



Coronavirus (COVID-19): Risk assessment for September return and beyond

Assessment conducted by: Steve Solomons	Job title: Headteacher	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of initial assessment: 1 st June 2020	Review interval: Weekly (or more frequently in the event of updated guidance or specific contextual issues raised)	Date of next review: Ongoing

Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Administration of Medication and Enteral Feeds Policy, Health and Safety Policy, Safeguarding Policy, Staff Wellbeing Policy, Business Continuity Plan

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or serious ill health.	H (High)	H	M (Medium)
	Severe Causes physical injury or illness requiring first aid.	H	M	L (Low)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note that this risk assessment reflects all current local and national guidance and will be kept up-to-date with any changes.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Infection control and social distancing	H	<ul style="list-style-type: none"> Infection control procedures continue to be adhered to as much as practicable in accordance with the DfE and PHE's guidance. All staff, pupils, parents, governors, visitors and volunteers are regularly made aware of changes to all relevant policies and procedures. These policies will continue to be centrally located and accessible to all. The School will ensure to keep up to date with advice issued by, but not limited to the DfE, NHS, Department for Health and Social Care, PHE, The School's local health protection team and Bromley council as necessary. The School will ensure that staff are advised accordingly of any changes to policies, procedures and/or guidance especially where there may be an impact to their current practice. In preparation for September, the School liaised with Bromley Transport in July to consider what further infection control and social distancing measures can be put in place on school transport based on current guidance. Since 02/11/2020 Bromley Transport has instructed their minibus drivers and escorts to ensure the use of masks, face coverings or visors (unless exempt from wearing) at collection and drop off. A letter was sent to Families in July providing guidance to support the School's planned return in September. Further letters have been sent to update families accordingly re. covid related changes to school and government guidance. Plus reminders about isolation and keeping the School informed if they believe their child has been exposed to covid. Families are reminded about the School's infection control procedures via letter and the website. Letters to staff providing information and School procedural guidance on the current covid guidance was sent at the end of the summer term, with further information sent as required since September school reopening. Temperature checks will be taken in line with the school's updated protocol and in recognition of individual pupils' needs and potential temperature fluctuations. Action will be taken and children/staff will be sent home as necessary. If a child is unwell and awaiting collection to go home, the supporting adult will wear PPE and DfE guidelines will be followed including where a child may have symptoms 	Y	LT	1/6/20 with ongoing review and amendment accordingly	L

		<p>when they are awaiting collection, they will be isolated within the class (advice is behind a closed door or at least 2 meters from others). The area will be wiped down when they leave.</p> <ul style="list-style-type: none"> • Visual aids will continue to be displayed re. social distancing measures in place, e.g. floor tape to mark spacing in certain areas; posters to encourage regular hand-washing and specify activities requiring immediate handwashing. Handwashing is available in classrooms, toilets and hygiene rooms, providing soap and water, bins and alcohol-based hand sanitiser. Supplies will be replenished regularly but should be checked by cleaning staff and class staff each day to ensure availability. • Site staff will ensure sufficient stocks of the above are held to maintain availability • Class staff will ensure regular cleaning of surfaces including door handles and equipment and limit sharing of equipment where possible. • Cleaning products will be safely stored out of pupils' reach but easily accessible to staff. • Soft toys will continue to not be used where possible and substances such as playdoh will be single use or used by the same pupil only over a maximum 3 day period. • The headteacher has identified which areas of the school are subject to high people traffic and a plan is in place to maximise infection control during busy periods, such as entry and exit. This is reviewed continuously and adapted accordingly. • Since September, class sizes returned to the normal staff-pupil ratios; however, appropriate measures and safeguards have been in place to promote safe distancing, infection control etc to be maintained where possible. • From the start of the autumn term, up to 4 classes have formed to create bubbles and this has reduced mixing between different pupils and staff whilst ensuring the school can continue to operate in a safe and efficient manner. • Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. transition times. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times or rotas are implemented where required. • Where pupils or staff cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 				
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		<ul style="list-style-type: none"> • Class groups and bubbles will limit contact with other classes and staff will work with the same pupils where possible. • Use of communal learning areas will be limited and lunchtime arrangements will be managed to maintain safe distancing. • Staff, pupils and visitors who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and are sent home as soon as possible and encouraged to seek testing. All cases (pupils and staff) will be logged. • Appropriate PPE is provided and used, in line with guidance received. Additional PPE including face masks and eye protection will be available. • Leadership Team will oversee provision to ensure safe working practises are being maintained. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The School will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. The COVID-19: cleaning of non-healthcare settings guidance is followed. • From 02/11/2020 the School will advertise for a day cleaner to wipe down “high touch” areas at lunchtime or just after lunch; “high touch” areas include the staff room, resources room, reception, handrails leading up to the staff room, staff toilets • From 02/11/2020 stronger restrictions are in place to prevent movement in the communal areas. Where staff may bump into other staff in i.e. corridors, they must maintain distance as much as they can, ideally 2 metres from other adults. • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone in their bubble. • Older pupils with less complex needs should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Large gatherings such as assemblies are avoided, and groups kept apart. • From 02/11/2020 all staff taking children to and from the minibuses should wear a face covering or visor, unless they are exempt from doing so. • In the latest guidance: Face coverings in education, published on 16th October, it states: “when an area moves to the local COVID alert level “high” or “very high”, in 				
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		<p>education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) when moving around indoors, such as communal areas where social distancing is difficult to maintain". Therefore, from 02/11/2020, all staff moving around Riverside SPC and Riverside Beckenham should wear a face covering or visor, unless they are exempt from doing so. This will not apply at Riverside West Wickham due to bubble size and sharing of existing spaces. Masks and visors will be worn at West Wickham by all staff taking children to and from the minibuses, unless they are exempt.</p> <ul style="list-style-type: none"> As London moved in to Tier 2 of Coronavirus restrictions from 17th October, and consistent with WHO's new advice, from 02/11/2020, all parents / carers have been asked to wear face coverings within the school grounds when dropping off and collecting their children. From 09/11/2020 movement between sites by the Senior Leadership Team is reduced significantly. 				
Community wellbeing	H	<ul style="list-style-type: none"> The School has liaised with the Nursing Team to identify those more vulnerable pupils and the relevant staff continue to liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Information will be shared with staff accordingly. Staff that were shielding returned to work in September, and as part of the School's duty of care, Health and Safety requirements and Infection Control the School will retain the list of those that were shielding. From 05/11/2020 the School will retain a register of all staff that are Clinically Extremely Vulnerable and in line with the "Clinically Extremely Vulnerable" guidance published 4 November keep them safe accordingly by adhering to the advice in the guidance document. This will form part of the severely vulnerable list which will be shared with Line leaders to support their wellbeing. The headteacher ensures that the school can be adequately and safely staffed when it reopens. The Leadership Team have discussed the implications on staff workload when the school reopens and has put a plan in place to minimise the risk of stress. The Leadership Team identifies pupils with specific needs and has put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. 	Y	LT	1/6/20 with ongoing review and amendment accordingly	L

		<ul style="list-style-type: none"> The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and pupils have access to psychological support when the school reopens. 				
Access to remote learning	M	<ul style="list-style-type: none"> The Leadership Team work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely. 	Y	LT	1/6/20 with ongoing review and amendment accordingly	L
Safeguarding	H	<ul style="list-style-type: none"> The DSLs liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening. The DSLs ensure that adequate pastoral care is in place to support pupils and staff who require it. The DSLs ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Staff and pupil bereavement is supported in conjunction with Maypole and other agencies. Confidentiality must be followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. All FSM pupils that are isolating are offered “care packs” provided by Nourish which will provide enough food for the child’s isolation period 	Y	LT	1/6/20 with ongoing review and amendment accordingly	L
Communication	M	<ul style="list-style-type: none"> The headteacher liaised with the LA about reopening the school and included any local guidance into the reopening action plan, where required. The school’s website is kept up-to-date with any information regarding covid-19. Parents are informed via letter about the relevant information regarding covid-19. Staff and visitors are informed about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line leader, LT, EAS. All staff, pupils and visitors are reminded of the different possible symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. 	Y	LT	1/6/20 with ongoing review and amendment accordingly	L

		<ul style="list-style-type: none"> • The headteacher liaised with the governing board about the arrangements for reopening the school and for any closure of bubbles due to covid-19 or pupil:staff ratios. • Pupils have been informed, as appropriate, about the relevant information regarding the reopening, e.g. social distancing measures and how lessons will be delivered. Reminds are made accordingly. • The SBM communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. • The headteacher informs staff, visitors and the governing board about the arrangements for meetings that would ordinarily take place in person, and how these will be carried out in line with social distancing guidance when the school reopens. • Parents receive regular update letters from the Headteacher including specific safety instructions pertaining to their child being in school should there be any changes to start/pick up times. • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 				
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