




Document ref. no:

Risk Assessment Form

Description of the task/activity:	Covid-19 September 2020 re-opening Central Services and school based administrative and premises staff. School visitors and contractors	Location:	Beal High School Campus
Name of person(s) completing assessment:	Phil Bray	Job title(s):	Co-Headteacher for and on behalf of the Trust Executive
Local reference no:	n/a	Risk Register No:	n/a
Date of this assessment:	23rd October 2020	Date of signing:	23rd October 2020
Date of next Review:	Review required if there is a significant change or Government guidance changes.	Signed by (Department Manager):	

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Are additional controls required (Yes/No)
Being infected by the Coronavirus	Staff and students travel to work Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<u>Measures for arriving at and leaving school</u> Staff and students are advised to avoid public transport where possible, either by walking or cycling to work or using private vehicles. Letters will be sent to parents/carers regarding travel advice.	8	

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			<p>Where the use of public transport is unavoidable the following control measures will be applicable:</p> <ul style="list-style-type: none">• Session times for students are staggered and set so as to avoid peak travel times• From 15th June anyone, except children under the age of 11, using public transport must wear a face mask• TfL are adding extra buses to the network and prioritising some bus services for school travel and children will be asked to use these where provided to ensure spaces on other services• We will check tfl.gov.uk/reopeningeducation for the latest information on services and safer travel guidance and share this with students and parents• We suggest staff wear protective gloves when using public transport and remove them when they arrive in school. Staff should observe social distancing as much as is practicable.• TfL have implemented their own protective measures including deep cleaning and disinfection of buses and tube trains• Following gov.uk guidance parents will be asked to drop their children away from the school gates to minimise transmission risk. Gathering at the school gates or otherwise coming onto site without an appointment is not allowed. <p>School Transport (BCS)</p> <ul style="list-style-type: none">• Distancing should be put in place on dedicated school transport where possible• Students should either sit within their bubble on school transport, or with the same constant group of children each day		
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	<p>Staff in pupil or public-facing roles</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<ul style="list-style-type: none"> • Students should clean their hands before boarding transport and again on disembarking • Organised queuing and boarding should be put in place • Ensure ventilation of fresh air from outside the vehicle is maximised by opening windows and ceiling vents <p>School workforce</p> <p>Staff who are clinically extremely vulnerable All staff can continue to attend school at all Local COVID Alert levels. In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. Further guidance to the clinically extremely vulnerable is available. Staff who were considered to be extremely clinically vulnerable should maintain social distancing and adhere to the system of controls described in this risk assessment. They should follow the same advice as for the clinically vulnerable below and take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their workspace.</p> <p>Staff who are clinically vulnerable Clinically vulnerable staff can attend school in the Autumn term. While in school they should follow the measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact</p>	4	
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			<p>and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Staff who are pregnant Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <p>Our workplace risk assessment will already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified will be included and managed as part of the general workplace risk assessment.</p> <p>If we are notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, we will check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, we will take appropriate, sensible action to reduce, remove or control them.</p>		
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While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment will be undertaken to help identify any additional action that needs to be taken to mitigate risks.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus as set out in the COVID-19: review of disparities in risks and outcomes report which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Staff childcare issues

If staff are bringing their own children to work because child care for them may be unavailable then they must complete a separate risk assessment. admin@bealhighschool.co.uk should be contacted

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			<p><u>PPE</u></p> <p><u>PPE for staff and students</u></p> <p>See Section 2</p> <p><u>PPE and medical care</u></p> <p>PPE will be required in the following cases:</p> <ul style="list-style-type: none">- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. <p>PPE (masks, gowns, visors and gloves) are available on reception for first aid use. These are only required if a distance of 2 metres cannot be maintained with an individual who is unwell with symptoms of COVID-19.</p>		
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			<p><u>Prevention</u></p> <p>1. We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or those who have someone in their household who does, do not attend school</p> <p>Students, staff and other adults will be told and reminded regularly that they must not come into school if they have coronavirus symptoms or have tested positive in the last 10 days.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and must arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Contactless thermometers will be available for any member of staff or student who feels unwell when in school and they will be</p>		
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			<p>isolated and sent home if showing a high temperature.</p> <p>Reception and medical staff will be trained on responding to a suspected case of COVID-19 and also how to use PPE if a distance of 2m cannot be maintained with an ill or injured adult or child.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, the child should be moved to an area which is at least 2 metres away from other people. Isolation areas have been designated.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Following any incident of which a member of staff or student becomes unwell the work area / isolation room will be cleaned after they have left to reduce the risk of passing the infection to other people. See the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand-sanitiser after any contact with someone who is unwell.</p>		
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			<p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Students or staff reporting to the medical room with symptoms must have names and contact details recorded and a follow up contact made to confirm that the individual has booked a test and instructed not to attend school until the results of the test have been confirmed. Staff and parents will be told to inform the school immediately of the results of the test.</p> <p>Staff must book a test on the day on which symptoms are reported. Confirmation of this to be sent to Shelly Jackson. Failure to book a test on the day symptoms are reported may mean that absence is unpaid.</p>		
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			<p>2. Use of face coverings in schools</p> <p>Staff: Visors will be provided for all staff who may use their own personal discretion as to whether (and where) they wish to wear them, including in teaching spaces.</p> <p>Students: Students will be advised to bring masks to wear in school in case they are required to wear them or personally feel safer wearing them in corridors and communal areas. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. Students will be allowed to wear masks in classrooms if they wish.</p> <p><u>PPE for staff and students in high transmission (local lockdown) areas</u></p> <p>In areas of national government intervention (local lockdown or restrictions) face coverings must be worn by staff and students when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. Staff and students may wear masks in classrooms if they wish.</p> <p><u>Exemptions</u></p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none">• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate		
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Teachers and other staff should be sensitive to those needs.

Access to face coverings

Staff and students should provide their own face coverings (although visors will be provided for staff) however a small contingency supply will be available for those who are struggling to access a face covering, have forgotten it or where it has become soiled or unsafe. Students will not be excluded from education on the grounds they are not wearing a face covering.

Safe wearing and removal of face coverings

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Staff and students will be informed of the process for wearing and removing face coverings:

- Clean hands before and after touching, including to remove them or put them on
- Safe storage of them in individual, sealable plastic bags between use
- Where a face covering becomes damp it should not be worn and the face covering should be replaced carefully
- Students must not touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a waste bin (not a recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again

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3. Clean hands thoroughly more often than usual

Parents will be informed that children must be provided with and arrive in school with hand sanitiser and mask.

Students will receive a very short 'COVID safe briefing' at the start of each morning session, reminding them of the importance of hand hygiene.

Students and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Staff leading sessions will instruct students that they must clean their hands with hand sanitiser at the start of each session/lesson. This will ensure that hands are cleaned when arriving at school, after breaks, when changing rooms and before and after eating.

Hand sanitiser or skin friendly cleaning wipes will be available in each teaching space for those students who have forgotten to bring their own. Students will be reminded of expectations and parents contacted if students regularly arrive in school without hand sanitiser.

Note COSHH guidance below:

Soft Hand Gel sanitiser (isopropyl alcohol) contains propan-1-ol, propan-2-ol (alcohol) and glycerine

Hazard: flammable/irritant (eyes)



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Safety measures:

- *Keep away from sources of ignition*
- *Keep away from food and drink*
- *Wash hands before and after meals*
- *Avoid contact with eyes*

First aid measures:

- *Inhalation (intoxicating/irritant) – move away from source of exposure*
- *Eye contact (severe irritation) – rinse immediately with plenty of water, provide immediate medical assistance*
- *Ingestion (irritant)– if swallowed rinse mouth with water, immediately drink 1-2 glasses of water or milk – obtain medical attention*

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it approach'

Disposable tissues and bins will be available in each teaching space.

The students briefing at the start of each day will remind students of the 'catch it, kill it, bin it approach'.

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			<p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces</p> <p>All surfaces likely to be touched multiple times to be treated with Zoono Microbe Shield Surface Sanitiser (as used by TfL). Application to door handles, desk surfaces, handrails, toilet flush handles etc. will form an antimicrobial coating that bonds to surfaces and keeps surfaces germ-free for up to 30 days. This won't wash off during routine cleaning procedures.</p> <p>An enhanced cleaning schedule will be implemented to ensure that all surface likely to be touched in areas used by staff or students are cleaned with disinfectant daily and if used by different groups in between sessions. Rooms not being used will be locked where possible. Telephones and computer screens, keyboards and mice wiped with disinfectant cleaner daily if in use.</p> <p>Toilets in use will be cleaned before, after and between sessions each day.</p> <p>To reduce the risk of shared resources all food preparation items such as crockery, cutlery, glasses, containers etc. have been removed from communal and departmental areas.</p> <p>Individual hot drink containers are provided for staff. Any containers left out for others to handle or use will be disposed of by cleaning or premises staff.</p>		
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			<p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Plan C2 full timetable reflecting existing government guidance</p> <p><u>Staff absence</u> Once we have to collapse lessons for more than one year group we have to revert to Plan B in order to operate the site safely. A Plan B risk assessment will be put in place.</p> <p><u>Plan C2 measures</u> A condensed normal (Plan A) timetable will be delivered.</p> <p>There will be a normal 5 period day in order to deliver the normal timetable.</p> <p>Start and finish times have been amended so as to avoid peak travel times (08.45 to 14.40 for staff / 09.00 to 14.25 for students)</p> <p>Food and drink will be provided on site during the 2 twenty minute breaks (students may provide their own food and drink). FSM students will be provided with food and drink</p> <p>Canteens have been set up to maintain social distancing and minimise close contact by the use of barriers and a supervised queuing system. Cashless fingerprint scanners will be disinfected between each individual use.</p> <p>Breaks have been limited to twenty minutes to reduce the risk of proximity contacts (extended close contact within 1 to 2 metres</p>		
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			<p>for more than 15 minutes) outside of the classroom. This is so that all proximity contacts can be limited to the classroom and easily identified using classroom seating plans.</p> <p>Students will move at lesson changeover minimising the need for staff movement at peak times. One-way systems will be established to help control the flow of students between lessons.</p> <p>General Measures</p> <p><u>Measures within the classroom</u></p> <p>Staff should maintain distance from students, staying at the front of the class and away from their colleagues where possible.</p> <p>All teaching spaces will be marked up 2 metres from the whiteboard to show the designated teaching area. Students will not be allowed in this area except when entering or leaving the room.</p> <p>Adults should maintain a 2 metre distance from each other and children where circumstances allow. They should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Students will be briefed to maintain social distancing.</p> <p>Where possible all rooms will be rearranged to seat all students</p>		
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			<p>side by side and facing forwards.</p> <p>All doors of rooms being used to be opened in the morning to minimise contact (e.g. lower contamination risk of too many people touching handles)</p> <p><u>External and internal safety signage:</u></p> <ul style="list-style-type: none">• Bollard covers – social distancing reminder• Keep your distance floor covers• Keep your distance floor mats at all receptions• Sanitiser stations at all receptions <p><u>Keeping occupied spaces well ventilated</u></p> <p>All windows that can be opened will be opened in any room that is being used and door wedges used to ensure doors, as long as they are not fire doors, are propped open to encourage circulation of air. Staff using rooms with doors wedged open to remove wedges in the event of a fire alarm.</p> <p>In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks or when the room is empty to purge the air in the space.</p> <ul style="list-style-type: none">• Open high level windows in preference to low level to reduce draughts• Increase ventilation while spaces are unoccupied• We will provide flexibility to allow additional, suitable clothing. Students and staff will be allowed to wear suitable additional clothing, including coats, within the	
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classroom if temperatures demand it.

We can continue using most types of air conditioning systems as normal but, if there is a centralised ventilations system that removes and circulates air to different rooms then the user must turn off recirculation and use a fresh air supply.

Mechanical ventilation systems will be adjusted to increase the ventilation rate where possible and adjusted to fresh air (or if not then operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Assemblies will not be held.

Friday prayers will take place but with 1m social distancing and a 15 minute time limit adhered to.

Physical Activity and PE

Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government will be permitted. We will only provide team sports on the list available at [return to recreational team sport framework](#).

Students will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

Outdoor sport will be prioritised where possible and large indoor spaces used where it is not, maximising natural ventilation flow and distancing between students and paying scrupulous



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			<p>attention to cleaning and hygiene.</p> <p>The PE department will refer to the following guidance with regards to provision:</p> <ul style="list-style-type: none">• guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport• advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Activities such as active miles and encouraging active travel will help to enable students to be physically active while encouraging physical distancing.</p> <p><u>Music, dance and drama</u></p> <p>There may be an additional risk of infections in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with working safely during coronavirus (COVID-19): performing arts and the guidance below:</p> <p>Teachers will take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p>		
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Additionally, teachers will keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible microphones will be used to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, microphones will not be shared. If they are shared, we will follow the guidance on handling equipment as follows:

Handwashing

Requiring increased handwashing before and after handling equipment, especially if being used by more than one person.

Avoiding sharing instruments

Avoid and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.

If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets.

Instruments should be cleaned by the pupils playing them, where possible.

Handling scores, parts and scripts

Limit handling of music scores, parts and scripts to the individual using them.

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			<p><i>Playing outdoors</i></p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p><i>Playing indoors</i></p> <p>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p><i>Singing, wind and brass playing</i></p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.</p> <p><i>Social distancing</i></p> <p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</p>		
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			<p><i>Seating positions</i></p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</p> <p><i>Microphones</i></p> <p>Use microphones where possible or encourage singing quietly</p> <p><i>Individual music lessons/peripatetic teachers</i></p> <p>Individual lessons in Music can resume and peripatetic teachers can continue to be engaged. The Music department should work with providers to minimise the number of visitors where possible, e.g. through longer assignments or more hours. Peripatetic teachers must not attend a lesson if they have any symptoms associated with coronavirus.</p> <p>Peripatetic teachers must observe the following:</p> <ul style="list-style-type: none">• Maintain distancing requirements with each group they teach, where appropriate.• Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.• Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.		
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			<p><u>BCS</u></p> <p>BCS students will be taught in their own autonomous bubble. Mainstream access will not be allowed for KS3 students and only available for a limited number of KS4 students who access a substantial proportion of mainstream lessons</p> <p>From the 14th September BCS will open as normal for students and operate as a small bubble (8.30am – 3.10pm).</p> <ul style="list-style-type: none">• Students entering the building will need to have hand sanitiser on entrance through the door.• Students will need to bring in packed lunches and eat in their classrooms. The canteen will not be serving food for students other than lunch bags for free school meals students.• Students will use the BCS playground and other areas of BCS for free time.• Regular hand washing breaks will be included in the daily routine. Visual supports for students will be provided as appropriate.• The staffroom will be open for staff to use although the fridge and all cups/cutlery are out of bounds. A BMAT mug will be given to all staff to use. Staff must bring in lunch that does not require a fridge.• SF2 will continue to hold the BCS 6th form class and they will need to use the space outside their classroom for free time.• School buses will be allowed to drive on site to pick up and drop off students.• Parents are not allowed on site therefore LSAs/teachers will need to collect their students from the front gate and walk their students to the front gate		
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			<p>for pick up at the end of the day</p> <ul style="list-style-type: none">• Students will need to stay on site for all learning therefore out and about trips (including the Rec) will not be permitted. This will be reviewed in the first half term. The field and other outdoor areas of the school can be used for lessons.• The safety aspects of the school day will need to be implemented into the 5P behaviour plans i.e. green behaviours are washing hands, using the 'catch it, bin it, kill it'. Students will be rewarded for following instructions.		
			<p>Classrooms:</p> <p>Communal stationery will be cleared out of each class base: all draws and cupboards to be taped up and out of use to pupils. Students will need to bring in their own stationery</p> <p>Every classroom must have a bin</p> <p>Hand sanitiser, paper towels and soap will be available in each class base</p> <p>All tables must be apart and forward facing</p> <p>Classrooms will be treated with Zoono (industrial cleaner) and deep cleaned each day.</p>		



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			<p><u>Behaviour</u></p> <p>If any face to face conversation becomes threatening, teachers should dynamically assess the risk and, if necessary walk away and contact 'on call'.</p> <p>See BMAT Student Behaviour Policy Addendum September 2020</p> <p>Children not behaving in a safe manner will be sent home by SLT and parents contacted.</p> <p>The DfE will now allow the use of an additional reason for exclusion for the academic year 2020/2021. The exclusion code is: PH - <i>Wilful and repeated transgression of protective measures in place to protect public health</i></p> <p>All EHCP students have individual risk assessments related to COVID-19.</p> <p><u>Measures elsewhere</u></p> <p>Desks and all surfaces likely to be touched often in shared staff spaces will be treated with Zoono anti-microbial treatment and disinfected daily. Staff will be told that all desks and other surfaces likely to be touched must be cleared of all papers etc. at the end of each working day to enable them to be cleaned and disinfected.</p>		
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			<p>Staff meetings may be held but only where social distancing of 2 metres can be maintained.</p> <p>Staff using shared office space or staff rooms must ensure that they stay 2 metres apart and all doors and windows are kept open to enable good air circulation.</p> <p>Fridges must not be used and cutlery and crockery must not be shared.</p> <p>A one way system for movement of staff and students around the school will be implemented and routes marked.</p> <p><u>Use of books and resources</u></p> <p>Equipment and resources are integral to education in schools.</p> <ul style="list-style-type: none">• Individual and very frequently used equipment such as pencils and pens should not be shared• Classroom based resources (including equipment and worksheets) can be used and shared within the class but sharing should be avoided wherever possible. If resources are being shared remind students of the importance of not touching their faces and cleaning hands thoroughly with soap and water or hand sanitiser at the end of the session, before and after breaks and before eating.• Classroom based resources which will shared between classes such as sports, art, music, DT and science equipment should be cleaned meticulously at the end of each session. Teachers (or technicians where available) will be provided with disposable gloves and		
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			<p>disinfectant wipes to clean resources which will be used within 48 hours (72 hours for plastics). If equipment is not to be used within these timeframes there is no need to disinfect them.</p> <ul style="list-style-type: none">• Students will be told to limit the amount of equipment they bring into school each day to essentials such as drinks and snacks, hats, coats, books and stationery. Bags are allowed.• Students will not be changing for PE sessions but will be asked to come to school in kit. PE sessions have been scheduled to incorporate this requirement. <p><u>Marking work</u></p> <p>Teachers should minimise the work that is collected in by continuing to encourage students to submit work electronically via Moodle and Show My Homework.</p> <p>Students and teachers can take books and completed work home.</p> <p>Teachers can collect in books or other work to mark. Teachers should avoid touching their face during or after marking work and should clean their hands thoroughly or use hand sanitiser after marking work and before eating or drinking.</p> <p>Teachers may wish to consider quarantining books or other work for a period of 48 hours after collecting in and before marking. In this case the protocol in the statement above does not need to be followed.</p>		
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School visits

Overnight and overseas educational visits will not be permitted. Any non-overnight domestic educational visits should be carried out in line with COVID-safe protective measures. These will be incorporated into the risk assessment to be completed for the visit.

Outdoor spaces in the community can be used to support delivery of the curriculum. A risk assessment will be required at the planning stage for such use.

7. Where necessary, wear appropriate PPE

[See page 6](#)

Response to any infection

8. Engage with the NHS Test and Trace process

Staff and parents/carers will be told that they must be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit



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- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked online through the [NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which include anyone involved in education or childcare, have priority access to testing.

If colleagues are finding it difficult to book a test the school will use the DHSC employer referral portal to identify colleagues for priority bookings

Staff should attend the walk-through coronavirus testing station detailed below if closest to their location at the time symptoms appear. Staff must arrange a test immediately.

Redbridge has opened three permanent walk-through coronavirus testing facility in the borough to give local people quick and easy access to testing if they have any COVID-19 symptoms

You can book a test through nhs.uk/coronavirus or by calling 119.

Mildmay Road Car Park
Please visit the [Mildmay testing centre page](#) for full information on getting tested.



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Gants Hill Library Car Park
Please visit the [Gants Hill Library testing centre page](#) for full information on getting tested.

Charteris Car Park
Please visit the [Charteris Car Park testing centre page](#) for full information on getting tested.

Sites are open 7 days a week from 8am – 8pm

Staff and parents will be asked to inform the school immediately of the results of a test:

- If someone with symptoms tests negative for coronavirus (COVID-19), then they need to stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact.
- if someone tests positive, they should follow the 'stay at home: [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their



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household should continue self-isolating for the full 14 days. PHE and LBR will be contacted for guidance.

9. Manage confirmed cases of coronavirus

The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus.

London Borough of Redbridge will be informed

The NHS Business Services Authority (delivered by NHS) will be contacted immediately if the school becomes aware that someone who has attended has tested positive for coronavirus: DfE helpline 0800 046 8687 and select option 1 for reporting a positive case.

The line will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.

A team of advisors who will inform the school of what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.

The health protection team or LCRC will contact schools directly if they become aware that someone who has tested positive for coronavirus attended the school – as identified by NHS Test and Trace

The health protection team will work with schools in this situation to guide them through the actions they need to take.



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			<p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none">• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual• travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>To support the HPT the school will keep a record of pupils and staff in each teaching group/bubble and any close contact that takes place between children and staff in different groups. This will be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p>		
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			<p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and</p> <ul style="list-style-type: none">• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.• if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period• if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for		
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			<p>at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>In the event that a parent/carer of a child with symptoms insists a child attends school the school can make a decision to refuse if in our reasonable judgment it is necessary to protect students and staff from possible infection with coronavirus.</p> <p>Where a student is unable to attend school because they are complying with clinical and/or public health advice then remote education will be provided immediately.</p> <p>10. Contain any outbreak by following local health protection team advice</p> <p>If we have two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak and must continue to work with our local health protection team who will be able to advise if additional action is required.</p> <p>The health protection team may recommend that a larger number of other students self-isolate, perhaps all students or individual year groups.</p> <p>In consultation with the local Director of Public Health, where an outbreak in school is confirmed, a mobile testing unit may be</p>		
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			<p>dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>Contingency planning for outbreaks</p> <p>If the local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. DfE will be involved in decisions at a local and national level affecting a geographical area, and will support the appropriate authorities and the school to follow the health advice.</p> <p>For individual or groups of self-isolating students, remote education plans will be in place.</p> <p><u>Tier 2 to Tier 4 intervention – local restrictions implemented</u></p> <p>The DfE will publish further operational guidance for education settings in the event of local restrictions at tiers 2, 3 or 4</p> <p>Tier 2 (all students on a 2 week rota)</p> <ul style="list-style-type: none">• All students attend but on a rota system meaning students will spend 2 weeks on-site followed by 2 weeks at home. This allows more than sufficient time for symptoms to present themselves and for students to self-isolate and avoid transmitting the virus to others• Rota groups will follow the Plan C timetable• Students self-isolating as part of this rota will continue to be provided with remote education• School will remain open for vulnerable children and the children of critical workers and these will be supervised		
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			<p>in the sixth form study area</p> <ul style="list-style-type: none"> Local guidance from the director of public health and LA leaders will be followed <p>Tier 3 (selected year groups / vulnerable and key worker children)</p> <ul style="list-style-type: none"> School will only be open to vulnerable children and the children of critical workers and selected year groups The DfE will issue operational guidance for the affected area that will confirm which year groups should be prioritised The Plan B timetable will be followed, in the first instance, for year groups attending sessions on-site <p>Tier 4 (vulnerable and key worker children only)</p> <ul style="list-style-type: none"> If the school closes temporarily to help control transmission we will remain open for vulnerable children and the children of critical workers and provide remote education for all other students. These students requiring on-site supervision for virtual learning will be provided with appropriate learning spaces where social distancing can be maintained. Staff should maintain distance from students, staying at the front of the class and away from their colleagues where possible. Adults should maintain a 2 metre distance from each other and children where circumstances allow. They should avoid close face to face contact and minimise time spent within 1 metre of anyone. Students will be reminded of the importance of hand hygiene and social distancing. Where possible all rooms will be rearranged to seat all students side by side and facing forwards. All doors of rooms (except fire doors) being used to be 		
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			<p>opened in the morning to minimise contact (e.g. lower contamination risk of too many people touching handles)</p> <ul style="list-style-type: none"> • Toilets for student use will be identified and will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • Adequate staff supervision and support will be provided. 		
	<p>Staff with sanitation duties Cleaning staff and caretakers</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p>		<p>The minimum PPE should be worn when cleaning an area where a person with possible or confirmed coronavirus has been following the cleaning in non-health care settings guidance.</p> <p>Staff should wash their hands with warm soapy water for a minimum of 20 seconds. On arrival at work after each cleaning operation and disposal of materials and again prior to leaving work.</p> <p>Staff should avoid touching their face, nose and eyes.</p> <p>Where contractors maybe visiting school premises such operations will be assessed in advance by the head teacher or a member of the Senior Management Team to determine whether such work is essential. In cases where work is essential a separate risk assessment will be conducted and communicated for each such operation.</p> <p>Staff should clean regularly touched surfaces, such as door handles and railings, regularly with disinfectant wipes, or a disposable cloth and warm soapy water or normal disinfectant products (e.g. Dettol spray).</p>	8	<p><i>Needed for environmental exposure:</i></p> <p>Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, i.e. before and after tasks</p>

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			<p>Apply 2 metre social distancing and all other PHE precautions (this includes inside vehicles) https://www.gov.uk/government/organisations/public-health-england Staff should wear appropriate PPE and use wipes, etc.</p> <p>Where staff are cleaning an area with potential contamination from an individual with suspected COVID-19, disposable gloves and disposable apron should be worn. Where there is visible contamination from body fluids, disposable masks should be worn.</p> <p>Staff are briefed, given information and trained where needed on use of the PPE. Records to be kept of this.</p> <p>Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, i.e. before and after tasks</p> <p>Refuse containers have now been fenced in to prevent access and contain waste</p>		
<p>Failure to maintain social distancing requirement.</p>	<p>Staff/ children, Proximity - A person catches CV19 due to working closely with an infected person.</p>		<p>A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.)</p> <p>SLT are familiar with the guidance on implementing protective measures in educational and childcare settings.</p> <p>Children should be reminded to respect social distancing. Teachers and all staff should model social distancing and teach children to give a sense of space. In particular:</p>	<p>8</p>	



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			<ul style="list-style-type: none"> - Children should sit at their own desk; - Children should have their own stationery and be encouraged to not share equipment or if they do to wipe it between uses; - Where children need to queue up they should be approximately 2 metres apart; - Play equipment used outside – children should wipe any equipment they use at the end of a session; <p>If any face to face conversation becomes threatening, dynamically assess the risk and, if necessary walk away and contact 'on call'.</p> <p>Children not behaving in a safe manner will be sent home by SLT and parents contacted.</p> <p>The DfE will now allow the use of an additional reason for exclusion for the academic year 2020/2021. The exclusion code is: PH - Wilful and repeated transgression of protective measures in place to protect public health.</p>		
	<p>Staff taking leave</p>		<p>The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> <p>As would usually be the case, staff will need to be available to work in school during term time.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Depending on the circumstances any period of self-isolation due to quarantine or lockdown measures in places visited may</p>		



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			be unpaid		
	<p>Working from home</p> <p>Upper limb disorders, tired eyes, headaches, stress</p>		<p>All staff working from home need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work as possible.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch.</p> <p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p> <p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment.</p>	6	
<p><u>Staff and Student Wellbeing</u></p>	<p>All staff- workload Impacts of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control</p>		<p>Regular information sharing and communication</p> <p>Ensure all staff stay connected to team communications to avoid risks of isolation</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands in line with BMAT job descriptions <i>'The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by</i></p>	6	



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	<p>Vulnerable children and young people</p> <p>Physical activity</p>		<p><i>management that are broadly within the level of the post.'</i></p> <p>Implementation of BMAT safeguarding addendum in the event of a local outbreak and temporary school closure. For Plan B and Plan C, implementation of BMAT Safeguarding and Child Protection Policy 2020 applies.</p> <p>Ensure EHCP is reviewed by senior management team.</p> <p>Adhere to social distancing (at least 2 metres) where possible.</p> <p>Outdoor sports will be prioritised where possible. Activities such as the active mile and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p>		
<p>Caretakers/ Maintenance and external visits</p>	<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p>Adhere to social distancing (at least 2 metres), to not pass keys or any documents etc.</p> <p>All routine maintenance visits and statutory inspections should continue as far as practically possible wherever this can be achieved whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed.</p> <p>Deliveries and contractors (working outside or socially distanced) all pre booked and report to reception only.</p> <p>All external works will have to adhere to social distancing guidelines.</p> <p>Any internal works required will be done away from wider</p>	8	



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			<p>opening areas or undertaken out of working hours</p> <p>Vital H&S testing is still ongoing e.g. Legionella and PAT testing.</p> <p>As normal, the school will engage with local immunisation providers to provide immunisation programmes on site and will ensure these will be delivered in keeping with the school's control measures.</p> <p>All other visitors are pre-booked, including new staff with ID for pre-employment checks.</p> <p>No ad hoc visitors allowed in – receptions are staffed on all BMAT sites with clear signage and instructions.</p> <p>All visitors are required to read the COVID19 Visitors Health and Safety briefing checklist and Safeguarding notice when signing in</p>		
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Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.

Note:
 Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
 Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))