

Educational Setting	Lime Academy Forest Approach
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	12/10/2020
Review Date (due by)	12.11.2020

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom and when?	Implemented Y/N	Risk Rating
Prevention 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 - clean hands thoroughly more often than usual -ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	- Isolation room – hall separate area - 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. - sufficient wash basins – in most of the classes; toilets areas close by.	Site officer Cleaning Staff FS/ SLT		Likelihood: 3 Consequence: 4 Risk Level: Tolerable



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



		<p>vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> - In an emergency, if they are seriously ill call 999. - 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. - Wash hands thoroughly for 20 seconds after removing PPE - All cleaning items and PPE to be double bagged, stored for 72 hours or until a negative test result is received. - Deep clean parts of school if a positive tested case is notified and provide that information to staff and parents. 	<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 COVID-19 during outbreak	staff and students	<ul style="list-style-type: none"> ● 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 contingency plan for this eventuality. ● School has 2 or more confirmed cases within 14 days or overall rise 	<p>Public Health England to be contacted immediately for advice and guidance.</p> <ul style="list-style-type: none"> -Revise Distance Learning Policy -Create Distance Learning portal on the website -Ensure EfL has been changed to reflect new class intake. -Plan 'B': 	SLT Ongoing		<p>Likelihood: 3 Consequence: 4 Risk Level: Tolerable</p>



		<p>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.</p>	<p>- if the local R Rate is above 1, and local lock down is considered, then the Trust 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.</p>			
<p>Risk of high level of COVID 19 virus transmission in the local community.</p>	<p>Pupils, staff and wider community</p>	<ul style="list-style-type: none"> Local Authority or PHE may advise school closure due to the high rate of transmission in the local area. 	<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>	<p>SLT</p> <p>Ongoing</p>		<p>Likelihood:2 Consequence: 4 Risk Level: Adequate</p>
<p>Social Distancing in school</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> Schools will maintain distinct groups or ‘social bubbles’ that do not mix as much as possible where safety of the children is granted, to achieve greatest reduction in contact, without unduly affecting the quality or breadth of teaching, access for support, specialist staff and therapists. 	<p>Ensure all staff read and sign updated RA.</p> <p>Designated areas clearly assigned to each class ‘social bubble’.</p> <p>Consistent staff members to remain with and support with their class ‘social bubbles’.</p>	<p>SLT</p> <p>Ongoing</p>		<p>Likelihood:3 Consequence: 4 Risk Level: Tolerable</p>



		<ul style="list-style-type: none"> ● Young people who are able should be encouraged to keep their distance to 1 metre plus within social bubbles. ● Where possible rooms should be kept well ventilated, with windows and doors open, as practical. ● Settings will take steps to limit interaction, sharing of rooms and social spaces between bubbles. ● 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, with increased hygiene protocols. ● 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. ● All cover teachers can operate across different classes, using PPE to achieve greatest reduction in contact. Specialists, therapists and clinicians should provide 	<p>In case of raise of the staff absences the staff can support different classes/ bubbles to ensure students safety.</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>All to administer hand sanitizer before entry to school/ class.</p> <p>Shared spaces e.g. sensory room to be limited to up to two pupils per day with disinfecting wipes used to clean in between use. Daily cleaning for all rooms.</p> <p>Staff should be encouraged to wear face covering when moving round corridors, where 1m+ distance cannot be maintained.</p>			
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		<p>interventions as usual following school and health protocols.</p> <ul style="list-style-type: none">● 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.● 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 visitors to attend outside of school hours.● SALT, OT, nursing team to use separate area (hall) and wear PPE when working closely with students.● Staggered lunch times and breaks for staff and pupils, to limit contact with other 'social bubbles'.● Use of outdoor spaces to be timetabled and areas of use for 'social bubbles' to be clearly identified.	<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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Managing Meetings	Staff - all	<ul style="list-style-type: none"> ● Briefings and staff meetings from different bubbles in a group where 2m distance cannot be adhered for longer than 15 minutes to be held via Teams or Google Meet (virtually) ● Trainings for staff to be held virtually ● SALT, OT interventions – cross bubbles in full PPE, 2m distance adhered – meetings held virtually if 2m distance cannot be adhered and meeting is predicted to last longer than 15 minutes ● Meetings in the staff room/ life skills during lunch times – 2m distance adhered if from different social bubble. ● Rooms well ventilated (windows opened) 	<ul style="list-style-type: none"> ● Phase Leaders informed about how the meetings should be held ● The app installed on all devices at school to enable virtual meetings ● Lunch breaks for staff to be reviewed by SLT 	SLT/ MLT/ IT staff	Y N Ongoing	Likelihood:2 Consequence: 4 Risk Level: Adequate
Resources	Staff and pupils	<ul style="list-style-type: none"> ● Students using separate resources during the lessons ● Shared resources wiped between uses (i.e. sensory room) ● Staff aware of the need of cleaning keyboards/ IPADs before passing to another person. ● Books – ‘isolation’ library created. Returned books are held for 48 hours before used again by other pupils. ● Separate areas for PPA – 2 teachers at the same time during PPA , different areas allocated. 	<ul style="list-style-type: none"> ● Ongoing support for teachers in organising classroom and resources ● Supply of disinfected wipes for all classes 	MLT Teachers	Ongoing	Likelihood:2 Consequence: 4 Risk Level: Adequate



Staffing	Staff and pupils, Agency staff	<ul style="list-style-type: none"> ● Staff encouraged staff to stay at home if symptomatic and get tested. If negative, they can return to work. ● Staff not to enter other classes/ bubbles. ● As much as possible and bearing in mind students' safety covering lunch / break duties for staff belonging to other "bubbles" should be avoided. ● As much as possible and bearing in mind students' safety TAs / LSAs supporting children across the school /children from different classes / year groups / "bubbles" should be avoided. ● Supply staff – keep the same person if possible ● PPA cover to adhere 2m distance as much as possible. 2 members of staff covering PPA across the school – same classes each week. 	<ul style="list-style-type: none"> ● Advise all to avoid staff socialising out of school as far as possible. ● Inform agency staff about accepting only the staff that attended previously 	SLT Cover teachers / staff	N Y	Likelihood:3 Consequence: 4 Risk Level: Tolerable
Cleaning	Staff and pupils Cleaning staff	<ul style="list-style-type: none"> ● 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. ● 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. 	<ul style="list-style-type: none"> ● Follow guidance – COVID-19: Cleaning in non-healthcare settings (updated 15th May) ● 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. 	SLT/ Site Manager Ongoing		Likelihood:2 Consequence: 4 Risk Level: Adequate



		<ul style="list-style-type: none">● 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.● Where possible, remove furniture and equipment which prove challenging to sanitise eg. soft furnishings.● More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:<ul style="list-style-type: none">○ Taps and washing facilities,○ Toilet flush and seats,○ Door handles and push plates,○ Handrails on staircases and corridors,○ Lift and hoist controls,○ Machinery and equipment controls,○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,○ Telephone equipment,○ Keyboards, photocopiers and other office equipment, classroom desks and chairs, toys, IT equipment.	<ul style="list-style-type: none">● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.● Ensure COSHH sheets in place for cleaning products.● Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards.			
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Lunchtime Catering facilities	Staff and pupils Contractors	<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen. ● Ensure lunchtimes are staggered and pupil contact is kept to a minimum where possible. ● At the moment – all lunches delivered to the classroom doors. 	<p>Students will continue to eat their lunches within the classroom.</p> <p>No contact delivery of food to the door – trolley to be placed in front of the classroom and class staff to serve food to students.</p> <p>Used cutlery and plates to be picked up by kitchen staff as well from the allocated place outside the classroom. All utensils to be sterilised daily.</p>	SLT Ongoing		Likelihood: 2 Consequence: 4 Risk Level: Adequate
Fire Safety	staff and pupils	<ul style="list-style-type: none"> ● 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) ● Ensure all emergency escape routes / doors are fully operational and kept clear. ● 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. 	<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		Likelihood: 2 Consequence: 4 Risk Level: Adequate



<p>Access of school building</p>	<p>Staff and pupils Visitors</p>	<ul style="list-style-type: none"> ● Limited traffic through corridors and external doors with 2 metre distances demarcated on the floor. ● Where possible, doors to be propped open to reduce the need for touch (fire protection measures must be adhered to). ● Anti-bacterial wipes and sanitiser available for staff and pupils at appropriate points around the school, including Reception. ● Allocated drop off and collection times ● Consider use of additional entrances and exits to classrooms and areas, to prevent bottlenecks. 	<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> <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>Appointed member of 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.</p>	Transport	Arrival	Departure	Parents	08:45	14:30	Havering	09:00	14:45	Other	09:15	15:00	<p>SLT</p> <p>Family Support</p> <p>Welfare Officer</p> <p>Ongoing</p>		<p>Likelihood:4 Consequence: 4 Risk Level: Tolerable</p>
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First Aid	Staff and pupils	<ul style="list-style-type: none"> ● 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 school suitably stocked with first aid sundries. ● SLT to assess daily first aid/ paediatric first aid trained staff ratios on site. ● 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 ● 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. ● Review of the First Aid policy to include consideration of the risk of infection of covid-19. ● Limited number of staff and students using premises at the moment 	<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"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid <p>List for additional training for first aid near to expiry date.</p> <p>For students safety staff trained may be asked to work in different 'social bubble'.</p>	SLT Ongoing		Likelihood:3 Consequence: 4 Risk Level: Tolerable
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Waste	Staff and pupils Contractor Cleaning staff, site officer	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas, in order that waste materials can be managed safely Bins should be emptied daily. Double bagging of any hazardous or contaminated waste following government guidance. 	Staff to ensure they wear protective gloves and or wash hands immediately for 20 seconds after carrying out this activity.	SLT Ongoing		Likelihood: 2 Consequence: 4 Risk Level: Adequate
Break/Lunch times	Staff and pupils	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. Staff room and life skills room in use for limited number of people using one room during lunch times 	<p>Additional areas to be identified to enable social distancing space of 2m.</p> <p>Availability of cleaning resources such as disinfectant wipes</p> <p>Staff aware of cleaning procedure in the staff room/ life skills – wiping down kettle/ toaster/ microwave etc after use.</p> <p>SLT with MLT– to revise the lunch breaks</p>	Class Teacher/ Phase Leaders Site Officer Ongoing		Likelihood:3 Consequence: 4 Risk Level: Tolerable
Staff/ Pupils within the shielded group	Staff and pupils	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment 	<p>Additional risk assessments in place for both staff and students.</p> <p>All staff attending premises Groups/ bubbles in place</p> <p>Students shielding to continue education via online platform in form of worksheets or task.</p>	SLT Ongoing		Likelihood:3 Consequence: 5 Risk Level: Tolerable



		<p>completed to identify any suitable control measures that must be in place before returning to work/school.</p> <ul style="list-style-type: none"> All staff working at the premises. 	<p>SLT to monitor attendance closely with EWO in order to identify the pupils who are shielding and the reasons.</p>			
Contractors	Contractors	<ul style="list-style-type: none"> Contractors to provide a sufficient risk assessment, of their own preventative measures in relation to reducing the transmission covid-19. All planned/reactive maintenance to be carried out during out of hours, unless an emergency. 	<p>Planning schedule for works to adhere to site risk assessments.</p> <p>Minimise entry on site; no staff room or other designated lunch areas to be used by contractors.</p>	<p>SLT/ Site Manager</p> <p>Ongoing</p>		<p>Likelihood: 2 Consequence: 4 Risk Level: Adequate</p>
Property Compliance	Staff and pupils	<ul style="list-style-type: none"> The school has ensured relevant property statutory compliance checks are completed and records updated. Daily and weekly checks checklist completed by site manager. 	<p>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.</p>			<p>Likelihood:1 Consequence: 4 Risk Level: Acceptable</p>
Hygiene	Staff and pupils	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Promote best practice in hygiene, washing hands for 20 seconds and catch it, bin it, kill it. Sneeze into elbow. 	<p>NHS and PHE Posters, leaflets and other materials to be displayed at key points around school building. See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Paper towels and Bins with lids. Tissues readily available on site.</p>	<p>SLT</p> <p>Ongoing</p>		<p>Likelihood:3 Consequence: 4 Risk Level: Tolerable</p>



		<ul style="list-style-type: none"> ● Hand sanitizers also available ● Schools should endeavour to keep rooms as well-ventilated as is possible. 						
Shared activity/ equipment	Staff and pupils	<ul style="list-style-type: none"> ● staff/pupils have their own frequently used items- pens, pencils etc. ● Classroom based resources can be used and shared within the bubble and cleaned regularly. ● 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. ● 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. ● Where possible, staff/pupils limit resources they bring into school – bags, lunch boxes, hats, coats etc ● Unnecessary sharing of resources outside each bubble to be avoided. ● Minibus use – schools to have a risk assessment for use of school minibuses. 	<p>Outdoor play equipment will be assessed to ascertain the equipment that should be used.</p> <p>Students’ equipment used at school to be individualised and boxed in separate containers or plastic wallets.</p> <p>All surfaces and resources cleaned daily.</p> <p>Pupils to continue taking books home from school. Books on return to be stored 48h before give to the next student.</p>	SLT/ Site manger	teachers	sport coaches	Ongoing	<p>Likelihood:3</p> <p>Consequence: 4</p> <p>Risk Level: Tolerable</p>



<p>Accident reporting Covid-19 incidents- risk of exposure to infection when dealing with first aid situation</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 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. • For further advice and guidance, you should contact your competent Health & Safety Adviser. 	<p>First aiders to be on site at all times.</p> <p>RIDDOR should be reported if required by SLT.</p> <p>Evolve used and monitored by first aiders, welfare officer and SLT staff.</p>	<p>SLT/ Welfare TA</p> <p>Ongoing</p>		<p>Likelihood:3 Consequence: 4 Risk Level: Tolerable</p>
<p>Administrative Staff</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • Staff shift rota to be in place so as to keep social distances and allow school offices to function. • School to consider changes to shift patterns within the Admin bubble. • Reduce traffic through admin areas. • Admin staff using single office at the moment 	<p>All staff to consider reducing contact with admin staff</p> <p>Reception area to be organised with protective screens.</p>	<p>SLT</p> <p>Ongoing</p>		<p>Likelihood:2 Consequence: 4 Risk Level: Adequate</p>
<p>Personal Protective Equipment - risk of exposure to infection when wearing PPE</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. • 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. • Staff should wear PPE when supporting pupils intimate care 	<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>	<p>SLT/ Site Manager</p> <p>all staff</p> <p>Ongoing</p>		<p>Likelihood:2 Consequence: 4 Risk Level: Adequate</p>



		<p>needs, where 1 meter plus cannot be adhered to.</p> <ul style="list-style-type: none"> ● PPE should be worn if staff are supporting pupils who have shown coronavirus symptoms and are awaiting collection. ● Reusable PPE should be thoroughly cleaned after use and not shared between staff. 				
Behaviour	Staff and pupils	<ul style="list-style-type: none"> ● Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. ● School will carry out inductions to inform staff and pupils of the changes. ● Encourage staff to cooperate with government plans for contact tracing. ● Clear, reasonable and proportionate expectations of pupil behaviour. ● Provide support to overcome barriers to attendance and increased incidence of poor behaviour resulting from lack of regular attendance. ● Identify pupils in need of additional support with social, emotional and mental health concerns and work with local services. ● Appropriate risk assessments in place for use of physical intervention if required. 	<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>Where possible, staff to use PPE when using physical interventions</p>	SLT Ongoing		<p>Likelihood:3 Consequence: 4 Risk Level: Tolerable</p>



School Staffroom	Staff and pupils	<ul style="list-style-type: none"> • Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. • 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 	<p>Staggered Staff breaks,</p> <p>Windows to be open to ensure good ventilation.</p> <p>Life Skills room to be used as an additional space.</p> <p>Staff to adhere to allocated times and places</p>	<p>SLT</p> <p>all staff</p> <p>Ongoing</p>		<p>Likelihood:3</p> <p>Consequence: 4</p> <p>Risk Level: Tolerable</p>
Lack of staff	Pupils	<ul style="list-style-type: none"> • Assessment of availability of staff for all activities during the school day, including break and lunchtimes • The extent to which existing planning, schemes of work will need to be adapted 	<p>Staff to follow usual procedure to report absence.</p> <p>Cover to be organised within class teams where possible – same ‘bubble’</p> <p>For students’ safety the staff from different ‘social bubble’ may be asked to work in different class.</p> <p>Check availability of cover staff/ agency.</p>	<p>All staff</p> <p>SLT</p>		<p>Likelihood:3</p> <p>Consequence: 4</p> <p>Risk Level: Tolerable</p>
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> • Ensure availability of staff is adequate • Ensure that social distancing measures can be maintained at all times • Review activities that can be carried out • The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who 	<ul style="list-style-type: none"> - Increased number of students in groups/ classes - All students return <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"> • grouping children together <ul style="list-style-type: none"> - class groups 	<p>Teachers</p> <p>SLT</p>		<p>Likelihood:3</p> <p>Consequence: 4</p> <p>Risk Level: Tolerable</p>



		<p>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.</p> <ul style="list-style-type: none"> ● Pupils are prohibited from bringing any equipment into the school. They should be provided with all 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. ● At the moment – only small groups of students on site maximum of 5 in the group 	<ul style="list-style-type: none"> - transport groups (three classes together in one 'bubble') ● avoiding contact between groups <ul style="list-style-type: none"> - mostly class based activities - own scheduled outdoor areas – per 'bubble' ● arranging classrooms with forward facing desks <ul style="list-style-type: none"> - additional furniture to be ordered - students to maintain 1m+ distance from each other – sitting arrangements to be organised in classes ● staff maintaining distance from pupils and other staff as much as possible <ul style="list-style-type: none"> - front class teaching - dividing class so groups are limited and distance can be maintained i.e. half of the group has outdoor activity 			
Dedicated school transport, including statutory provision	Staff and Pupils transport staff	<p>It is important to consider:</p> <ul style="list-style-type: none"> ● how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school ● use of hand sanitiser upon boarding and/or disembarking ● additional cleaning of vehicles 	<p>To be agreed with Local Authority:</p> <ul style="list-style-type: none"> ● Travel providers clear about revised travel arrangements. ● Ensure adequate social distancing arrangements to and from school ● Ensure agreement to any changes to start and finish times <p>Staggered start and finish times as follow:</p>	FS/ SLT Transport services		<p>Likelihood:3 Consequence: 4 Risk Level: Tolerable</p>



		<ul style="list-style-type: none"> organised queuing and boarding where possible distancing within vehicles wherever possible 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 At the moment a small group/ bubble of maximum of 5 students travel together; a sanitiser is applied at the entry to premises. 	<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"> Clarification that transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus. Confirm that the transport provider will be following hygiene rules. Agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained. 'Bubbles' consisting of maximum of 3 class groups to be allocated to the same bus - Havering buses Taxi's, out of borough transport - to minimise number of students in the cars, social distancing rule has to be adhered Staff and students over age of 11 should wear masks on the transport. Hand sanitiser to be applied by each pupil before entry to school. 	Transport	Arrival	Departure	Parents	8:45	14:30	Havering	9:00	14:45	Other	9:15	15:00			
Transport	Arrival	Departure																
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Learning outside the classroom (day trips, etc.)	Staff and Pupils	<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<ul style="list-style-type: none"> No use of soft play or swimming pool Each class or three class bubble to have designated outdoor area Trips to the local shops, cafes and libraries to be cancelled during the first half term. 	Class teachers Admin – swimming pool		Likelihood:1 Consequence: 4 Risk Level: Acceptable												



		<ul style="list-style-type: none"> At the moment outdoor learning provided within school grounds 		cancellations		
Extra-curricular activities (coaches, tutors, after school)	Staff and Pupils outside school professionals	<ul style="list-style-type: none"> 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. No external organisations accessing premises at the moment 	<ul style="list-style-type: none"> 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 OT and SALT – to use PPE when working with students, allocated area – hall. PE including bikability activities to be carried out in the outdoor areas, hall not in use; coaches to assure cleanliness of the equipment used 			Likelihood:2 Consequence: 4 Risk Level: Adequate
Physical activity	Staff and Pupils	<ul style="list-style-type: none"> 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 Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. Only outdoor areas used at the moment with limited number of students 	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport) <ul style="list-style-type: none"> PE including bikability activities to be carried out in the outdoor areas, hall not in use; coaches to assure cleanliness of the equipment used 			Likelihood:2 Consequence: 4 Risk Level: Adequate



Signage - risk of not being aware of prevention and implemented adjustments	Staff and Pupils parents/ carers	<ul style="list-style-type: none"> What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. All staff attended virtual training provided by SLT before students returned (1st of September) 	<ul style="list-style-type: none"> Social stories provided Teachers to organise lessons on social distancing and hand washing; teach about germs and how illness can spread in order to increase students understanding social stories and resources share with parents/ carers virtually via platforms and school website 	Teachers SLT		Likelihood:3 Consequence: 4 Risk Level: Tolerable
Business Continuity Planning	Staff, pupils	<ul style="list-style-type: none"> Database of staff's contact details accessible on the shared drive (HR and SLT only) SIMS – data accessible safely by SLT and HR on the premises Contact with most vulnerable students and their carers – contact and call log on Safeguarding file (Safeguarding Leads only) Access to class / “bubble” lists organised on Reopening shared drive (spreadsheet) (SLT only) 	<ul style="list-style-type: none"> Call logs updated (students) Spreadsheet updated 	SLT Safeguarding Leads	Y	Likelihood:2 Consequence: 3 Risk Level: Adequate
Mental Health and Wellbeing	Staff and pupils	<ul style="list-style-type: none"> Ensure DSLs have sufficient time to provide support to staff and children regarding any new safeguarding concerns. Consider a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19. Staff to be kept updated so they feel involved and reassured. 	<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: Adequate

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.

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	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
		1	2	3	4	5		