Lime Academy Forest Approach</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	17.07.2020
<b>Review Date</b>	<b>17.07.2020</b>

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom and when?</b>	<b>Implemented Y/N</b>	<b>Risk Rating</b>
<a href="#">Prevention</a> Risk of contracting COVID 19	staff and students	-minimise 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 school <a href="#">-clean hands thoroughly more often than usual</a> -ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	- Isolation room – changing room where window, toilet and running water is accessible. - suitable and sufficient PPE available – grab boxes/ bags with emergency PPE available in each classroom - stocks of soap, paper towels and/or hand sanitiser –stock monitored and checked daily; in classes and toilets; sanitiser placed in front of the classes and in the reception areas.	Site officer  Cleaning Staff  FS/ SLT		Likelihood: 3 Consequence: 4 Risk Level: <b>Tolerable</b>



		<ul style="list-style-type: none"> <li>-<a href="#">introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a></li> <li>-<a href="#">minimise contact between individuals and maintain social distancing wherever possible</a></li> <li>- <a href="#">where necessary, wear appropriate personal protective equipment (PPE)</a></li> </ul>	<ul style="list-style-type: none"> <li>- sufficient wash basins – in most of the classes; toilets areas close by.</li> <li>- stocks of tissues – placed in each classroom, stock check daily</li> <li>-disposal bins – all classes to be supplied with bins with lids</li> <li>- sufficient stocks of suitable cleaning products available – stock check and ordered</li> <li>- sufficient capacity to do the cleaning tasks – risk assessments for staff vulnerable fulfilled;</li> <li>- staff briefed on the expectations in class settings, outdoors and in staff rooms, etc</li> <li>– training provided via Google Meets on return 1<sup>st</sup> of September; PowerPoint prepared</li> </ul>			
<a href="#">Response to any infection</a>  Risk of infection	staff and students	<ul style="list-style-type: none"> <li>- <a href="#">engage with the NHS Test and Trace process</a></li> <li>-manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>- contain any outbreak by following local health protection team advice</li> <li>- Anyone presenting Covid-19 symptoms to be isolated in a well-ventilated room with separate toilet facilities to be used.</li> <li>- PPE including an appropriate face mask must be worn by staff caring for the child.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff or pupils exhibiting any symptoms of COVID-19 prior to the school day, should self-isolate and undertake a coronavirus test before returning.</li> <li>- Staff/pupils who become unwell with a new continuous cough, a high temperature or other symptoms during the school day sent home and required to be tested for coronavirus.</li> </ul> <p>Follow the most current advice regarding self-isolation and testing.</p> <p>Inform transport services.</p>	SLT  ongoing		Likelihood: 3 Consequence: 4 Risk Level: <b>Tolerable</b>



		<ul style="list-style-type: none"> <li>- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>- In an emergency, if they are seriously ill call 999.</li> <li>- After use ensure cleaning of the room and all areas a person has been in, following government advice with first warm soapy water, usual disinfectant cleaner and a disposable cloth. Pay particular attention to frequently touched areas. If an area has been heavily contaminated use protection for the eyes, nose and mouth as well as wearing gloves and an apron.</li> <li>- Wash hands thoroughly for 20 seconds after removing PPE</li> <li>- All cleaning items and PPE to be double bagged, stored for 72 hours or until a negative test result is received.</li> <li>- Deep clean parts of school if a positive tested case is notified and provide that information to staff and parents.</li> </ul>	<p>Set up Covid-19 response kit with appropriate PPE.Visors for eye protection for a range of purposes including spitting.</p> <p>Contact parents when necessary for self – isolation and use Public Health England template letters if these are advised.</p> <p>Circulate this information and Public Health England guidance from NHS and on website.</p>			
Contingency planning for a further outbreak - risk of contracting	staff and students	<ul style="list-style-type: none"> <li>● In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a</li> </ul>	<p>Public Health England to be contacted immediately for advice and guidance.</p> <p>-Revise Distance Learning Policy -Create Distance Learning portal on the website</p>	SLT  Ongoing		<p>Likelihood: 3 Consequence: 4 Risk Level: <b>Tolerable</b></p>



COVID-19 during outbreak		<p>contingency plan for this eventuality.</p> <ul style="list-style-type: none"> <li>School has 2 or more confirmed cases within 14 days or overall rise in sickness absence where COVID-19 is suspected. School liaises with Public Health England – local health protection team who will advise additional actions for the school.</li> </ul>	<p>-Ensure Efl has been changed to reflect new class intake.</p> <p>-Plan 'B':</p> <ul style="list-style-type: none"> <li>if the local R Rate is above 1, then the school will contact Local Authority to discuss the potential of offering a part time operational programme Group A attending Monday and Tuesday, Group B attending Thursday and Friday with the school being closed on Wednesday for a deep clean.</li> </ul>			
Risk of high level of COVID 19 virus transmission in the local community.	Pupils, staff and wider community	<ul style="list-style-type: none"> <li>Local Authority or PHE may advise school closure due to the high rate of transmission in the local area.</li> </ul>	<p>Follow guidance provided by the Local Authority.</p> <p>Advise CEO of Lime Trust.</p> <p>Advise Parents and \carers accordingly.</p> <p>Advise all staff/ LA transport providers/ SEN for Local and out of borough students/ Advise Virtual schools and any other professional bodies working with the school.</p>	SLT Ongoing		<p>Likelihood:2 Consequence: 4 Risk Level: <b>Adequate</b></p>
Social Distancing in school	Staff and pupils	<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible</li> <li>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups</li> </ul>	<p>Ensure all staff read and sign RA's, to ensure strict adherence to 'social bubble' prior to students returning in September.</p> <p>Designated areas clearly assigned to each class 'social bubble'.</p>	SLT Ongoing		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>



		<p>separate (in 'bubbles') and through maintaining distance between individuals</p> <ul style="list-style-type: none"><li>● Schools will maintain distinct groups or 'social bubbles' that do not mix, to achieve greatest reduction in contact, without unduly affecting the quality or breadth of teaching, access for support, specialist staff and therapists.</li><li>● Young people who are able should be encouraged to keep their distance to 1 metre plus within social bubbles.</li><li>● Where possible rooms should be kept well ventilated, with windows and doors open, as practical.</li><li>● Settings will take steps to limit interaction, sharing of rooms and social spaces between bubbles.</li><li>● Staff and pupils should maintain a distance of 1 meter plus whilst inside the bubble, as far as possible, reducing the amount of time in face to face contact. Education and care support should be provided as normal for children with complex needs,</li></ul>	<p>Consistent staff members to remain with and support with their class 'social bubbles'.</p> <p>Where possible, students travel to school on L.A. transport, remaining within their 'social bubbles'. Where not possible pupils should remain 1 metre plus apart. Transport to have their own procedures and risk assessments.</p> <p>Staggered start and finish times for arrival and departures of transport. Pupils supervised on entry/exit from staff from within their 'social bubble'</p> <p>Welfare Lead to administer hand sanitizer, prior to entry in the school. . Welfare Lead, to wear full PPE.</p> <p>Shared spaces eg. sensory room to be limited to one pupil per day. Should the use of this space be required for a different pupil with a gap of 48 hours for plastics and 72 hours for metal surfaces must be adhered to.</p> <p>Daily cleaning for all rooms.</p>			
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		<p>with increased hygiene protocols.</p> <ul style="list-style-type: none"><li>● Timetabling – groups should be kept apart and movement around the school site kept to a minimum. Passing briefly in the corridor or playground low risk – planning should seek to prevent the possibility of busy corridors, entrances or exits.</li><li>● All cover teachers can operate across different classe, using PPE to achieve greatest reduction in contact. Specialists, therapists and clinicians should provide interventions as usual following school and health protocols.</li><li>● Furniture and equipment will need to be moved or placed in a position to reduce bottlenecks, ensuring that free movement and appropriate spacing of 1 meter plus is possible. Consider changes to seating arrangements to avoid face to face contact.</li><li>● All visitor access to the school to be restricted to essential visits only. Site guidance on 1 meter plus distancing and hand washing/sanitising explained on arrival. Where possible external</li></ul>	<p>Limited visitors, where all meetings should continue to be virtually where practicably possible.</p> <p>Lunches to be delivered to and eaten within classrooms.</p>			
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		<p>visitors to attend outside of school hours.</p> <ul style="list-style-type: none"> <li>● Staggered lunch times and breaks for staff and pupils, to limit contact with other' social bubbles'.</li> <li>● Use of outdoor spaces to be timetabled and areas of use for 'social bubbles' to be clearly identified.</li> </ul>				
Cleaning	<p>Staff and pupils</p> <p>Cleaning staff</p>	<ul style="list-style-type: none"> <li>● The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school.</li> <li>● SLT to continually monitor to determine if a deep clean may be appropriate before staff and pupils return to school, at any point during term.</li> <li>● All staff need to take reasonable steps to ensure the standards of cleanliness are at the appropriate level to maintain a duty of care for colleagues and pupils.</li> <li>● Where possible, remove furniture and equipment which prove challenging to sanitise eg. soft furnishings.</li> <li>● More frequent cleaning procedures should be in place across the site,</li> </ul>	<ul style="list-style-type: none"> <li>● Follow guidance – COVID-19: Cleaning in non-healthcare settings (updated 15<sup>th</sup> May)</li> <li>● If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</li> <li>● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>● Ensure COSHH sheets in place for cleaning products.</li> <li>● Consider whether any outdoor play equipment should be used and if so</li> </ul>	<p>SLT/ Site Manager</p> <p>Ongoing</p>		<p>Likelihood:2</p> <p>Consequence: 4</p> <p>Risk Level: <b>Adequate</b></p>



		<p>particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>o Taps and washing facilities,</li> <li>o Toilet flush and seats,</li> <li>o Door handles and push plates,</li> <li>o Handrails on staircases and corridors,</li> <li>o Lift and hoist controls,</li> <li>o Machinery and equipment controls,</li> <li>o All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>o Telephone equipment,</li> <li>o Keyboards, photocopiers and other office equipment, classroom desks and chairs, toys, IT equipment.</li> </ul>	<p>ensure pupils wash their hands afterwards.</p>			
Lunchtime Catering facilities	Staff and pupils Contractors	<ul style="list-style-type: none"> <li>● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen.</li> <li>o Serving food</li> <li>o Queing</li> <li>o Different lunch periods</li> </ul>	<p>Students will eat their lunches within the classroom.</p> <p>No contact delivery of food to the door - table placed in front of the classroom for food deliveries.</p> <p>Used cutlery and plates to be picked up by kitchen staff as well from the</p>	SLT Ongoing		<p>Likelihood: 2 Consequence: 4 Risk Level: <b>Adequate</b></p>



		<ul style="list-style-type: none"> <li>• Ensure lunchtimes are staggered and pupil contact is kept to a minimum where possible.</li> <li>• At the moment - cold lunches delivered to the classroom doors in the paper bags.</li> </ul>	place outside the classroom. All utensils to be sterilised daily.			
Fire Safety	staff and pupils	<ul style="list-style-type: none"> <li>• Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts (no lifts in place at Forest Approach)</li> <li>• Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>• Reminders to staff and pupils that if the fire alarm is activated that they should still keep 1m+ distancing, if possible, when at the evacuation point.</li> </ul>	<p>Review for new groups/bubbles.</p> <p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with the whole school.</p>	SLT/ Site Manager	Ongoing	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: Adequate</p>
Access of school building	Staff and pupils Visitors	<ul style="list-style-type: none"> <li>• Limited traffic through corridors and external doors with 2 metre distances demarcated on the floor.</li> <li>• Where possible, doors to be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>• Anti-bacterial wipes and sanitiser available for staff and pupils at</li> </ul>	<p>School arrival/departure timetables to reduce congestion.</p> <p>Priority must be given to disabled users and those identified as having health related issues.</p>	SLT	Family Support  Welfare Officer	<p>Ongoing</p> <p>Likelihood:4</p> <p>Consequence: 4</p> <p>Risk Level: Tolerable</p>



		<p>appropriate points around the school, including Reception, in front of classroom doors alongside corridor.</p> <ul style="list-style-type: none"> <li>• Allocated drop off and collection times</li> <li>• Consider use of additional entrances and exits to classrooms and areas, to prevent bottlenecks.</li> <li>• Limited number of staff and students using premises</li> </ul>	<p>Parents and carers will be provided relevant guidance on drop off and pick up arrangements.</p> <p>Times for transport staggered:</p> <table border="1"> <thead> <tr> <th>Transport</th> <th>Arrival</th> <th>Departure</th> </tr> </thead> <tbody> <tr> <td>Parents</td> <td>08:45</td> <td>14:30</td> </tr> <tr> <td>Havering</td> <td>09:00</td> <td>14:45</td> </tr> <tr> <td>Other</td> <td>09:15</td> <td>15:00</td> </tr> </tbody> </table> <p>Main entrance to be timetabled, escorts to hand over pupils.</p> <p>Welfare Lead staff to tick off the students on the bus before collection to the classes.</p> <p>Transition risk assessment to be shared with staff and transport</p> <p>Parents dropping off pupils report at the reception and wait in the outside area (to be marked clearly)</p> <p>All students and staff using premises</p>	Transport	Arrival	Departure	Parents	08:45	14:30	Havering	09:00	14:45	Other	09:15	15:00			
Transport	Arrival	Departure																
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First Aid	Staff and pupils	<ul style="list-style-type: none"> <li>• Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the</li> </ul>	<p>The HSE have announced a three-month extension to the validity of the following qualifications, if the first aider was unable to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> <li>o First Aid at Work</li> <li>o Emergency First Aid at Work</li> <li>o Paediatric First Aid</li> <li>o Emergency Paediatric First Aid</li> </ul>	SLT  Ongoing		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>												



		<p>school suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> <li>• SLT to assess daily first aid/ paediatric first aid trained staff ratios on site.</li> <li>• Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required</li> <li>• Schools will outline the specific medical needs of their cohort and seek appropriate support/advice/training from community nursing services, with COVID 19 transmission risk as a priority.</li> <li>• Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> <li>• Limited number of staff and students using premises at the moment</li> </ul>	<p>List for additional training for first aid near to expiry date.</p> <p>All students and staff using premises</p>			
Waste	Staff and pupils Contract or	<ul style="list-style-type: none"> <li>• Relocate waste bins to key strategic positions both in school buildings and in external areas, in order that waste materials can be managed safely</li> <li>• Bins should be emptied daily.</li> </ul>	Staff to ensure they wear protective gloves and or wash hands immediately for 20 seconds after carrying out this activity.	SLT  Ongoing		<p>Likelihood: 2 Consequence: 4 Risk Level: Adequate</p>



	Cleaning staff, site officer	<ul style="list-style-type: none"> <li>• Double bagging of any hazardous or contaminated waste following government guidance.</li> </ul>				
Break/Lunch times	Staff and pupils	<ul style="list-style-type: none"> <li>• The school will stagger breaks/lunchtimes to achieve the social distancing.</li> <li>• No staff room in use at the moment</li> </ul>	<p>Staggered staff breaks and additional areas identified to enable social distancing space of 1 meter plus.</p> <p>Staff room and life skills room in use for limited number of people using one room during lunch times</p>	<p>Class Teacher/ Phase Leaders</p> <p>Ongoing</p>		<p>Likelihood:3</p> <p>Consequence: 4</p> <p>Risk Level: <b>Tolerable</b></p>
Staff/ Pupils within the shielded group	Staff and pupils	<ul style="list-style-type: none"> <li>• Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>• Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> <li>• Staff shielding working from home at the moment</li> </ul>	<p>Additional risk assessments in place for both staff and students.</p> <p>Risk Assessments reviews carried out.</p> <p>All staff attending premises</p> <p>Groups/ bubbles in place</p>	<p>SLT</p> <p>Ongoing</p>		<p>Likelihood:3</p> <p>Consequence: 5</p> <p>Risk Level: <b>Tolerable</b></p>
Contractors	Contractors	<ul style="list-style-type: none"> <li>• Contractors to provide a sufficient risk assessment, of their own preventative measures in relation to reducing the transmission covid-19.</li> </ul>	<p>Planning schedule for works to adhere to site risk assessments.</p>	<p>SLT/ Site Manager</p> <p>Ongoing</p>		<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level:</p>



		<ul style="list-style-type: none"> <li>All planned/reactive maintenance to be carried out during out of hours, unless an emergency.</li> </ul>	Minimise entry on site; no staff room or other designated lunch areas to be used by contractors.			Adequate
Property Compliance	Staff and pupils	<ul style="list-style-type: none"> <li>The school has ensured relevant property statutory compliance checks are completed and records updated.</li> <li>Daily and weekly checks checklist completed by site manager.</li> </ul>	All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.			Likelihood:1 Consequence: 4 Risk Level: Acceptable
Hygiene	Staff and pupils	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> <li>Promote best practice in hygiene, washing hands for 20 seconds and catch it, bin it, kill it. Sneeze into elbow.</li> <li>Hand sanitizers also available</li> <li>Schools should endeavour to keep rooms as well-ventilated as is possible.</li> </ul>	NHS and PHE Posters, leaflets and other materials to be displayed at key points around school building. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Paper towels and Bins with lids. Tissues readily available on site.	SLT Ongoing		Likelihood:3 Consequence: 4 Risk Level: Tolerable
Shared activity/ equipment	Staff and pupils	<ul style="list-style-type: none"> <li>staff/pupils have their own frequently used items- pens, pencils etc.</li> </ul>	Outdoor play equipment will be assessed to ascertain the equipment that should be used.	SLT/ Site manger teachers		Likelihood:3 Consequence: 4 Risk Level: Tolerable



		<ul style="list-style-type: none"> <li>Classroom based resources can be used and shared within the bubble and cleaned regularly.</li> <li>Resources shared between classes or bubbles should be cleaned frequently and always between bubbles or left unused for 48 hours (72 for plastic) between use by different bubbles.</li> <li>Settings make assessment of cleanability of therapy equipment. Where cleaning or disinfectant is not possible between use must be restricted to one user or left unused for a period of 48 Hours (72 for plastic) between users.</li> <li>Where possible, staff/pupils limit resources they bring into school – bags, lunch boxes, hats, coats etc</li> <li>Unnecessary sharing of resources outside each bubble to be avoided.</li> <li>Minibus use – schools to have a risk assessment for use of school minibuses.</li> </ul>	<p>Outdoor equipment to be used within named group ‘bubbles’</p> <p>Outdoor equipment to be jet washed at the end of each day.</p> <p>No equipment in the class such as learning props should be shared. Individual boxes/ trays with items to be organised by class teachers.</p> <p>Sport equipment to be regularly disinfected after use.</p>	<p>sport coaches</p> <p>Ongoing</p>		
Accident reporting Covid-19 incidents- risk of exposure to infection when	Staff and pupils	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> </ul>	<p>First aiders to be on site at all times.</p> <p>RIDDOR should be reported if required by SLT.</p>	<p>SLT/ Welfare TA</p> <p>Ongoing</p>		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>



dealing with first aid situation		<ul style="list-style-type: none"> <li>For further advice and guidance, you should contact your competent Health &amp; Safety Adviser.</li> </ul>				
Administrative Staff	Staff and pupils	<ul style="list-style-type: none"> <li>Staff shift rota to be in place so as to keep social distances and allow school offices to function.</li> <li>School to consider changes to shift patterns within the Admin bubble.</li> <li>Reduce traffic through admin areas.</li> <li>Admin staff using single office at the moment</li> </ul>	<p>All staff to consider reducing contact with admin staff</p> <p>Reception area to be organised with protective screens.</p>	SLT Ongoing		<p>Likelihood:2 Consequence: 4 Risk Level: <b>Adequate</b></p>
Personal Protective Equipment - risk of exposure to infection when wearing PPE	Staff and pupils	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> <li>Staff should wear PPE when supporting pupils intimate care needs, where 1 meter plus cannot be adhered to.</li> <li>PPE should be worn if staff are supporting pupils who have shown coronavirus symptoms and are awaiting collection.</li> </ul>	<p>Agreed PPE required for the site is audited and agreed supply chains are used to purchase PPE.</p> <p>Work with Health for guidance on PPE for gastrostomy feeds and other medical procedures</p> <p>PPE should be worn by cleaning staff during the cleaning daily procedures.</p>	SLT/ Site Manager all staff Ongoing		<p>Likelihood:2 Consequence: 4 Risk Level: <b>Adequate</b></p>



		<ul style="list-style-type: none"> <li>Reusable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul>				
Behaviour	Staff and pupils	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> <li>Clear, reasonable and proportionate expectations of pupil behaviour.</li> <li>Provide support to overcome barriers to attendance and increased incidence of poor behaviour resulting from lack of regular attendance.</li> <li>Identify pupils in need of additional support with social, emotional and mental health concerns and work with local services.</li> <li>Appropriate risk assessments in place for use of physical intervention if required.</li> </ul>	<p>All pupils returning to school have a risk assessment completed to ensure they and other pupils and staff can be kept safe.</p> <p>All students attending, staff to use prevention methods.</p> <p>Staff to use PPE when using physical interventions</p>	SLT Ongoing		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>
School Staffroom	Staff and pupils	<ul style="list-style-type: none"> <li>Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</li> </ul>	<p>Staggered Staff breaks,</p> <p>Windows to be open to ensure good ventilation.</p>	SLT all staff Ongoing		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>



		<ul style="list-style-type: none"> <li>● Extra spaces provided for staff breaks to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff</li> </ul>	<p>Life Skills room to be used as an additional space.</p> <p>Staff to adhere to allocated times and places</p>			
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>● Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>● The extent to which existing planning, schemes of work will need to be adapted</li> </ul>	<p>Staff to follow usual procedure to report absence.</p> <p>Cover to be organised within class teams where possible – same ‘bubble’</p> <p>Check availability of cover staff/ agency.</p>	<p>All staff</p> <p>SLT</p>		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>● Ensure availability of staff is adequate</li> <li>● Ensure that social distancing measures can be maintained at all times</li> <li>● Review activities that can be carried out</li> <li>● The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</li> <li>● Pupils are prohibited from bringing any equipment into the school. They should be provided with all</li> </ul>	<ul style="list-style-type: none"> <li>- Increased number of students in groups/ classes</li> <li>- All students return</li> </ul> <p>How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> <li>● grouping children together <ul style="list-style-type: none"> <li>- class groups</li> <li>- transport groups (three classes together in one ‘bubble’)</li> </ul> </li> <li>● avoiding contact between groups <ul style="list-style-type: none"> <li>- mostly class based activities</li> <li>- own scheduled outdoor areas – per ‘bubble’</li> </ul> </li> <li>● arranging classrooms with forward facing desks <ul style="list-style-type: none"> <li>- additional furniture to be ordered</li> </ul> </li> </ul>	<p>Teachers</p> <p>SLT</p>		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>



		<p>necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</p> <ul style="list-style-type: none"> <li>At the moment – only small groups of students on site maximum of 5 in the group</li> </ul>	<ul style="list-style-type: none"> <li>students to maintain 1m+ distance from each other – sitting arrangements to be organised in classes</li> <li>staff maintaining distance from pupils and other staff as much as possible             <ul style="list-style-type: none"> <li>front class teaching</li> <li>dividing class so groups are limited and distance can be maintained i.e. half of the group has outdoor activity</li> </ul> </li> </ul>															
Dedicated school transport, including statutory provision	Staff and Pupils transport staff	<p>It is important to consider:</p> <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>use of hand sanitiser upon boarding and/or disembarking</li> <li>additional cleaning of vehicles</li> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> <li>the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>	<p>To be agreed with Local Authority:</p> <ul style="list-style-type: none"> <li>Travel providers clear about revised travel arrangements.</li> <li>Ensure adequate social distancing arrangements to and from school</li> <li>Ensure agreement to any changes to start and finish times</li> </ul> <p>Staggered start and finish times as follow:</p> <table border="1"> <thead> <tr> <th>Transport</th> <th>Arrival</th> <th>Departure</th> </tr> </thead> <tbody> <tr> <td>Parents</td> <td>8:45</td> <td>14:30</td> </tr> <tr> <td>Havering</td> <td>9:00</td> <td>14:45</td> </tr> <tr> <td>Other</td> <td>9:15</td> <td>15:00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Clarification that transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus.</li> <li>Confirm that the transport provider will be following hygiene rules.</li> </ul>	Transport	Arrival	Departure	Parents	8:45	14:30	Havering	9:00	14:45	Other	9:15	15:00	FS/ SLT  Transport services		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>
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Other	9:15	15:00																



		<ul style="list-style-type: none"> <li>● At the moment a small group/ bubble of maximum of 5 students travel together; a sanitiser is applied at the entry to premises.</li> </ul>	<ul style="list-style-type: none"> <li>● Agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained.</li> <li>● ‘Bubbles’ consisting of maximum of 3 class groups to be allocated to the same bus - Havering buses</li> <li>● Taxi’s, out of borough transport - to minimise number of students in the cars, social distancing rule has to be adhered</li> <li>● Staff and students over age of 11 should wear masks on the transport.</li> <li>● Hand sanitiser to be applied by each pupil before entry to school.</li> </ul>			
Learning outside the classroom (day trips, etc.)	Staff and Pupils	<ul style="list-style-type: none"> <li>● keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>● Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>● At the moment outdoor learning provided within school grounds</li> </ul>	<ul style="list-style-type: none"> <li>● No use of soft play or swimming pool</li> <li>● Each class or three class bubble to have designated outdoor area</li> <li>● Trips to the local shops, cafes and libraries to be cancelled during the first half term.</li> </ul>	Class teachers  Admin – swimming pool cancellations		Likelihood:1 Consequence: 4 Risk Level: <b>Acceptable</b>
Extra-curricular activities (coaches, tutors, after school)	Staff and Pupils  outside school professionals	<ul style="list-style-type: none"> <li>● Schools are able to work with external coaches, clubs and organisations for curricular and extracurricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.</li> </ul>	<ul style="list-style-type: none"> <li>● Music therapist to maintain in the meeting room and provide only 1:1 sessions during first half term; therapist to assure cleanliness of the items/ musical instruments used</li> <li>● OT and SALT – observations to be carried out in one class per day</li> <li>● PE including bikability activities to be carried out in the outdoor areas, hall not</li> </ul>			Likelihood:2 Consequence: 4 Risk Level: <b>Adequate</b>



		<ul style="list-style-type: none"> <li>No external organisations accessing premises at the moment</li> </ul>	in use; coaches to assure cleanliness of the equipment used			
Physical activity	Staff and Pupils	<ul style="list-style-type: none"> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> <li>Only outdoor areas used at the moment with limited number of students</li> </ul>	<p>For more information contact <a href="#">Ian Roberts (Specialist Adviser - Physical Education and School Sport)</a></p> <ul style="list-style-type: none"> <li>PE including bikability activities to be carried out in the outdoor areas, hall not in use; coaches to assure cleanliness of the equipment used</li> </ul>			<p>Likelihood:2 Consequence: 4 Risk Level: <b>Adequate</b></p>
Signage - risk of not being aware of prevention and implemented adjustments	Staff and Pupils  parents/ carers	<ul style="list-style-type: none"> <li>What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul>	<ul style="list-style-type: none"> <li>Social stories provided</li> <li>Teachers to organise lessons on social distancing and hand washing; teach about germs and how illness can spread in order to increase students understanding</li> <li>All staff to attend virtual training provided by SLT before students return (1<sup>st</sup> of September)</li> <li>social stories and resources share with parents/ carers virtually via platforms and school website</li> </ul>	Teachers  SLT		<p>Likelihood:3 Consequence: 4 Risk Level: <b>Tolerable</b></p>



Mental Health and Wellbeing	Staff and pupils	<ul style="list-style-type: none"> <li>• Ensure DSLs have sufficient time to provide support to staff and children regarding any new safeguarding concerns.</li> <li>• Consider a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19.</li> <li>• Staff to be kept updated so they feel involved and reassured.</li> </ul>	<p>Pastoral and Nurture Leads to liaise with class teachers and support students where required.</p> <p>Staff to continue Educare training modules.</p> <p>Staff to be regularly updated by Line Managers, Phase Leaders and SLT.</p>	DSL/SLT Ongoing		Likelihood:2 Consequence: 3 Risk Level: <b>Adequate</b>
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### Useful Guidance

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

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

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices  
Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.



- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

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

**Updated: July 2020**

### **Risk Matrix**

**The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.**



		SEVERITY							
		1	2	3	4	5			
CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25	Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16	Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15		
	Minor	2	2	4	6	8	10	5-9	Adequate Look to improve at next review
	Insignificant	1	1	2	3	4	5	1-4	Acceptable No further action, but ensure controls are maintained