

Risk Assessment Form Version: 4

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

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| Task / Activity Covered by the assessment | <i>Model risk assessment from the LA for the partial re-opening of schools during the COVID-19 Pandemic. All black text is BHCC. Red text – amendments following consultation meeting on 10/6/20</i> | | | Likelihood (L) | X | Impact (I) | |
| Workplace | Downs View Woodingdean only | | | Almost Impossible | 1 | Insignificant (minor injury, no time off) | |
| Date of Assessment | 27/5/20 | Date Assessment to be reviewed | 20/7/20 | Unlikely | 2 | Minor (non-permanent injury, up to 7 days off) | |
| Person Completing | Adrian Carver | Manager/ Head teacher | AC. I am unable/unwilling to attach risk numbers to each individual risk as all infection risk could lead to a death. Equally I do not have the scientific knowledge to make the judgements. Overall I believe the level to be Possible 3 x Impact 4 = 12. | Possible | 3 | Moderate ((injury causing more than 7 days off) | |
| Staff involved in assessment | <ul style="list-style-type: none"> DV SLT - site leads & Business Manager DV staff union reps (3) – Julia, Lou & Mick DV staff wellbeing group reps (2) – Chloe & Lisa P DV staff governor reps (3) – Caroline, Glenn & Ro. Key DV governors – Chris Girvan (Chair), Mitch Egan (Chair PFB)?? Key DVLSC trustee – Jill S (Chair) DV parent governor rep(s) (2) – Jacqui S?? Pippa?? | | | Likely | 4 | Major ((death or serious injury) | |
| | | | | Almost Certain | 5 | Catastrophic (multiple deaths) | |
| | | | | Low =1-3 | Moderate = 4-7 | Significant = 8-14 | High = 15-25 |

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

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| 1. | Site not prepared for return of more pupils/staff | Pupils/staff | <ol style="list-style-type: none"> 1. H&S check of the premises by site staff – in line with guidance for - 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. 2. Cleaning/hygiene arrangements enhanced in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings including: lidded bins in classrooms/other locations, 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. 3. Movement around school – reduce possible contact between groups, consider/plan one-way systems, identify any ‘pinch-points’, staggered times for arrival/departure, lunch, breaks, use of staff room etc. [More detail under each hazard below], use of DorGuards or Mag-lock devices linked to fire alarm system to keep regularly used doors in an open position 4. Provide signage at school entrances/exits and on way to school to indicate changes to access 5. Minimise number of resources and furniture etc. to enable cleaning 6. Prepare site with signage to indicate physical distancing instructions, including floor markings, indicators, one-way routes etc. 7. Prepare induction information for all staff, pupils and essential visitors/contractors who require access to site. | | <p>1.Fire - this will be undertaken during the week beg 8/6 to prepare for any broader opening. Fire risk must be balanced against need to have doors propped open to limit physical contact by pupils/staff. Legionella – is undertaken throughout building currently. Bins – consultation established that we will not use pedal bins as may inhibit independence & does not mitigate risk.</p> <p>3.One way system in place in admin corridor/staffroom. One way system for stairways. To go up, use stairs in reception. To come down, use stairs by 3H. Staff must be flexible if a pupil gets ‘stuck’ on the stairs & use alternative route. This may be needed if pupil has habitual direction & will stress if not followed. LIFT needs wipes in place so key/pads can be sanitised after each journey. Not spray as electrical risk.</p> <p>4.Signs around building with Covid reminders (done).</p> <p>5.RA group to undertake audit of equipment in all rooms in use & site staff remove unnecessary items. Remove equipment (eg standers on ground floor) which is unnecessary to a storage area to increase PD space available.</p> <p>7.Covid 19 H&S RA Handbook in draft.</p> | | | |
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| 2. | <p>Transmission of the virus</p> <p>Attendance</p> <p>Reduced staffing may result in insufficient supervision ratios/trained first aiders/qualified staff to work with children with complex needs</p> | Infection to Staff, children, families, visitors and contractors | <ol style="list-style-type: none"> 1. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school/childcare setting <ol style="list-style-type: none"> a. see https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms 2. School to tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus in-line with COVID-19 guidance. 3. School to request that parents/carers of children closely monitor children for signs of Covid-19 symptoms in line with PHE, NHS, Government & DfE guidelines (e.g. unwell with a new or continuous cough, high temperature, loss of taste or smell etc.) BEFORE drop-off and do not bring child to school if child/household member is symptomatic. 4. Symptomatic child/staff to self-isolate for 7 days 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 (within age limitations). If negative, child/staff can return to school once well and family members can stop self-isolating (follow the guidance on testing on the NHS testing web page) 5. Where a child/staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days. Other household members of this wider group do not need to self-isolate unless their child starts to have classic symptoms. 6. School to take advice from PHE if other children in that group are symptomatic | | | <p>1. Staff & parents given clear instructions in writing in advance about symptoms & actions (ie non-attendance). Govt advice (24/5/20) states 5 elements for safety if PD cannot be attained:</p> <ol style="list-style-type: none"> i) parents keep sick child off, This will include parents being informed that the use of Calpol to control any temp means child cannot attend. ii) sick staff stay off iii) good handwashing & respiratory hygiene iv) regular cleaning v) minimise contact & mixing. <p>In addition, individual pupil RA will be used to screen the behaviour needs of pupil which may mean that pupil CANNOT attend due to risk.</p> <p>2. No visitors on site. All pupils collected from/delivered to taxis/parent cars. Temp tests on arrival (although DfE guidance of 24/5 says it is “unreliable” as an indicator) we will keep in place. Staff must observe 2m rule.</p> <p>3. As above.</p> <p>5. DfE advice (24/5) is that for positive tests all group (pupils/staff) have to isolate for 14 days. We will implement this more stringent advice (& inform parents in advance).</p> <p>6. In any situation where a potential risk needs to be clarified, SLT will contact PHE for advice.</p> | | | |
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| 2. | Transmission of the virus continued | | <ol style="list-style-type: none"> 1. Shielded and clinically extremely vulnerable children are advised to shield at home, not to attend school and will be supported to learn at home. 2. If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting (if not symptomatic). 3. Clinically vulnerable (but not clinically extremely vulnerable) staff and pupils should follow medical advice. If they return to school, they are advised to take extra care in observing 2 metre social distancing wherever possible. If they have to spend time within 2 metres of other people, settings must carefully assess the risks and determine whether this involves an acceptable level of risk. If not, staff should work from home where possible 4. Shielded/clinically extremely vulnerable adults are advised not to attend work. Under <u>exceptional</u> domestic circumstances (i.e. where remaining at home throughout the day creates an additional and higher risk) shielded/ extremely vulnerable staff may return to work where an individual risk assessment has been undertaken to assess and consider their own personal circumstances and to identify the risks and necessary controls to allow that member of staff to return to work. It may be necessary for those staff to be deployed in another role. In these circumstances, the shielded person should seek GP/medical advice prior to returning. See government guidance 5. Staff members or children living with a shielded or clinically extremely vulnerable person are advised only to attend an education or childcare setting, if stringent social distancing can be adhered to and in the case of children that they are able to understand and follow those instructions. 6. If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting (if not symptomatic). | | <p>2.SLT will undertake individual staff RA to assess potential return in line with BHCC policy & local data. With only 70% staff availability & to limit impact on attending staff, we will need to increase staff attendance where safe. This will also enable us to cover gradual increase in pupils who need known staff. We will need further advice on BAME staff vulnerability. BAMEed have a useful risk assessment guide: https://www.bameednetwork.com/resources/</p> <p>3.As above.</p> <p>4.As above.</p> <p>5.As above.</p> <p>6.As above.</p> | | | |
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| 2. | Transmission of the virus continued | | <p>7. Clinically vulnerable (but not clinically extremely vulnerable) staff and pupils should follow medical advice. If they return to school, they are advised to take extra care in observing 2 metre social distancing wherever possible. If they have to spend time within 2 metres of other people, settings must carefully assess the risks and determine whether this involves an acceptable level of risk. If not, staff should work from home where possible.</p> <p>8. Limiting number of staff attending to the minimum needed to teach/lead/supervise groups of children attending.</p> <p>9. 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.</p> <p>10. Member of SLT on site each day and will establish daily supervision levels and contact local authority (Education & Skills) if unable to operate safely. Parents/carers to be informed following LA discussion</p> <p>11. Ensure there are adequate first aiders/paediatric in-line with HSE guidance and current paediatric first aid requirements under EYSF – refer to the school’s First Aid needs assessment [Note: update your First Aid/ Paediatric first aid needs assessment]</p> <p>12. SLT/Office manager/ other [name] to check first aid cover each day</p> <p>13. Ensure trained staff available to support children with additional needs.</p> <p>14. Existing safeguarding procedures and controls should remain in place and any potential impact due to COVID-19 related issues, closely monitored/managed.</p> <p>15. TAs can lead a lesson under the direction of a qualified Teacher.</p> <p>16. Emergency key holder procedures in place so that the school can be opened/closed should premises staff be unable to attend work</p> <p>17. Flexibility amongst teaching staff to teach/lead different year</p> <p>18. School to check that external providers (e.g. catering providers) have robust COVID-19 arrangements in place.</p> | | | <p>7.As above.</p> <p>8.Already in place but need to provide staffing for resource prep as up to 65% of pupils at any one time will not be able to attend. This prep, largely, cannot be undertaken remotely.</p> <p>10.3 SLT on site each day to support staff & pupils.</p> <p>11.First aiders are rota’d on each day.</p> <p>12.SLT on duty to check first aider presence daily against rota.</p> <p>13.Rota planned by SLT to try to ensure known staff present (individual specific meds/beh trained).</p> <p>14.DSL/ADSL on rota.</p> <p>15.Yes as we are not operating as a school anyway. Staff are leading a session.</p> <p>16.Site manager, EHT, APS Security, Site manager @ Rudyard.</p> <p>17.Attempt to get known staff with pupil but will need to use less known staff too. Imp of training (meds/beh).</p> <p>18.SBM to check catering company RAs.</p> | | | |
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| 3. | <p>Children absence from school for a prolonged period of time due to self-isolating or school closure</p> <p>Missed learning</p> | Pupils | <ol style="list-style-type: none"> 1. Remote learning platform to be used and appropriate support provided by school and LA. 2. Home learning resource page on BEEM 3. Home resources packs to be sent home 4. Appropriate differentiation needed to cater for all ability levels including children with SENs 5. Year groups to allocate responsibilities for work to be completed remotely 6. Parents without access to a computer/tablet/phone to inform the school so that learning and resources can be sent home 7. Children's absence will be authorised, code as per DfE guidance. LA to be informed. No fines will be issued for related pupil absences. 8. Pupil numbers to be confirmed with DfE and LA as requested | | | <ol style="list-style-type: none"> 1. Teachers contact families as per original & subsequent guidance about contact & support. This is covered by SLT if teacher unwell. YouTube content & Zoom lessons in place for those for whom it is appropriate. (See separate Zoom usage policy). 3. Resource packs are regularly refreshed (discussed during teacher contacts). On site staff & LSC staff prepare. Deliveries by taxi on Weds each week. 4. Always. 7. Admin team. 8. Admin team. | | | |
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| 4. | Physical distancing (PD) and grouping | Infection of staff and children | <ol style="list-style-type: none"> 1. Physical distancing will be managed between groups of children and between adults 2. Physical distancing will be managed within groups ('bubbles') between children and supervising adult(s) so far as is reasonably practicable with consideration of the need to maintain the safety, security, safeguarding and welfare of those children which may require physical contact. 3. Children should walk in single file (observing 2m rule where possible) when moving about the building and must not hold hands 4. Consideration of one-way systems to enable better PD. 5. In the event of a fire/emergency evacuation, PD to be practiced as far as possible, but nearest available exit to be used (over any one-way systems in place). SD to be practiced at assembly point (as far as practical). Refer to schools revised evacuation procedure. 6. Staggered break and lunch times implemented if PD cannot be maintained and so that these areas do not become over-crowded. Children to eat packed lunch in their classroom if necessary. 7. Same group to eat together - two metre distancing to be maintained, wherever possible. 8. Attendance times staggered locally to minimise contact/enable better physical distancing. 9. Rooms are well ventilated where possible including dining halls 10. Protocol/queuing system in place to avoid people congregating at drop-off/pick-up times and agreed access/egress routes to enable better physical distancing which is communicated to parents/ guardians 11. Contractors/other visitors only allowed on site for emergency or statutory compliance works – visits to be arranged in advance in line with Schools Bulletin HS/4/20 dated 11/5/20. 12. Specific arrangements in place for free school meals collection (for those not attending) [state arrangements.] 13. Liaison with Home to School Transport (HTST) providers and LA to ensure physical distancing/other controls in place 14. Physical distancing practised in all internal/external rooms/areas of the school and signage to reinforce 15. Minimise contact and mixing through small groups – calculate how many pupils can attend to allow for PD. 16. Remind staff to follow government recommendations when travelling e.g. avoid use of public transport where possible but where this isn't possible follow government guidelines regarding face coverings, physical distancing etc. 17. Car journeys restricted to those from the same household – no car sharing. 18. Home to School transport – school to check similar protocols in place. 19. Practice physical distancing where possible and with consideration of the ages of the children by arranging layout of classrooms and activities | | <p>Are additional physical barriers required to section off large spaces to accommodate smaller groups in different areas?</p> <ol style="list-style-type: none"> 1. PD cannot be undertaken with DVW population. Staff will direct pupils as far as possible with voice & gestures, signs & symbols. Physical guiding should be undertaken where essential from behind (guiding shoulder or loose one person PROACT SCIP support). Avoid hand holding as far as possible. Use gel/sanitiser/handwash after every necessary hand hold or PI. 2. Pupils will work in rooms individually unless they i) understand PD or ii) can be placed & will not move spontaneously (ie non-ambulant). Staff allocated to pupil(s) will remain with the bubble all day/week. Where there is more than 1 pupil in group PD at relevant ratios or 2m must be in place. The Govt (24/5/20) ratio of 1 pupil to 3.5m² for U2s in reopening will be applied in any circumstance as a minimum. Teachers will be consulted about compatibility issues of pupils to form groups. 3. Pupils will move around school as individuals with staff. If more than 1, rule in 2 (above) applies. 4. One way on stairs, arrowed. (See also section 1). 5. This is unlikely. If happens PD is impossible. Fire risk in a lam greater than C19 risk. 6&7. Lunches eaten in class. Staff & MDSAs on duty collect food from kitchen (bar DVH 5 pupils who are able to PD). 8. Pupils wait in vehicles until staff collect. 9. All doors windows to be propped open (even if fire doors) to aid ventilation & non-surface touching. Includes main doors for arrival & departure. 10. Site staff or SLT manage traffic flow. 13/18. HTST arrangements must not compromise higher level of safety in building. If those arrangements are less rigorous, school measures are rendered ineffective. AC will maintain clear focus on transport issues. Already discussed with LA 14, 15 & 19. Covered by 1-3 above. 16/17. Car sharing is preferred to public transport. Where staff are car sharing (live in same household or only travel method) they will work in 'bubble' together at all times. | | | 8 |
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| 4. | Physical distancing (PD) and grouping continued | | <p>20. Where possible assign same teacher to same group of children and keep in same groups at all times. Max. class 15 for primary schools (to be assessed according to ability to maintain physical distancing). Ensure staff breaks are covered by the same member of staff each day to reduce mixing where possible.</p> <p>21. Where possible and with consideration of the ages of the children each child to use a designated area (desk and chair/equipment) throughout the day, with thorough cleaning of the rooms at the end of the day.</p> <p>22. 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.</p> <p>23. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time.</p> <p>24. Reduced the number of groups that attend each assembly/ schedule attendance for different groups at different times or days. If this is not possible no assemblies to take place if physical distancing cannot be achieved</p> <p>25. Timetable use of the staffroom and occupancy of offices to minimise numbers of staff using at the same time</p> <p>26. Reminders to children not to hold hands, hug, touch or jump on each other etc. with due consideration of their age and level of understanding</p> <p>27. 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.</p> | | | <p>20. Rotas must link staff with individual pupils or small groups so that 'bubbles' are formed. Given intensity of labour we need to determine who covers staff in each room. We do not have enough staff available to have 1 person to cover each bubble. Rotas may need to change to provide sufficient staff to cover bubbles. While pupils stay in bubbles with staff for 'lessons' & play, staff CAN mix at staff breaks/lunch as long as PD is maintained at all times. This is a compromise to rigidity which the consultation meeting agreed is important for staff wellbeing & collegiate support. Other rooms (Badgers) is available plus staff room. Further rooms may need to be identified.</p> <p>21. Ages are not relevant. Thorough cleaning must take place daily (& through each day).</p> <p>22. PD (2m) must apply outside wherever. Bikes must be cleaned after each ride. Virus degrades quicker outside but swings & other surfaces should be cleaned as pupil leaves by staff in bubble. A sanitising crate will be held on reception which must be taken out to field each session AND CONSTANTLY SUPERVISED by a staff member on playground duty. Other staff will need to collect sanitising agents from crate to clean equipment. Crate must not be left unattended.</p> <p>23. Staff supervise PD. Need to wipe surfaces after. Each bubble of pupil(s) to stick to defined toilet in building. (NEED LIST).</p> <p>24. No assemblies or gatherings of pupils.</p> <p>25. One way system. Remove seats to keep PD.</p> <p>26. PD & constant vigilance. Pupils with inability to PD or with challenging behaviour to be in own room.</p> <p>27. As above. PI from behind on shoulder or long bone of forearm (PROACT SCIP).</p> <p>NOTE – PI need is part of RA process for individual pupil readmission discussion. Safe PI can be maintained through sick pupils not attending & staff following hygiene measures rigorously.</p> | | | |
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| 4. | <p>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 | <ol style="list-style-type: none"> 1. DfE / PHE guidance followed - staff increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. 2. SEND risk assessment guidance considered and followed including consideration to home schooling when needs cannot be safely met. 3. Use of social stories at home to help inform changes when children return | | <ol style="list-style-type: none"> 1. Covered above. Maintain PD using voice, gesture etc. Pl as 27 above. 1:1 in own room (staff can withdraw to PD where needed). Cleaner on constant duty circulating school disinfecting handles, rails, surfaces. Doors kept open. Sanitising stations around common areas plus handwash & PD reminders. 2. Currently 90% of pupil population off site. SLT will continue to only permit gradual expansion by absolute insistence on keyworker status, family crisis/nearing crisis, safeguarding. This will be managed by SLT as a group with AC being final decision maker. Expansion will be managed by bringing other sites back in to use to preserve PD. Given the maximum number of appropriate rooms available there can only be approx. 35% occupancy at any one time. Learning & support managed remotely. 3. In place already to support some at home. Needed for return for some when appropriate. | | | | |
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| 5. | Inadequate health and hygiene | Infection of staff and children | <ol style="list-style-type: none"> 1. Induction for all members of the school community (pupils/staff) to explain the COVID-19 safety arrangements and guidelines to follow with regular reminders. 2. Encourage staff and pupils to feed back any concerns regarding the measures in place. 3. Continual reminders (staff/pupils/visitors) to wash hands for 20 seconds and handwashing facilities available and replenished. 4. Hygienic wipes or cleaning supplies/hand sanitiser available in each classroom/ office and stored out of reach. Tissues and bins to dispose of waste also in every classroom/ office. 5. Anyone entering the building should sanitise/wash their hands with clear instructions for visitors to follow on where to wash/ availability of hand sanitiser 6. Robust cleaning regime in place and arrangements to deal with suspected or symptomatic COVID case, including deep clean following <u>Government guidance</u> 7. Door handles, light switches, computer key boards, toys and other touch points need to be regularly disinfected throughout the day 8. Premises staff/ other [state who] to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance 9. Premises staff/ other [state who] to ensure availability and replenishment of hand gel/liquid/wipes/ soap/tissues/bins. 10. Premises staff to continue to ensure that the hot water system is working properly – any issues reported promptly 11. Keep rooms ventilated by opening windows and doors where possible and safe to do so 12. Children are to be reminded regularly of effective hand washing and this should take place as a minimum on arrival and before and after every break and lunchtime | | | <ol style="list-style-type: none"> 1. Covid Staff Handbook will be issued. 2. In place. Plus union & wellbeing group reps. 3. Posters. Handbook. We do need to agree relative risk between PP for hand wash vs PP for gel. Reminder for staff not to touch face/mouth/eyes. 4. Ensure gel & wipes/spray available in each room. Bins already there but pedal bins will only be ordered in absence of other bins for specific appropriate groups. Lidded do not make a difference to risk level. 5. Sanitising station outside main doors with written information about virus risk management. 6. In place already (on stand by). Regime clarified by LA. Medical room set aside for symptomatic pupil. PPE held in HT office for staff to deal with symptomatic pupil. Temp testing & parental reminders to keep ill pupils out. 7. Established regime. Full time cleaner on site. 8/9/10. Will/Rae/Ricky. 11. Staff to open doors & windows on arrival. Main doors to be kept open during staff & pupil arrival to minimise hand contact. All internal corridor doors wedged open. 12. Sanitiser stations. Must sanitise every time enter/leave building to go to playground or Ash C. Sanitising station (crate) on playground. | | | |
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| 5. | Inadequate health and hygiene continued | | <p>13. Regular supervised use of hand sanitiser where soap/water not immediately available.</p> <p>14. Remind children not to touch their eyes, nose and mouth with unwashed hands</p> <p>15. Anyone handling food must wash their hands before and afterwards</p> <p>16. Anyone who has to treat a cut or wound must wash their hands before and afterwards</p> <p>17. Posters showing effective hand washing and other advice re good hygiene to be displayed above each wash station/sink and in toilets</p> <p>18. Posters and lesson plans on general hand hygiene can be found on the eBug website</p> <p>19. Staff and children told to use a tissue or cover their mouth and nose with a bent elbow, when coughing or sneezing. Tissues to be disposed of in bins and to be emptied at the end of each day and double bagged. Hands must be washed after coughing or sneezing, with soap and warm water</p> | | | <p>13.As above.</p> <p>14.Not possible. Ensure all other hygiene arrangements in place. Staff do need to remember not to touch face/mouth/eyes/nose.</p> <p>15/16.Posters. Handbook. Effective first aid practice, including use of gloves for injuries.</p> <p>17.In place for staff. Put in place for DVH pupils attending DVW currently.</p> <p>19.Posters. Handbook. Staff must do this for pupils. Height differential will help but ensure no staff sit face to face with pupil. Sit by side only, at PD if possible to minimise airborne transmission.</p> | | | |
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| 6. | Cleaning – inadequate supplies of products/ arrangements | Infection of staff and children | <ol style="list-style-type: none"> 1. Arrangements in place for regular cleaning of surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, toilets, more regularly than normal using standard products, such as detergents. In the event that standard detergents become unavailable, bleach can be used where COSHH risk assessment demonstrates it is safe to use. Follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u>. 2. Seek to prevent the sharing of equipment where possible. Ensure play equipment is cleaned between different groups of children using it, and that multiple groups do not use it simultaneously. 3. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). 4. Shared materials and surfaces should be cleaned and disinfected more frequently. 5. No/limit school resources; e.g. home reading books sent home and children bringing in books/toys into school 6. Thorough cleaning of areas that a symptomatic child has touched -Public Health/DfE/Gov guidelines or decontamination/deep cleaning to be followed 7. Arrangements in place with in-house/NVIRO cleaners for thorough cleaning of all areas in use. Consider whole school closure to ensure all areas are thoroughly cleaned each week 8. Cleaners to wear disposable gloves and aprons and if an area has been heavily contaminated such as with visible bodily fluids from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. 9. The setting should ensure an adequate supply of essential supplies. 10. A monitoring system for PPE should be introduced to ensure that a supply of stock is available to all who require it. | | <ol style="list-style-type: none"> 1. Staff in each area to clean resources & equipment in use. Door handles will be managed by cleaner. Any areas of the school not being used will display a DO NOT ENTER sign to enable cleaners to focus on areas in use & give robust clean each day. If pupil or staff use this room they must alert SLT on duty to need to clean that room at end of day. 2. 1:1 or small group distribution means no sharing of equipment. In small group setting (max 3) key equipment must not be shared. If it is it must be cleaned between pupils. 3. Remove all soft toys (unless it is an unshared attachment item) & only use toys with few intricate parts. Lego & similar can only be used if child sanitises hands before use. Material must be immersed in cleaning agent after each use if pupil mouths or touches hand to mouth during play. Dough play must be individualised resource. Water/sand individual too. 4. Soft room or PE soft play must be sanitised after each use. Cleaners do soft room, staff do PE soft play. Library will be closed indefinitely. 5. School bags, contents & home school books are essential. Effective communication between home/school will keep everyone safer, including support for behaviour. Bags must be stowed immediately on arrival. Only one staff member to remove contact book for checking. Books will be laminated for use & sanitised on removal. 6. In place. 7. Thorough clean at end of week on current rota system. If move to split week rota then cleaning needs to take place between rotas/shifts. 8. In place. 9. In place. 10. In place. AC office. SLT on duty. | | | |
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| 7. | Arrival and departures | Infection of staff, children and families | <ol style="list-style-type: none"> 1. Planning parents' drop-off and pick-up protocols to minimise adult-to-adult contact: asking parents to maintain 2m distancing when they drop off and collect children, whilst maintaining safeguarding/visual controls. 2. Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising close contact (for example, which entrance to use). One adult only to drop off/pick up children. 3. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 4. All adults and children to clean/sanitise their hands on arrival/entry to the school 5. Encourage parents not to leave buggies, car seats and scooters at the school and if this is essential, items are to be left outside the school building. | | | <ol style="list-style-type: none"> 1. Pupils come in taxis or few parent cars. Must wait in vehicle for temp check by SLT. If temp even slightly high, delay & retest after a few minutes. Only disembark when PD staff come to collect pupil to escort into building. Pupil to sanitise hands on entry. 2. Establish staggered times if too many vehicles are necessary in future. 3. Staff must not congregate in reception prior to pupil arrival or departure. Must PD. 4. As above. No parents to enter building. Staff to be signed in by admin on duty, not sign on sheet to minimise pen/paper sharing. Staff must sanitise wheelchair handles & brakes before accepting pupil from taxi/parent. 5. Transport seating which is used by taxis to remain outside main doors (eg cruiser seats). School 'stock' from lobby to be removed & stored. | | | |
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| | Arrival and departures - Visitors | Infection of staff, children and visitor | <ol style="list-style-type: none"> 1. No non-essential visitors to the setting 2. Hand washing/sanitising on arrival and visitor instructed of need to use/ location of wash station/ hand sanitiser 3. Tell suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>) 4. Procedure for delivery of food and other supplies so that deliveries are left outside: 5. [State location of drop off area and procedure] 6. All maintenance work/ checks should be completed outside of operational hours wherever possible. 7. Emergency maintenance/ repair work can take place if safe to do so during operational hours and usual safeguarding and contractor management procedures apply. 8. Contractors visiting premises –let them know arrangements in advance of visit and check that they have robust social distancing procedures in place. Office/ reception staff to log their arrival and departure from site. | | | <ol style="list-style-type: none"> 1. In place. Delivery staff must deposit deliveries outside main doors & not enter building. [Catering delivery to kitchen door only]. Only hygiene bin operative & water tester to enter. Other repair staff to work outside pupil hours. Must read & apply safe practice & handwash/sanitising regime. 2. Sanitising station & information at front doors. Visitors signed in by admin on duty, not sign book themselves. No visitor badges to be issued. 3. Admin to alert all companies. 4. Food deliveries direct to rear kitchen door only. All others as per 1 above. 5. Outside main doors only. Admin team to bring items in after sanitising. 6. In place. 7. Only in emergency. Agreed with SLT on duty. 8. In place. | | | |
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| 8. | Sickness at setting | Infection of staff and children | <ol style="list-style-type: none"> 1. Children instructed to let staff know immediately if they start feeling unwell (hot, new cough, loss of smell/taste). 2. Staff aware of and vigilant to symptoms of coronavirus 3. Procedure in place to be followed if staff or children become unwell on site with a new, continuous cough, high temperature or loss of smell or taste. 4. Symptomatic child will be moved to a room away from others, door to be closed and window opened for ventilation 5. Whilst awaiting collection, the child will be supervised by one member of staff. 6. The child should use a separate toilet and this should then be sealed for 72 hours/thoroughly cleaned (in line with guidelines). Cleaning in non-healthcare settings 7. A 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. 8. The member of staff supervising the child being isolated must wash their hands for 20 seconds after the child is collected. 9. The shortest route out of the building should be taken by a symptomatic member of staff or child. 10. COVID-19 testing available for staff who are symptomatic via the Government's Testing website and BHCC Covid-19 testing page | | | <p>1. Parents regularly reminded about symptoms (for child & them) & to isolate. Temp test on arrival. 2. In place. 3. Staff not attend if feel unwell or to go home immediately if become unwell. 4/5. 2 staff put on PPE (HT office) immediately & take child to medical room to isolate until either parent collects or staff take child in minibus to home (PPE, sanitise bus on return, staff go off shift home to shower & wash clothes). 6. Child to use toilet by laundry only. Deep clean of all areas that night. 7. Follow LA guidance, PPE in HT office. 8/9/10 noted.</p> <p>Important - If child tests positive for Covid-19 other children in their group will be asked to self-isolate for 14 days. SLT to refer to PHE South East Health Protection Team guidance/flowchart held in AC's office on wall by door.</p> | | | | |
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| 9. | Staff Wellbeing - Staff are worried and feel stressed because of the national situation and fear of the risk of infection | Staff | <ol style="list-style-type: none"> 1. Staff have access to BHCC wellbeing pages and school wellbeing plan. 2. Clinically extremely vulnerable staff identified and advised to rigorously shield at home and not attend work. Under <u>exceptional</u> domestic circumstances (i.e. where remaining at home throughout the day creates an additional and higher risk) shielded/extremely vulnerable staff may return to work where an individual risk assessment has been undertaken to assess and consider their own personal circumstances and to identify the risks and necessary controls to allow that member of staff to return to work. It may be necessary for those staff to be deployed in another role. 3. If a staff member lives in a household with someone who is extremely clinically vulnerable – see COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, only attend an education or childcare setting if stringent physical distancing can be adhered to. Alternative home working arranged where this is not possible. 4. Open-door policy for staff to raise any wellbeing concerns - including becoming overwhelmed – and regular SLT check-ins. 5. Staff briefing regarding new arrangements and expectations – including those for staff working at home. 6. Teaching groups kept small (no more than 15 pupils per class in Primary Schools) with hygiene measures and physical distancing procedures in place to reduce likelihood of infection transmission. 7. Agreed methods of communication – e.g. email, Ping, WhatsApp groups, website, staff contact numbers, text alerts, line manager contact and support etc. 8. DSE guidance on BEEM and BHCC website. 9. Regular breaks to be programmed in for all staff. 10. SLT to monitor who is ill and make contact if possible for those that live alone 11. SLT to follow guidance re PPE from LA/DfE/PHE etc to ensure staff have appropriate types and supply of PPE 12. Cleaning/premises staff provided with PPE including disposable gloves, aprons and face mask | | <ol style="list-style-type: none"> 1. Send link via Ping & put in staffroom. Staff have already received wellbeing information from Chloe Sly. Plus regular prompts to seek support. Wellbeing Group meeting. Open acknowledgement that we are concerned to support all mental health & wellbeing issues. Staff wellbeing service publicised. EPS available to offer individualised support to staff. 2/3. For discussion as part of individual staff RA process. Importantly staff who have been on 12wk isolation will have 1:1 'meeting' with SLT member to discuss all issues & concerns about a return to work if applicable. 4. Clear directive to utilise SLT for support or cover parent contact. SLT rota designed to ensure that site SLT see their team members very regularly. Wellbeing info & comms regularly disseminated via weekly Ping. Friday end of day PD briefing on playground by HT. Regular verbal reminders to contact for support or raise concerns, also for all protective measures. 5. As 4. Prior to broader opening all staff must read RA & Handbook. All staff to have on site briefing prior to broader opening. New returning staff will have virtual briefing about practice & protocols. 6. As elsewhere, 1:1 or max 3. 7. Ping, email, various WhatsApp groups, Zoom meetings. All staff must access. 8. Need to cover DSE for staff working at home. 9. 1in3 moving to 1in2 week rota. Coffee & lunch breaks in place. Shortened day (3.20). 10. In place but staff must report in any illness. 11. In place. Note PPE is still viewed as not necessary in schools by Govt/DfE & LA. PPE available for pupils who spit frequently. Where individual RA indicates need for PPE (for staff or because of pupil behaviour) this will be provided. Staff can choose to wear a mask but must be fully aware that mask could encourage pupil to grab it (scratching staff face). Staff must understand appropriate safe practice in mask wearing (ie not ever touching – which render them ineffective). All staff to be aware that mask wearing by staff may make pupils anxious. 12. In place. | | | |
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| | | | <p>13. Limit close contact with other staff by staggered arrival/departure times and staggered use of staff rooms and offices to limit occupancy.</p> <p>14. Regular staff meetings – remotely if possible or outside (weather permitting)</p> <p>15. CPD and training accessed via eLearning when possible</p> <p>16. Bereavement support and guidance available</p> | | | <p>13. Staff information to ensure do not congregate in foyer or other areas without PD. Limit seating in staff room. One way system. In staffroom staff must not sit at table blocking one way route.</p> <p>14. As above (1).</p> <p>15. CPD defined from outset for completion during off rota time or during isolation. Additional CPD offered (food hygiene course). Further CPD being planned.</p> <p>16. Staff wellbeing service, EPS, SLT support. Govs agreed funding for bespoke counselling support when necessary.</p> | | | |
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| 10. | Children's wellbeing Children anxious about returning or impact of lockdown | Children | <ol style="list-style-type: none"> 1. Find out or provide opportunity for each child to share their experience of lockdown including positives, negatives, any experiences of separation and loss, anxiety about returning, confusion, bereavement. Update information on SEND, health and learning, with high priority given to wellbeing. 2. Use familiar settings wherever possible for a class' return to school. 3. Staff to be mindful that young children may find it difficult to adjust to changes and avoiding physical contact with others. Children to be put in small/same groups and staff to monitor the emotional/welfare of children. 4. BHISS to be contacted to offer support for those children who have experienced trauma, anxiety and finding returning to school difficult 5. Other specialist support available through the local authority STATE THOSE USED 6. Stagger children's start/finish times. 7. Encourage updates from home, via phone and current online systems 8. Follow guidance on supporting children's mental health and wellbeing during the coronavirus pandemic. 9. Bereavement support and guidance available STATE LOCAL SUPPORT AVAILABLE | | <ol style="list-style-type: none"> 1.All staff to be vigilant to anxieties of pupils in school & report to SLT. Also teachers to report any concerns during calls to SLT & on CPOMS. Regular liaison with social care. Pupils must be prepared for readmission with social stories & other support to minimise anxieties as far as possible. 2/3.Plan transition back to school with staff, parents & more able pupils. DVH to transition back to DVH before relocating to new DVW in future (ie November). 4.In place. 5.BHISS. DV SEMH lead for advice. Existing therapists etc (music, PMHW). 6.Possibly not necessary as we cannot accommodate all population while PD requirement exists. 7.In place. Including calls, Zoom, YouTube, work packs. 8.SEMH guidance. 9.TBA where necessary. HT advice available for pupils as DV has experienced pupil bereavement before. | | | |
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| 11. | Staff - home working and use of display screen equipment (DSE) DSE related ill-health or injury and Isolation | Staff | <ol style="list-style-type: none"> 1. Staff made aware of the corporate guidance for 'working well at home' and how to access this 2. DSE guidance on BEEM and BHCC website 3. Staff asked to complete/update DSE assessments for working at home 4. Staff provided with DSE equipment if needed, e.g. separate mouse, keyboard, stand for laptop or chair. 5. Management to make regular contact with homeworkers to check if any issues and on their well being 6. Regular breaks to be programmed in for all staff and staff working from home to ensure regular breaks are taken | | | | <ol style="list-style-type: none"> 1.TBA. All staff have been supplied with very good advice from Chloe re home working. 2/3/4.TBA. 5.SLT & staff discuss when on rota or via email. Teachers to contact their team weekly. 6.In guidance. | | | | |
| 12. | Nappy/pad changing, intimate care and clinical and offensive waste removal | Staff may be exposed to the virus | <ol style="list-style-type: none"> 1. 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 2. Schools current toileting/ intimate care procedures are followed for nappy/pad changing. 3. Clinical waste arrangements/facilities already in place. Additional government guidance is followed on waste removal. | | | | Public Health and Health and Safety have advised that mask wearing is not required for nappy/pad changes. Staff can wear masks if they choose but must follow safe practice. <ol style="list-style-type: none"> 1.Gloves & apron minimum. 2.In place. 3.In place. Covid waste disposal advice known by cleaners & HT. | | | | |

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| 13. | Office equipment Staff exposed to the virus through shared equipment | Staff | <ol style="list-style-type: none"> 1. Shared equipment avoided wherever possible –e.g. own phones, desks, stationery and no hot-desking 2. Where equipment has to be shared, it is used by as few people as possible & cleaned after use – e.g. photocopiers, intercoms/entry systems etc. 3. Visitors/contractors signed in by reception/ office staff and reminded of SD/hygiene expectations. 4. All keyboards, mice, desks, chair arms and telephones to be cleaned before use, between shifts, and at the end of the day with antibacterial cleaners or standard disinfectants. 5. Cleaning wipes available. 6. Workstations/staff set apart by 2m, e.g. with floor markings or taped-off areas/desks. | | | <ol style="list-style-type: none"> 1.No desk sharing & office occupant labelled. 2.Clean phone, keyboard, mouse, table surface when vacate office or space. Sanitise hands before/after use photocopier. Copier & resource making removed to empty classroom. Must maintain PD in room. Staff to be aware not to lean over admin staff when they are at their desk. 3.No visitors. If any are in as emergency, admin member to explain all rules. 4.In place as staff need to clean area as leave it anyway. 5.In place. 6.In place. Tape not required. | | | |
| 14. | Communication SLT/staff not up to date with PHE/Government/DfE & LA advice/guidance | All Staff/Pupils/ Parents/Out side Agencies | <ol style="list-style-type: none"> 1. SLT to read, review and share PHE/DfE/Government information and advice from Brighton & Hove local authority ensuring all staff/governors/parents/carers are kept up to date, including: 2. Daily emails from Education & Skills 3. Links to Gov.uk information 4. BEEM 5. Heads PA / designated staff member to check LA website daily and notify SLT - https://new.brighton-hove.gov.uk/coronavirus-covid-19 6. Emergency procedures should be regularly updated and shared with all staff following updated guidance from public health England/DfE/Government and LA 7. Behaviour Policy to be updated to reflect changes and communicated to pupils, parents and staff. | | | <ol style="list-style-type: none"> 1.In place. Meetings & Ping. AC reads & disseminates. 2.In place & as above. 3.In place & as above. 4. ? 5.In place. AC. 6.In place. AC. 7.As stated elsewhere. Behaviour managed individually. No need to amend existing. Spitting already identified for DVH population. Where a pupil routinely spits at staff as a behaviour, staff to consider visors or goggles. | | | |

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| 15. | School closure: full or partial due to COVID infection outbreak or staff shortages etc. | Pupils | 1. School closure protocols followed including seeking advice from and informing the LA; communication protocols for staff/parents/contractors etc. | | | 1. Dependent on nature of emergency or location of infection. This is undertaken by AC. Use of Ping to communicate with staff/families. | | | |
| 16. | 'HUB or shared staff / premises Arrangements' (if applicable) Staff unfamiliar with premises, emergency arrangements and/or pupils | Staff/pupils | 1. Staff who do not usually work at site inducted (& recorded) to include: <ul style="list-style-type: none"> - Layout of premises/facilities/equipment. - Evacuation procedures and how to raise the alarm. - Who the first aiders are and how to summon help in an emergency. - Who/how to contact with any questions/concerns. - Expected role whilst on site. - Check staff training to undertake specific roles. - Check staff re: any ongoing medical conditions/adaptations, which may be required to work safely. - The sharing of relevant premises/task risk assessments. - Hygiene measures and physical distancing procedures in place 2. The sharing of behaviour plans/strategies/individual pupil RAs, if working with children with known complex needs. | | | 1. Staff who normally work on other sites were briefed as to all issues to do with DVW site; fire alarm (all signage in place, including temp changes due to building work), assistance alarm, hygiene store, one way, copier removal. All returning staff to be briefed prior to return. Roles are same. 2. In place. | | | |

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| 17. | Caterlink unable to provide a school meals service/or are operating a reduced service | Pupils | <ol style="list-style-type: none"> 1. Liaison with Susie Haworth, School Meals Manager to support interim arrangements. 2. School to inform parents/carers to bring in a pack lunch if schools meals are unavailable. 3. Consider having an arrangement in place to ensure hygiene e.g. a trolley for lunch bags/boxes with cleaning supplies provided nearby so that the lunches can be left in a specific place and then the containers sanitised 4. Arrangements in place for parents of FSM children to collect a pack lunch to eat off site if not attending school/or voucher scheme introduced. 5. If only reduced/alternative menu available, parents/carers informed to ensure allergies considered. 6. School to seek assurance from Caterlink that appropriate policy (and compliance) in place for managing COVID-19 including: non-attendance where symptomatic, increased hygiene, cleaning of equipment (incl. tables & chairs) & arrangements to ensure social distancing for deliveries, food preparation and serving, queuing, staggering sittings, tables/seats safe distance apart etc. Use of other suitable areas if necessary. | | | | <ol style="list-style-type: none"> 1.In place. Use takeaway outlet for food. Only 1 day of interruption so far. 3.TBA 4.Vouchers. 5.In place. 6.In place. | | | | |
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