



## DRAFT LIS Risk Assessment for Re-opening, September, 2020.

Name of school : Little Ilford School

Headteacher: Ian Wilson / Helen Marriott

Shared with:

- Governors Y/N
- SLT Y/
- Staff Y/N

This tool is optional for schools to use if helpful in undertaking the risk assessment specified in DfE guidance. It is to supplement schools' existing risk assessment processes. Schools already undertake risk assessments for a range of purposes.

It should be used alongside the checklists issued by DfE (see [here](#)), NPW and those shared by some Trusts/schools regarding re-opening schools.

A risk assessment is a systematic process of identifying, evaluating and managing risks that could prevent services (including schools) from achieving their objectives. ***In this context schools need to consider whether they can adequately manage the risks associated with re-opening of schools to specified year groups. You could start by assessing the risks of opening your school to all the year groups specified by DfE. Then consider re-assessing based on a reduced number of year groups if your initial assessment is that you cannot safely open to all the specified year groups.***

Risk assessments need to be regularly updated in response to changing school, local and national circumstances; the effectiveness of mitigating control measures need to be regularly reviewed.

This document should be reviewed in line with the following school policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

This tool does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.

*Please remember to stay safe when carrying out this risk assessment.*

### **How to assess risk - notes**

1. An assessment needs to ensure all key risks whether or not they are under the control of the organisation are identified.
2. You should identify what are the causes, events and actions that may give rise to the risk. For example, it is not enough just to enter – “staff shortages” - as a risk. You should also explain what causes it to arise e.g. “Due to self-isolation and shielding, there is a risk of staff shortages to deliver education to specified year groups”
3. Identify negative consequences - the potential adverse impacts of the risk that is being assessed. By knowing the consequences of the risk, you are in a better position to understand and manage it properly. For example, increased infections of Covid-19 resulting from insufficient space to maintain social distancing.

### **Simple risk assessment process (see annex for fuller details)**

**FIRST, assess the risks as they are BEFORE you have taken mitigating actions:**

**High Level Risks** are risks are coded **RED**. You should prioritise and manage these risks first.

**Medium Level Risks** are risks are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

**Low Level Risks** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

**SECOND, apply Controls/ Mitigating Actions:**

DRAFT document - to be reviewed after 26/8/20.

After identifying and initially assessing the risk, you should identify controls that can be put in place to mitigate it. Control measures are implemented to prevent the risk from occurring or/and reduce the impact should it occur. A key consideration is the effectiveness of any control measure in achieving these aims.

**THIRD, you should re-assess the overall risk rating based on how effective the mitigations are likely to be. *This will support your decision making on whether your mitigations will be sufficient or not, and whether you are then in a position to re-open to some or all of the specified year groups.***

**The Government has asked schools to adhere to the following:**

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

The link to new guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**The government guidance says the following:**

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below.

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks

DRAFT document - to be reviewed after 26/8/20.

- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

### **Personal Protective Equipment (PPE) including face coverings and face masks:**

Wearing a face covering or facemask in schools or other education settings is now recommended for moving around inside the building. The school will make PPE and visors available to all members of staff and will ask all students to wear masks in the corridors between lessons.

### **The system of controls:**

#### **Protective measures**

##### **Prevention:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **MUST** be in place in all schools, all the time.

Number 5 **MUST** be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances identified on the risk assessment.

##### **Response to any infection**

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

9) Contain any outbreak by following local health protection team advice. Number 7 to 9 **MUST** be followed in every case where they are relevant.

### **Social distancing**

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:

- The layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

### **Secondary schools:**

Due to timetabling, 'bubbles' will be year groups rather than classes. Large gatherings such as whole school assemblies should be avoided.

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

**Government guidance advises the following:**

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

**Measures not in the classroom:**

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. **The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.**

**Measures for arriving at and leaving school:**

Where travel to school patterns allow staggered start and finish times. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

**Schools should teach students how to remove face coverings when in lessons if they wish to do so. Students should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately, in the designated disposal bin in the dining hall, and placing reusable ones in plastic bags to take home.**

**Equipment in schools:**

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items and that they are not shared.

**Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).**

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

**Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.**

**Engage with the NHS Test and Trace process:**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

**Manage confirmed cases of COVID-19:**

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

**Transport arrangements:**

The school will provide face masks for staff and students who are travelling on public transport.

**Premises Management**

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.

**Please note:**

This risk assessment addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.). Risk assessments for these areas will need to be completed

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

**Sharing Coronavirus (COVID-19) risk assessment**

This risk assessment will be shared with Governors, staff and will be published on the school website to provide transparency of approach to parents, carers and pupils.

Issue/risk area	Identified risks <i>(Pre populated with examples of key risks but each school will need to review its own risks)</i>	Overall assessment of risk BEFORE mitigation <b>(Red/Amber/Green)</b>	Mitigating actions <i>(Including who will be responsible)</i>	Overall assessment of risk AFTER mitigation <b>(Red/Amber/Green)</b>	Evidence to support assessment
<b>Site issues (Cleaning, Catering, Equipment and suppliers)</b>	Risk of inadequate preparations for re-opening parts of school leads to infection or other risks e.g. cleaning	<b>H</b>	<ul style="list-style-type: none"> <li>• Legionella testing and flushing up to date</li> <li>• Fire alarm testing up to date</li> <li>• Emergency light testing up to date</li> <li>• Grounds maintenance up to date</li> <li>• Plant maintenance up to date</li> <li>• Exterior furniture and play equipment checks up to date</li> <li>• Site supervisors on site full time from 15/6/20</li> <li>• Maintenance procurement SLA in place with L&amp;M installations covering Electrical and Building services</li> <li>• Maintenance procurement SLA in place with Southpark Heating for Mechanical services</li> <li>• Cleaning and Catering contract in place with Juniper.</li> <li>• Fridge/Freezers maintained.</li> <li>• School has not been closed during this period.</li> <li>• All statutory checks/maintenance up to date.</li> <li>• Daily Checks for hazards carried out by site team - Interior and Exterior.</li> <li>• All site maintenance checks signed off by School business manager (Nazmul Islam)</li> </ul>	<b>L</b>	All checklists signed by the School business manager - All remedial works carried out. School Premises File available
	Lack of suitable premises management	<b>H</b>	<ul style="list-style-type: none"> <li>• The school adheres to the government guidance on managing buildings that are open or partially open;</li> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• School Business manager and Site team to liaise weekly to assess number of site staff required.</li> <li>• Appropriate cleaning and premises staffing levels are in place; - Cleaning/Catering Contractor (Juniper) has a system in place to cover any cleaning/Catering staff absences within 24 hours of absence reported.</li> </ul>	<b>L</b>	Contingency plans in place, plans checked by Head teachers and School business manager - Guidance and other related documents attached to this assessment. School premises available.



			<ul style="list-style-type: none"> <li>• Cleaning/Catering contractor (Juniper) risk assessment in place, all cleaning and catering staff to follow risk assessment - Risk assessment is compatible with LIS risk assessment and available for school management to access Document attached to this risk assessment.</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; - Cleaners to double bag waste bins, secure the bag with a tight knot and ensure gloves are worn to handle.</li> <li>• Designated PPE, foot pedal operated disposal bins in place, Bins are located in Dining hall and Sports Block - PPE bins are collected under controlled conditions weekly by Waste management contractor (PHS).</li> <li>• Contingency in place for sudden premises staff absence; - staff on standby - also cover Site supervisors are available via Juniper site services.</li> <li>• Good ventilation can help reduce the risk of spreading coronavirus, where possible windows and doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> <li>• Ventilation and extraction system maintained by appropriate contractors in the following areas: Science Labs, Food technology classroom, Resistant materials classroom (All machinery extraction), Kitchen supply and extract, Pot wash (Industrial dishwasher), Toilet extraction (Whole School) and ASD kitchen cooker extract.</li> </ul>		
	<p>Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health,</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place; - Sanitizer stored in exterior container located in service yard due to amount of sanitizer being stored - Container is COSHH appropriate</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; - Juniper risk assessment available which includes catering COSHH assessment.</li> </ul>	<p><b>L</b></p>	<p>COSHH assessment available                  Safety data sheets present and upto date.                  Fire risk assessment available.</p>

	environmental contamination or fire.		<ul style="list-style-type: none"> <li>● School COSHH assessment available.</li> <li>● Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>● All cleaning chemicals are stored safely and securely in accordance with requirements; - All stored in Flame/Fire proof storage containers</li> <li>● COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>● Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> <li>● Spillage kits available for hazardous spillages.</li> <li>● Safe system of work document available and circulated to appropriate staff.</li> <li>● L3 Fire alarm system in place - Smoke and detectors in every room.</li> </ul>		
	Catering: Risk that catering arrangements do not allow for social distancing to be maintained resulting in higher infection risk. Catering arrangements create transfer risk	<b>H</b>	<ul style="list-style-type: none"> <li>● Kitchen and dining area marked with social distance markings - Dining areas supervised to ensure social distancing is maintained</li> <li>● Increased communication with catering managers regarding delivery times and frequency.</li> <li>● Juniper - Catering Covid 19 risk assessment available and circulated to all catering staff - Catering staff to follow risk assessment.</li> <li>● Queue management system introduced which maintains social distancing.</li> <li>● Queue management system introduced that maintains safe social distancing</li> <li>● Use of cutlery is minimised because most food is 'grab and go'. Where it isn't, cutlery will be attached to the meal, wooden where possible. Students will be encouraged to bring their own food.</li> </ul>	<b>M</b>	
	Cleaning: Transmission of Covid-19 via food		<ul style="list-style-type: none"> <li>● The Catering Manager/ Juniper has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u></li> </ul>		

	preparation, handling, storage, contact surfaces or packaging.		<ul style="list-style-type: none"> <li>• The Kitchen/Catering Manager has reviewed and implemented <u>FSA guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u></li> <li>• The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>		
	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<b>H</b>	<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>□ Frequent cleaning of classrooms, toilets, common areas and dining halls;</li> <li>□ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>• Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms - provision made on INSET days;</li> <li>• Daily communication between Site team and cleaning team to ensure all areas which have been occupied or used are cleaned prior to occupation or use by other persons.</li> <li>• Cleaning/Catering Contractor (Juniper) has a system in place to cover any cleaning/Catering staff absences within 24 hours of absence reported.</li> <li>• Day time cleaning staff increased from 1 - 4.</li> <li>• Classrooms will be cleaned before school, at lunch breaks and after school for KS4. Wipes will be provided for KS4 classes to clean their desks when they are in a new classroom, following another class. Students should also wipe desks on exit.</li> <li>• Toilets will be cleaned in the morning, after break, after lunch and at the end of the day, to prevent contamination between the bubbles.</li> <li>• Common areas will be cleaned once a day; - All touch points.</li> </ul>	<b>M</b>	

			<ul style="list-style-type: none"> <li>Equipment used by the students and staff will be suitably cleaned with disinfectant at the end of each day or before it is used by another person;</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning in non-healthcare settings.</li> <li>Cleaners dealing with possible/suspected contaminated areas to wear face masks, gloves, overalls and appropriate footwear at all times - Cleaning supervisor to oversee this type of cleaning.</li> <li>All staff and students are encouraged to wash hands as much as possible to reduce the risk of transmission - via signs, briefings, assemblies, emails and verbal communication.</li> </ul>		
<b>Staffing</b>	Lack of staffing / insufficient staff ratios	<b>H</b>	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>Children are suitably supervised at all times;</li> <li>Cleaning/Catering Contractor (Juniper) has a system in place to cover any cleaning/Catering staff absences within 24 hours of absence reported.</li> <li>Contingency in place for sudden premises staff absence; - Jimmy Herbert and Hugh Donaldson on standby - also cover Site supervisors are available via Juniper site services.</li> </ul>	<b>M</b>	Staff Rota system Has worked successfully from March 2020.
	High proportion of Black, Asian and other Ethnic Minority staff at higher risk of infection		<ul style="list-style-type: none"> <li>Individual risk assessments will be carried out and actions put in place to minimise risk.</li> <li>Arrangements for staff returning from quarantined areas.</li> </ul>		

	Risk of infection to staff related due to lack of social distancing measures	<b>M</b>	<ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements at all times;- Employees reminded of social distancing via staff briefings, Staff handbook document, All staff zoom meetings, email and verbal communication.</li> <li>• School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>• Staff room, staff use of library and work rooms only to be used according to risk assessment and guidance. This includes social distancing, maximum occupancy number and use of equipment.</li> <li>• Staff risk assessment created and circulated to all staff prior to September return.</li> <li>• Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door;</li> <li>• Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants;</li> <li>• Students will practise social distancing from staff, as described in additional points of this assessment;</li> <li>• Employees will be provided with and wear PPE when required, including masks and visors.</li> <li>• Staff advised to leave the site by 4.30pm, unless their role precludes this.</li> </ul>	<b>L</b>	Staffroom risk assessment - Staff handbook
<b>Pupils attending school</b>	High infection risk due to pupils and staff unable to maintain social distancing - arrival in school - journey to school	<b>H</b>	<p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>• Students will line up in their designated area (MUGA / playground / reception concourse) in forms and will be greeted by their class teacher and led to the designated classroom, one group at a time.</li> <li>• Classroom doors are to be held open, reducing the number of occupants touching the doors.</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings.</li> </ul>	<b>M</b>	Information sent to parents - Staff handbook

			<ul style="list-style-type: none"> <li>● Drop-off and collection points and timings for each group have been identified; this information has been sent to parents.</li> <li>● Students who are dropped off can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>● Students must enter via the designated, signed (specifically for this time) entrance to the building.</li> <li>● Students are required to sanitise hands on entry to the school; they are also advised to bring their own hand sanitiser with them to school.</li> <li>● Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>● Sanitiser stations are located at the entrance to the school and on each corridor. Sanitisers are available in each classroom. - Sanitizer stations/dispensers and bottles are cleaned prior to students entering site (this includes all staggered start times), after the first lesson bell, after break, during lunchtimes and as students leave site.</li> <li>● Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>● Staggered start times are in place to keep groups apart;</li> <li>● In order to prevent congestion parents and students have been informed of their groups (year group) start time;</li> <li>● The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group;</li> <li>● Students will not be permitted to gather with students outside of their group at the start and end of the day.</li> <li>● Students will be required to wear masks when moving around indoors. The school has implemented a process to demonstrate to students how to safely remove and apply face coverings and how to dispose of temporary coverings, should they wish to do so.</li> <li>● Students have been informed about how to sanitise hands immediately on arrival.</li> </ul>		
--	--	--	---	--	--

			<ul style="list-style-type: none"> <li>Students and parents are reminded about the principles of safe travel to and from school</li> </ul>		
	High infection risk due to pupils and staff unable to maintain social distancing - leaving school	H	<p><b>Exit from school:</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been sent to parents.</li> <li>Students who are picked up can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Students must leave via the designated, signed (specifically for this time) exit from the building using the appropriate, designated exit and gate;</li> <li>Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>Students are reminded to sanitise hands as they leave the school building; - Hand sanitizer stations at each entrance/exit</li> <li>Hand-sanitisers are located near the door of each classroom for exit;</li> <li>Good hand washing signage to instruct students how to do this effectively;</li> <li>Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas;</li> <li>Finish times have been staggered for each year group in order to prevent large numbers of students leaving at the same time.</li> <li>Students and parents are reminded about the principles of safe travel to and from school</li> </ul>	M	Letters/emails to parents - Signage around school - Supervisor rota
	High infection risk due to pupils and staff unable to maintain social distancing -	H	<p><b>There will be no large gatherings such as assemblies or collective worship with more than one group/'bubble'.</b></p>	M	

	<p>classroom use / activities.</p> <ul style="list-style-type: none"> <li>includes arrangements for practical subjects</li> <li>infringement of social distancing guidelines/ BfL</li> </ul>		<ul style="list-style-type: none"> <li>Classroom sizes are restricted to a normal class (no bigger than 30) students, 1 teacher and TA(s) if required (specific needs of class);</li> <li>Groups are kept as small and as consistent possible;</li> <li>KS3 students remain in the base room; KS4 students can move class groups in order to allow access to specialist subjects but remain in their year group 'bubble' at all times;</li> <li>Interaction with other year groups is prevented (as far as possible);</li> <li>Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on;</li> <li>Students are managed while entering the room to avoid contact with each other or the teacher;</li> <li>Classroom furniture has been reduced. Unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;</li> <li>Individual and very frequently used equipment such as pencils and pens are not shared - students are directed to bring in their own; FSM students are provided with packs; packs can be bought from reception.</li> <li>Staff and students have their own items;</li> <li>Classroom based resources (textbook and handouts) are only shared within a bubble. If textbooks are used, they need to be stored in separate boxes and should be left for a minimum of 48 hours between classes to avoid cross-contamination; 72 hours if they have plastic covers. They should be handled by the teacher using gloves, where possible.</li> <li>Students should not be using photocopiers/ printers for any reason.</li> <li>Teaching staff provided with trolley to transport resources upon request. Teachers provided with antibacterial wipes.</li> </ul>		
--	--	--	--	--	--



			<ul style="list-style-type: none"> <li>• Photocopied resources should be ordered in advance from GHD, where possible, and should follow the same protocols as for textbooks, OR teachers should allow students to keep these resources themselves.</li> <li>• Resources that ARE shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics);</li> <li>• Outdoor equipment is more frequently cleaned;</li> <li>• The school limits the amount of equipment students bring to school to only essentials;</li> <li>• Shared resources can be taken home but this is avoided where unnecessary;</li> <li>• All such resources are cleaned before used by others;</li> <li>• Students and staff use hand sanitiser on entry to the classroom;</li> <li>• Use of external play equipment is limited. Students may move around the playground as usual. There is no mixing with students from other year groups;</li> <li>• The number of teachers (and other staff) that mix with a class is restricted to as few as possible.</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Heads of Year, Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols</li> <li>• Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, school Behaviour for Learning sanctions will apply, including use of On Call and the Reflection Room - see Staff Handbook..</li> </ul>		
	<p>Spread/contraction of COVID-19 due to lack of social</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• One in one out management of toilets is in place;</li> <li>• Toilet in use signs are in use;</li> </ul>	<p>L</p>	<p>Signage in place.</p>

	<p>distancing measures. This includes unsuitable use of toilets.</p>		<ul style="list-style-type: none"> <li>• Toilets are cleaned throughout the day; - Toilets are cleaned x5 times per day, after every year group bubble have used toilet - All touch points are cleaned with disinfectant.</li> <li>• x4 day time cleaners on site from 8am - 3pm to respond to students/Staff using toilets outside of designated times.</li> <li>• Signage in place to inform students to wash hands upon entry and exit of the toilet</li> <li>• Toilet extract system maintained and in working order..</li> <li>• Students and staff are encouraged to close toilet lids where applicable before flushing.</li> </ul>		
	<p>High infection risk due to pupils not following handwashing guidance</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Separate lunch breaks are designated for each year group. Students will stay in these groups during lunch;</li> <li>• To ensure safety, class teachers will lead students to the break area at the appropriate time and collect them from playground lines as applicable.</li> <li>• Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again;</li> <li>• Hand washing signage in place for all toilets and hand sanitizer stations.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the school is reduced as much as possible;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> <li>• Additional furniture, coats, bags are not permitted in the school corridor;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> </ul>	<p><b>M</b></p>	<p>Assemblies to guide students on handwashing - Signage</p>

			<ul style="list-style-type: none"> <li>• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk)</li> <li>• Lunch and break times will be staggered for each year group to reduce the need to pass one another in open spaces;</li> <li>• Where possible students will move with their group only and will not mix with other groups;</li> <li>• Staff will generally manage student movement but keep a suitable social distance from students and other staff.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate times or areas (at a safe distance using government guidance) are issued for each separate year group.</li> <li>• Students are permitted to complete normal playground activities; - Supervision in place to determine touch points</li> <li>• Contact sports are not permitted;</li> <li>• Mixing with other groups will be avoided due to the separate scheduling of break and lunch times and appropriate supervision in place.</li> <li>• Daily inspection and enhanced cleaning programs are in place for external areas. - All touch points cleaned after every break - Benches, external table tennis tables etc..</li> <li>• Class teachers will lead students to the break area at the appropriate time and collect them from playground lines as applicable.- All final exit doors are wedged open to avoid touching</li> </ul>		
	<p>High infection risks due to pupils not moving around school at safe distance from other groups</p>	<p style="text-align: center;"><b>H</b></p>	<p>Sanitiser stations are positioned at each student, staff and visitor entrance to the school;</p> <ul style="list-style-type: none"> <li>• All those entering the school are required to wash/sanitise their hands; - Hand sanitizer stations at each entrance exit</li> <li>• Social distance signage around school</li> <li>• Social distance markings along corridors</li> </ul>	<p style="text-align: center;"><b>M</b></p>	

			<ul style="list-style-type: none"> <li>● Hand sanitising stations are located on each floor, within each classroom and on entry to the dining hall;</li> <li>● Hand washing sinks are located within each toilet provision;</li> <li>● Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>● Students and staff have been shown how to wash hands properly;</li> <li>● Hand washing or sanitising is recommended frequently and required at the following times:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Entry and exit from the school;</li> <li><input type="checkbox"/> After using the toilet;</li> <li><input type="checkbox"/> When returning from breaks</li> <li><input type="checkbox"/> On entry to the dining hall;</li> <li><input type="checkbox"/> Before and after eating;</li> <li><input type="checkbox"/> On entry and exit from each classroom.</li> </ul> </li> <li>● Unnecessary touching of the face is discouraged.</li> <li>● Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';</li> </ul>		
	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>● Dining</li> <li>● Moving around the school;</li> <li>● Break-time / playgrounds.</li> </ul>	H	<ul style="list-style-type: none"> <li>● Separate lunch breaks are designated for each year group. Students will stay in these groups during lunch;</li> <li>● Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again;</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>● Movement to different areas within the school is reduced as much as possible;</li> <li>● Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> <li>● Additional furniture, coats, bags are not permitted in the school corridor;</li> </ul>	M	

			<ul style="list-style-type: none"> <li>Corridors are sterile environments and kept as clear as possible;</li> <li>Corridors will provide 2m separation (although passing in the corridor is deemed low risk)</li> <li>Times are allocated for each group to reduce the need to pass one another in open spaces;</li> <li>Where possible students will move with their group only and will not mix with other groups;</li> <li>Staff will generally manage student movement but keep a suitable social distance from students and other staff.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>Separate times or areas (at a safe distance using government guidance) are issued for each separate year group.</li> <li>Students are permitted to complete normal playground activities;</li> <li>Contact sports are not permitted;</li> <li>Mixing with other groups is not permitted;</li> <li>Daily inspection and enhanced cleaning programs are in place for external areas.</li> </ul>		
	Spread/contraction of COVID-19 during an educational visit.	M	<ul style="list-style-type: none"> <li>In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term</li> <li>A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits.</li> </ul>	L	
	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	H	<ul style="list-style-type: none"> <li>If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u></li> <li>Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from</li> </ul>	M	

			<p>school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding. See below for details of how isolation will be managed.</p> <ul style="list-style-type: none"> <li>• The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT</li> <li>• The school keeps informed of Government and Department for Education guidance and updates</li> <li>• To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate</li> <li>• A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by the local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.</li> </ul>		
<b>Visitors</b>	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns: info@littleilford.org;</li> <li>• If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect;</li> <li>• The SLT are able to meet via video link parents if face to face meetings are required;</li> <li>• For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff;</li> <li>• Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> <li>• Touch screen sign in equipment will be rarely in use because of the veto on visitors. Where visitors, such as supply staff, or contractors, are necessary, the touch</li> </ul>	<b>M</b>	

			<p>screen in Reception should be wiped after use - hand sanitizer station above signing in system.</p> <ul style="list-style-type: none"> <li>• Visitors will only be permitted into the school if they have an appointment;</li> <li>• A record of all visitors, including contractors, to site will be kept and maintained;</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via video conference or phone where possible;</li> <li>• If not possible, social distancing measures will be adhered to at all times;</li> <li>• Face to face meetings in small rooms or within 2m are not permitted;</li> <li>• Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Delivered items will be left outside of the school building for staff to collect;</li> <li>• The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.</li> </ul>		
<b>Fire Safety</b>	Risk of unsafe fire management practice due to staff shortages	<b>M</b>	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li><input type="checkbox"/> Safe assembly points for occupants following social distancing requirements;</li> <li><input type="checkbox"/> Safe exit via the nearest available final exit;</li> <li><input type="checkbox"/> Training occupants of any changes to evacuation;</li> <li><input type="checkbox"/> Ensuring there are enough trained fire wardens on-site;</li> </ul> </li> </ul>	<b>L</b>	Fire alarm Log book available - Fire alarm signal log available

			<ul style="list-style-type: none"> <li>□ Use of the school has been reduced to enable safe evacuation.</li> <li>□ All PEEPS considered to ensure arrangements are in place to support individuals with reduced mobility and also cover arrangements in the case of reduced staff</li> </ul> <ul style="list-style-type: none"> <li>● All other fire system testing and maintenance continues as normal. - <b>Weekly Fire alarm testing carried out.</b></li> </ul>		
<p><b>First Aid and Pupils with Medical Conditions</b></p>	<p>Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection This includes:</p> <ul style="list-style-type: none"> <li>● Dealing with general First aid;</li> <li>● Lack of trained first aiders;</li> <li>● Dealing with a suspected case of Covid-19;</li> <li>● Inappropriate handling/removal of clinical waste</li> <li>● Intimate care procedures.</li> </ul>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>● <b>General First Aid arrangements:</b> Students should only be sent to First Aid if it is a medical emergency. On Call should be alerted via telephone to reception in order to escort them to First Aid. The First Aider will need to ensure that no more than one student is waiting outside the room at any one time, liaising with reception or the year team where necessary.</li> <li>● <b>A specific First Aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19';</b></li> <li>● The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>● This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>● The school has a specific room/area dedicated for suspected cases of COVID-19; currently the meeting room opposite reception- room 037 which also has an adjacent toilet .</li> <li>● Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>● Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained</li> </ul>	<p><b>M</b></p>	



			<p>Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection in the form of mask and visor will be provided</p> <ul style="list-style-type: none"> <li>● The meeting room area will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal.</li> <li>● Staff cleaning this area should be provided with a minimum of disposable gloves, aprons, face masks, mop heads or paper towels.</li> <li>● Where visible contamination, e.g. saliva droplets, is present, face protection in the form of mask, goggles and face shield will be provided.</li> <li>● All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> <li>● First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>● First aiders have completed appropriate training for 'donning and doffing' PPE;</li> <li>● First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>● PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>● The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>● Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> </ul>		
--	--	--	---	--	--

			<ul style="list-style-type: none"> <li>Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>Put in a plastic rubbish bag and tied when full;</li> <li>The plastic bag is placed in a second bin bag and tied;</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>Waste is stored safely and kept away from children;</li> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>PPE disposal Bins in place for main building and sports block building - PPE disposal bins collected by waste management contractor weekly under controlled conditions.</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		
<b>Pupils with Special Needs</b>	Risk the needs of pupils with complex SEND cannot be safely met in school	<b>H</b>	See separate ASD risk assessment	<b>M</b>	ASD Risk assessment available
<b>Communication</b>	Risk that pupils and parents do not	<b>M</b>	<ul style="list-style-type: none"> <li>The school has informed parents, students, carers, employees and visitors not to enter the school if they are</li> </ul>	<b>L</b>	

	<p>understand the new arrangements; behaviour resulting in increased infections</p>		<p>displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> <li>• Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others where possible, should follow staff members instruction and should not congregate outside the school; guidance on school equipment to be brought in every day.</li> <li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> </ul>		
<p><b>Staff Wellbeing</b></p>	<p>Stress or anxiety for staff caused due to lack of support, information or staff consultation.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students;</li> <li>• Staff can access the Employee Assistance free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively.</li> </ul>	<p>L</p>	

			<ul style="list-style-type: none"> <li>● Hazard reporting mechanisms are in place and are easily accessible.</li> <li>● A staff meeting about the planned changes (e.g. safety measures, timetable changes and staggered arrival and departure times), will take place, including discussing whether additional training would be helpful</li> <li>● COVID-19 guidelines are published on the school's website</li> <li>● Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures</li> <li>● Where possible staff will be permitted to work from home.</li> <li>● Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications</li> <li>● People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</li> <li>● Risk assessments and plans are consulted on and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made</li> <li>● The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>● Specific risk assessments for new and expectant mothers are completed on a case by case basis.</li> <li>● Staff who travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 days before they are due to return to work in the autumn term.</li> </ul>		
--	--	--	--	--	--

DRAFT document - to be reviewed after 26/8/20.

--	--	--	--	--	--