

Risk Assessment Form Version: 1

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	For the full re-opening of schools during the COVID-19 Pandemic (from the beginning of the autumn term – September 2020)			National COVID-19 Alert Level (AL)	Likelihood (L)	X	Impact (I)
				1	Almost Impossible	1	Insignificant (minor injury, no time off)
Workplace	St Bartholomew's CE Primary School			2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)
Date of Assessment	28/08/20	Date Assessment to be reviewed	ongoing	3	Possible	3	Moderate ((injury causing more than 7 days off)
Person Completing	Katie Blood	Manager/ Head teacher	Katie Blood	4 Current Level	Likely	4	Major ((death or serious injury)
Staff involved in assessment				5	Almost Certain	5	Catastrophic (multiple deaths)

Low = 1-3	Moderate = 4-7	Significant = 8-14	High = 15-25
--------------	-------------------	-----------------------	-----------------

How to use this Risk Assessment:

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken.
- To calculate Risk Rating (R): assess the likelihood (L) of a member of staff/others contracting COVID-19, taking into account the control measures that will be in place against the **most** likely impact (I) of contracting COVID-19 might have **L x I = R**
- This risk assessment includes the national [COVID - 19 alert tool](#) (in the table above) as a guide/ baseline on the likelihood of infection **without control measures in place**. By introducing control measures the risk in the workplace should be no higher than the current Alert level and where possible the risk will be reduced to below the current level. The national level is based on the COVID-19's reproduction (R) number, a scientific measure of how fast the virus is spreading and as R reduces, the alert level will be lowered by the Government.
- The risk assessment must be reviewed whenever the national Coronavirus alert level changes.**
- This risk assessments should be completed in consultation with all relevant union colleagues not just individual unions. As a minimum this must always include Unison, the GMB and the NEU. This will ensure that all your staff who are part of a union have been fully consulted on the issues.

Significant, foreseeable, hazards?	Who is at Risk?	Current National COVID-19 Alert Level	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	

I.	Site not prepared for return of more pupils and staff	Pupils/staff	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> • H&S check of the premises by site staff – in line with guidance for - Managing school premises which are partially open during the coronavirus outbreak – including, water/legionella, fire, alarm systems, gas, electricity etc. and continued use of Premises Inspection Checklists. • Cleaning/hygiene arrangements enhanced in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings including: availability of soap and hot water in every toilet and classrooms, sanitising wipes 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. All areas in use will be cleaned daily by the caretaking team following the separate cleaning schedule. • Ensure good ventilation across the school but fire safety should still be held in high regard. • Movement around school – arrival and departure time are staggered and pupil numbers are low. Where possible, DorGuards or Mag-lock devices linked to fire alarm system are in use to keep regularly used doors in an open position • Different bubbles are using different entrances/exits to the building. • Signage at school entrances/exits and on way to school to indicate changes to access • Minimise number of resources and furniture etc. to enable cleaning – however, classroom based resources (e.g. books/games) can be shared within a ‘bubble’ and cleaned regularly, along with all frequently touched surfaces. • Individual & very frequently used equipment – e.g. pencils/pens – not shared (staff/pupils have own items). • Review site signage to indicate physical distancing instructions, including floor markings, indicators, one-way routes etc. as minimising contact between individuals and maintaining social distancing wherever possible, remain important. • Information given to all staff, pupils and essential visitors/contractors who require access to site. 					2	4	8	
----	---	--------------	--	--	--	--	--	--	---	---	---	--

2.	<p>Transmission of the virus</p> <p>Attendance</p> <p>Reduced staffing (due to self-isolation, illness or vulnerability) may result in insufficient supervision ratios/trained first aiders/qualified staff to work with children with complex needs</p>	<p>Infection to Staff, children, families, visitors and contractors</p>	<p>National COVID-19 Alert Level 3</p>	<ul style="list-style-type: none"> Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or who have someone in their household who does/has, do not attend school/childcare setting - see https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms 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. 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/change of taste or smell etc.) BEFORE drop-off and do not bring child to school if child/household member is symptomatic. Ensure symptomatic child/staff member isolates at home for 10 days from when symptoms started and the members of their household for 14 days. Parent to obtain test for the child and staff to obtain a test for themselves including any other symptomatic household members If negative test result, 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) Contact PHE SE HPT by email SSHPU@phe.gov.uk to notify of single symptomatic case for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart (incl. cleaning requirement etc.) on BEEM designated COVID-19 page. Out of hours number – 0844 967 0069. Where a child/children/staff member/s tests positive, the rest of their group may be sent home and advised to self-isolate for 14 days (as guided by public health). Contact PHE SE HPT on 03442253861 / Out of hours number – 0844 967 0069 to notify of confirmed case AND also where 2 or more confirmed cases in the same group/class - for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart Other household members of this wider group do not need to self-isolate unless their child starts to have classic symptoms or instructed to do so by public health. The school must engage with the NHS Test and Trace procedure where a member of staff or pupil is symptomatic or has been diagnosed. 				<p>Parents are not allowed in the school building, unless essential</p>	3	4	12	
----	---	---	---	--	--	--	--	---	---	---	----	--

[illegible]

2.	Transmission of the virus continued	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> • 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. • Katie Blood or Rachel Christie-Davies will establish daily supervision levels and contact local authority (Education & Skills) if unable to operate safely. Parents/carers to be informed following LA discussion • There are adequate first aiders/paediatric in-line with HSE guidance and current paediatric first aid requirements under EYFS – refer to the school's First Aid needs assessment • Existing safeguarding procedures and controls should remain in place and any potential impact due to COVID-19 related issues, closely monitored/managed. • Emergency key holder procedures in place so that the school can be opened/closed should premises staff be unable to attend work • External providers Covid-19 arrangements will be reviewed. • Ensure appropriate support is made available for pupils with SEND, for example by deploying (approp. trained) teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. • Teachers and HLTA will be teaching classes. • Existing safeguarding procedures and controls should remain in place but increased concerns post Covid19 are noted. • Where existing teachers/staff have to operate across different classes and year groups, they try to keep their distance from pupils/other staff - ideally 2m from other adults. • Visiting staff, especially supply teachers, will be kept to a minimum. • Volunteers can return to school but they must be clearly briefed regarding health and safety. They must remain 2m away from staff/pupils. 	The majority of staff are emergency First Aid trained.
----	-------------------------------------	---------------------------------	---	--

3.	Children absence from school for a prolonged period of time due to self-isolating or school closure Missed learning	Pupils	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> • Most pupils expected to return to fulltime education from September 2020 – excepting those symptomatic/positive result COVID-19 pupils, those continuing to ‘shield’ under medical advice or ill with non-COVID conditions. • Communicate clear and consistent expectations around school attendance to families - pupils of compulsory school age must be in school unless a statutory reason applies. • Remote learning platform used and appropriate support provided by school and LA. • Home learning resource page on BEEM • Home resources packs sent home • Appropriate differentiation to cater for all ability levels including children with SENs • Parents without access to a computer/tablet/phone to inform the school so that learning and resources can be sent home • Await and follow further DfE technical guidance for schools, regarding the recording of attendance and absence. 					4	1	4	
----	--	--------	--	--	--	--	--	--	---	---	---	--

4.	Physical distancing (PD) and grouping	Infection of staff and children	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> Minimise contact and mixing between individuals and maintain social distancing, wherever possible, including: <ul style="list-style-type: none"> grouping children together (mixing into wider groups for specialist teaching, wraparound care & transport, are permitted) avoiding contact between groups arranging classrooms with forward facing desks/seating side-by-side. staff maintaining distance from other staff and pupils as much as possible [Prioritise adult to adult contact first, then adult to pupil, then pupil to pupil] Maintain consistent groups/bubbles (children and staff) and keep apart, where possible (whatever the size of group). Record of pupils/staff kept for each group (and any close contact (proportionate recording process) that takes place between staff/children in different groups) to assist contact tracing in the event of a positive COVID-19 test. Large gatherings (such as assemblies or collective worship) with more than one group avoided. There are 4 bubbles at St Bartholomew's: <ul style="list-style-type: none"> Bumble Bee Class Puffin Class and Koala Class Red Panda Class and Penguin Class Pangolin Class and Jaguar Class Limit interactions in shared rooms/social spaces as much as possible. Avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Children old enough, supported to maintain distance within groups & not touch staff or peers where possible. When staff or children cannot maintain distancing, particularly with younger children in primary schools, those with complex needs or where space does not allow, the risk reduced by keeping pupils in smaller, class-sized groups with consideration of the need to maintain the safety, security, safeguarding and welfare of those children who may require physical contact. 				Markings are in place so parents can social distance at entrances	2	4	8	
----	---------------------------------------	---------------------------------	--	--	--	--	--	---	---	---	---	--

[illegible]

4.				<ul style="list-style-type: none"> • Avoid use of public transport where possible but where unable, remind staff/families to follow government safer travel guidance for passengers and practice good hand hygiene, physical distancing, use of face coverings etc. • Car journeys restricted to those from the same household (where possible) Staff breaks covered by the same member of staff each day to reduce mixing where possible. • 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. • 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 physical contact between children. • Each bubble to use their allocated toilets only. • 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. • Staff to avoid physical 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. 							
----	--	--	--	--	--	--	--	--	--	--	--

5.	<p>Physical 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	<p>National COVID-19 Alert Level 3</p>	<ul style="list-style-type: none"> Physical distancing practiced as far as possible but acknowledged not (often) able to when working with pupils who have complex needs or who need close contact care. Guidance for full opening: special schools and other specialist settings 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. SEND risk assessment guidance considered and followed including consideration to home schooling when needs cannot be safely met. Use of social stories at home to help inform changes when children return. SEND pupils' educational and care support and interventions provided as normal (incl. specialists, therapists, clinicians and other support staff) and staff increase level of self-protection (as above). 				<p>Risk assessments in place for those children who need physical support and hygiene procedures are clear to staff</p> <p>PPE is available for anyone who needs to attend to personal care of a child.</p>					
----	---	---------------------------------	---	--	--	--	--	---	--	--	--	--	--

6.	Inadequate health and hygiene	Infection of staff and children	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> • Induction for all members of the school community (pupils/staff/peripatetic teachers/others) to explain the latest COVID-19 safety arrangements and guidelines to follow with regular reminders. • Encourage staff and pupils to feedback any concerns/issues regarding the measures in place. • Continual reminders/routines for (staff/pupils/visitors etc.) to wash hands (effectively) for 20 seconds and handwashing facilities available and replenished, including: <ul style="list-style-type: none"> ○ when they arrive at school ○ when they return from breaks ○ when they change rooms ○ before and after eating and play • 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. • Anyone entering the building should sanitise/wash their hands with clear instructions for visitors to follow on where to wash/availability of hand sanitiser and dedicated toilet facilities. • Robust cleaning regime in place and arrangements to deal with suspected or symptomatic COVID case, including deep clean following <u>Government guidance</u> • Door handles, light switches, computer key boards, toys and other touch points regularly disinfected throughout the day. • More frequent cleaning of rooms /shared areas that are used by different groups. • Premises staff/SBM to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance. • Premises staff/SBM to ensure availability and replenishment of hand gel/liquid/wipes/ soap/tissues/bins. • Premises staff to continue to ensure that the hot water system is working properly – any issues reported promptly. • Keep rooms ventilated by opening windows and doors where possible and safe to do so. 				<p>Hand sanitiser available in main entrance. All children to wash hands to entry to school.</p> <p>Premises team to clean at the end of each day. Staff to be provided with cleaning materials.</p> <p>Staff to inform SBM or Premises team when they need new equipment.</p>	2	4	8	
----	-------------------------------	---------------------------------	--	---	--	--	--	--	---	---	---	--

[illegible]

7.	Cleaning – inadequate supplies of products/arrangements	Infection of staff and children	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> • 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 <u>COVID-19: cleaning of non-healthcare settings guidance</u>. • Cleaning will be done daily, following the cleaning schedule provided. • Staff will be provided with cleaning materials, if they would like to clean throughout the day. • Seek to prevent the sharing of frequently used individual equipment where possible. Ensure play equipment is cleaned between different groups of children using it, and that multiple groups do not use it simultaneously. • Review the use of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Classroom based resources/shared materials e.g. books and games shared within bubble and cleaned/disinfected regularly, along with frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Limit the amount of equipment pupils bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones and bags. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided - robust handwashing, cleaning etc. followed. • Thorough cleaning of areas that a symptomatic child has touched - Public Health/DfE/Gov guidelines on decontamination/deep cleaning to be followed • Arrangements in place with in-house/NVIR0 cleaners for thorough cleaning of all areas in use. • 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. 				<p>Any areas of the school not being used will display a DO NOT ENTRY sign to enable cleaners to give areas in use a robust clean each day</p> <p>Staff to be provided with wipes to ensure regular cleaning of equipment.</p>	2	4	8	
----	---	---------------------------------	--	--	--	--	--	--	---	---	---	--

[illegible]

8.	Arrival and departures	Infection of staff, children and families	National COVID-19 Alert Level 3 <ul style="list-style-type: none"> • Process/communication for safely removing face coverings when pupils and staff (who use them arrive at school) - how to put on, remove, store and dispose of face coverings • Pupils instructed not to touch the front of their face covering during use or when removing them. • Temporary face coverings disposed in a covered bin and reusable face coverings placed in a plastic bag to be taken home. Hands washed again before heading to their classroom. • 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. • SLT to monitor arrival to school • Teacher and TA to monitor collection and remind parents to social distance in the playground on collection. • KSI pupils will be collected from the classroom. • Teachers and TAs for pupils in KS2 to escort pupils outside at their finish time • All adults and children to clean/sanitise their hands on arrival/entry to the school building • Parents not to leave scooters and bikes at the school and if this is essential, items are to be left outside the school building. • Any pupils who are late to arrive at school must be taken to the school office • Public transport avoided where possible – those using public transport should refer to the safer travel guidance for passengers • Public transport use by pupils, particularly in peak times, should be kept to an absolute minimum. • Encourage parents, staff and pupils to walk or cycle to school if at all possible • Work with local authority to promote safe cycling routes, where possible. • 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). 			<p>Staggered drop-off and collection times are in place</p> <p>Queuing system establish.</p> <p>One way system out of school established – all outside.</p> <p>Signage/markers to indicate required 2 metre distancing using signage and/or floor markings when queuing.</p> <p>Information poster on reducing risk of infection on building entrance and where adults converge</p>	2	4	8	
----	------------------------	---	--	--	--	---	---	---	---	--

9.	Arrival and departures - Visitors	Infection of staff, children and visitor	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> Deliveries are left in the lobby or just inside the main office. All maintenance work/ checks are completed outside of operational hours wherever possible. No non-essential visitors to the setting/school and out of hours where possible. Records kept of all visitors. Visitor induction to COVID protocols, including: <ul style="list-style-type: none"> Hand washing/sanitising on arrival and visitor instructed of need to use/location of wash station/toilet, hand sanitiser etc. Tell suppliers (prior to visit) not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) All maintenance work/ checks completed outside of operational hours wherever possible. Emergency maintenance/ repair work can take place if safe to do so during operational hours and usual safeguarding and contractor management procedures apply. 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. 					1	4	4	
10	Extra-curricular provision – transmission of the virus			<ul style="list-style-type: none"> Consideration given to resuming/planning the return of any breakfast and after-school provision where this can work alongside wider protective measures, including keeping children within their year groups or bubbles, where possible. If it is not possible to maintain bubbles being used during the school day small, consistent groups used. Refer to guidance produced for summer holiday childcare - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak to aid planning extra-curricular provision. Parents advised to limit the number of different wraparound providers they access, as far as possible. As with physical activity during the school day, contact sports should not take place. (see Physical Activity below) 					1	4	4	

11	Physical activity in schools – transmission of the virus			<ul style="list-style-type: none"> Pupils kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. External facilities only used in line with government guidance for the use of, and travel to and from, those facilities. Work with external coaches, clubs and organisations for curricular and extra-curricular activities subject to obtaining provider assurance/evidence that this is safe to do so and careful consideration how such arrangements can operate within school wider protective measures. 			<ul style="list-style-type: none"> Schools should refer to the following advice: <ul style="list-style-type: none"> - guidance on the phased return of sport and recreation - guidance from Sport England for grass root sport. - advice from organisations such as the Association for Physical Education and the Youth Sport Trust - School PE leads - BHCC Outdoor Education & PE Support Service 	3	4	12	
12	Educational visits			<ul style="list-style-type: none"> No domestic (UK) overnight and overseas educational visits permitted at this stage - see coronavirus: travel guidance for educational settings. Consider resumption of non-overnight domestic educational visits in the autumn term, subject to additional COVID-19 measures in place. Children kept within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Use of outdoor spaces in the local area to support delivery of the curriculum. Schools consult the health and safety guidance on educational visits Additional Guidance and support from Paula Greening, Outdoor Education Adviser and documentation on EVOLVE. 				3	4	12	

13	Sickness at setting	Infection of staff and children	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> The school must engage with the NHS Test and Trace procedure where a member of staff or pupil is symptomatic or has been diagnosed. Communicate to staff, parents/carers they need to be ready and willing book a test, self-isolate and inform school of the result of NHS Test & Trace. Children instructed to let staff know immediately if they start feeling unwell (hot, new continuous cough, loss/change of smell/taste). Staff aware of and vigilant to symptoms of coronavirus. Procedure in place to be followed if staff or children become unwell on site with a new, continuous cough, high temperature or loss /change of smell or taste, including: SLT will liaise with the local Health Protection Team and provide any necessary information or support to allow them to conduct their rapid risk assessment to confirm who has been in contact with the person. Process for sending home any people identified by the Health Protection Team and informing them of the need to self-isolate for 14 days Staff/ parents/ guardians will be informed following the Health Protection Team advice/ templates Protecting personal data - not sharing the names or details of people with coronavirus (COVID-19) unless essential to protect others. Symptomatic staff will be sent home to self-isolate and must arrange a test via NHS Test and Trace and school informed of the result. Symptomatic child moved to the meeting room where possible away from others, door to be closed and window opened for ventilation. Whilst awaiting collection, the child supervised by one member of staff. Parent/carer must arrange a test for child via NHS Test and Trace and school informed of the result. If it is not possible to isolate child, move them to an area, which is at least 2 metres from others. The child should use a separate toilet and this should then be thoroughly cleaned before being used by anyone else (in line with guidelines). Cleaning in non-healthcare settings/sealed for 72 hours, then cleaned. 			<p>DfE note: By the autumn term, all schools should have received an initial supply of 10 home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they and other members of their household can stop self-isolating. If they are unwell (e.g. with another virus, such as a cold or flu) they</p>	4	4	16	
----	---------------------	---------------------------------	---------------------------------	--	--	--	--	---	---	----	--

				<ul style="list-style-type: none"> • A small 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. • The member of staff supervising the child being isolated must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after the child is collected. • A symptomatic member of staff or child should take the shortest route out of the building. • Clean the area around the person with symptoms with normal household disinfectant. • Contact PHE SE HPT by email - SSHPU@phe.gov.uk on to notify of single symptomatic case for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart (incl.cleaning requirement etc.) on BEEM designated COVID-19 page. Out of hours number – 0844 967 0069. • Where a child/children/staff member/s tests positive, the rest of their group may be sent home and advised to self-isolate for 14 days (as guided by public health). Contact PHE SE HPT on 03442253861 / Out of hours number – 0844 967 0069 to notify of confirmed case AND also where 2 or more confirmed cases in the same group/class - for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart Other household members of this wider group do not need to self-isolate unless their child starts to have classic symptoms or instructed to do so by public health. • Positive/diagnosed staff cases reported to H&S team on HS2 form and investigated as per current procedures. 						4	4	1 6	
--	--	--	--	--	--	--	--	--	--	---	---	--------	--

14	Staff Wellbeing Staff are worried and feel stressed because of the national situation and fear of the risk of infection	All Staff including SLT	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> • Staff have access to BHCC wellbeing pages and school wellbeing plan. • Governing boards and school leaders should have regard to staff (including the Headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. • Please refer to pages 6/7 'Transmission of virus continued' for the latest shielding/vulnerability advice and completion of the COVID-19 Individual Risk Assessment used to assess the potential risks to a vulnerable person to return safely. • Open-door policy for staff to raise any wellbeing concerns - including becoming overwhelmed – and regular SLT check-ins. • Staff briefing regarding new arrangements and expectations – including those for staff working at home. • SLT to monitor who is ill and make contact if possible for those that live alone SLT to follow guidance re PPE from LA/DfE/PHE etc. to ensure staff have appropriate types and supply of PPE • Visors are provided for all staff. • Cleaning/premises staff provided with PPE including disposable gloves, aprons and face mask • Regular staff meetings – remotely if possible or outside (weather permitting) • CPD and training accessed via eLearning when possible • Bereavement support and guidance available through the LA • DfE additional support for both pupil and staff wellbeing in the current situation & information about the extra mental health support for pupils and teachers available. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 			Staff briefing (subject to distancing guidelines or electronic communication) and explanation of current controls and opportunity to raise concerns and implement additional measures. Staff are not returning if they are not yet ready to.	2	3	6	
----	---	-------------------------	--	--	--	--	---	---	---	---	--

15	<p>Children's wellbeing</p> <p>Children anxious about returning or impact of lockdown</p>	Children	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> 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. Use familiar settings wherever possible for a class' return to school. Staff to be mindful that young children may find it difficult to adjust to changes and avoiding physical contact with others. Children to be put in small/same groups and staff to monitor the emotional/welfare of children. BHISS to be contacted to offer support for those children who have experienced trauma, anxiety and finding returning to school difficult Other specialist support available through the local authority - BHISS Children's start/finish times are staggered for arrival and collection Continue to encourage updates from home via email from parents regarding home learning etc. Continue to provide videos on the school You Tube channel Follow guidance on supporting children's mental health and wellbeing during the coronavirus pandemic. Bereavement support and guidance available – see BEEM and Diocesan handout. 					2	3	6	
16	<p>Staff - home working and use of display screen equipment (DSE)</p> <p>DSE related ill-health or injury and Isolation</p>	Staff	National COVID-19 Alert Level 3	<ul 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 provided with DSE equipment if needed, e.g. separate mouse, keyboard, stand for laptop or chair. Regular breaks to be programmed in for all staff and staff working from home to ensure regular breaks are taken 				Staff to contact SLT if additional equipment is needed.	2	2	4	

17	Nappy/pad changing, intimate care and clinical and offensive waste removal	Staff may be exposed to the virus	National COVID-19 Alert Level 3	<ul 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 changes	1	4	4	
18	Office equipment Staff exposed to the virus through shared equipment	Staff	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> Equipment in offices is not shared during the day. Where equipment has to be shared (PPA Room, Stock Room), it is used by as few people as possible & staff are reminded to wash their hands when they have finished. Visitors/contractors signed in by reception/office staff and reminded of SD/hygiene expectations. All keyboards, mice, desks, chair arms and telephones to be cleaned at the end of the day with antibacterial cleaners or standard disinfectants. Cleaning equipment available in office and by request in other areas. Workstations/staff set apart by 2m, e.g. with floor markings or taped-off areas/desks. 				Physical distancing markings on floor of main office. Only one person to work in the inner office.	2	4	8	
19	Communication SLT/staff not up to date with PHE/Government/ DfE & LA advice/guidance	All Staff/Pupils/ Parents /Outside Agencies	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> SLT 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: <ul style="list-style-type: none"> Daily emails from Education & Skills Links to Gov.uk information BEEM Amy Charlton to check LA website daily and notify SLT - https://new.brighton-hove.gov.uk/coronavirus-covid-19 Emergency procedures should be regularly updated and shared with all staff following updated guidance from public health England/DfE/Government and LA Behaviour Policy to be updated to reflect changes and communicated to pupils, parents and staff. 					2	4	8	

20	School closure: full or partial due to COVID infection outbreak or staff shortages etc.	Pupils	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> School closure protocols followed including seeking advice from and informing the LA; communication protocols for staff/ parents/ contractors etc. <ul style="list-style-type: none"> Inform LA, Governors and Diocese Inform Staff Inform Parents Inform any other visitors Ensure clear communication channels are open with all stakeholders. Work with the Local Public Health Protection Team who will advise if additional action is required. In some cases, HPT may: <ul style="list-style-type: none"> recommend a larger/group self-isolate as a precautionary measure where an outbreak is confirmed (and in consultation with the local Director of Public Health), dispatch a mobile testing unit 					2	4	8	
21	'HUB or shared staff / premises Arrangements' (if applicable) Staff unfamiliar with premises, emergency arrangements and/or pupils	Staff/pupils	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> 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 physical distancing procedures in place The sharing of behaviour plans/strategies/individual pupil RAs, if working with children with known complex needs. 				Note: Teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	2	4	8	

17	Caterlink unable to provide a school meals service/or are operating a reduced service	Pupils	National COVID-19 Alert Level 3	<ul style="list-style-type: none"> Liaison with Susie Haworth, School Meals Manager to check kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals. Seek assurance that school kitchen operation complies with the guidance for food businesses on coronavirus (COVID-19). 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 If only reduced/alternative menu available, parents/carers informed to ensure allergies considered. 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. 							I	I	I
----	---	--------	---------------------------------	---	--	--	--	--	--	--	---	---	---

Risk Assessment has been shared with Local Authority, Unions, Governors, Staff and Parents. All feedback has been considered, discussed where necessary and acted on where needed.