



# Selwood Anglican/Methodist Middle School (491)

## Risk Management - Assessment Report

**Risk Area:** COVID-19  
**Assessment Framework:** Coronavirus - Preparing for the return of pupils to school (Educating Safely LLP)  
**Work Area or Activity:** COVID - Preparing to return to school  
**Competent Person:** Sadie Widlinski  
**Groups Affected:** All pupils  
 All staff  
**Assessed on:** 10/03/2021  
**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?
<p>This is a rapidly evolving situation and new information and guidance is issued regularly. You must ensure that any risk assessments pertaining to Covid-19 are reviewed more frequently than usual. What arrangements have you put in place to ensure that you keep up to date with current guidance and reviewing risk assessments?</p> <p>See .Gov Advice (<a href="https://tinyurl.com/yaxo63f6">https://tinyurl.com/yaxo63f6</a>)</p>	<p>Guidance reviewed regularly by SLT, in consultation with relevant parties and updated as necessary. The RA remain live documents at all times, it may be necessary to carry out a dynamic RA on the spot due to guidance changing or situations at that time. Written RA's will ne updated ASAP.</p>	Yes
<p>How do you ensure staff are made aware of the symptoms and most common routes of infection and the measures needed to reduce infection? i.e. catch it, kill it, bin it. Touching face, personal hygiene</p>	<p>Posters, shared guidance on the website. Shared easy to use guides on scenario's with staff and parents.</p>	Yes
<p>How do you ensure that anyone who is or suspected of showing symptoms does not attend?</p>	<p>Home school agreement. Yes, website, posters not to enter school if symptoms.</p>	Yes
<p>How do you ensure that staff and pupils regularly wash their hands and to the correct standard?</p>	<p>Training provided, inductions, reminders and posters. Hand sanitiser provided.</p>	Yes
<p>Are staff aware of the Government's advice regarding routinely wearing of PPE in schools? It is not generally recommended but there are exceptional circumstances when it should be worn. Check the .Gov website for further information and updates. (<a href="https://tinyurl.com/yaxo63f6">https://tinyurl.com/yaxo63f6</a>)</p>	<p>Yes, PPE available for those in close contact, ie. First Aid. Gloves, Masks, Visors, Aprons are available for use by any staff that require it. Face masks are strongly recommended &amp; encouraged for all staff and pupils all times that a 2m distance cannot be guaranteed. However anyone choosing not to will not be challenged.</p>	Yes
<p>Is suitable PPE available for staff to wear should a pupil or member of staff become unwell or is suspected of having COVID-19 whilst at school where a 2 metre distance cannot be maintained? This would include fluid resistant surgical mask, disposable gloves, eye protection if deemed necessary after a dynamic risk assessment.</p>	<p>Yes, immediately taken to isolation room. Full PPE available for staff. The child will also be asked to wear a mask whilst awaiting collection.</p>	Yes
<p>If there is an unmet need for urgent PPE do you know how to contact your local COVID Resilience forum?</p>	<p>Yes, Avon &amp; Somerset LRF - Details with Sadie and Melissa.</p>	Yes
<p>What procedures do you have in place to manage a pupil or member of staff that becomes ill or is suspected of having COVID-19 at school?</p>	<p>Isolation room used if necessary - Pupils/staff members sent home to isolate until test results received. Separate guidance is followed if a positive case is confirmed.</p>	Yes
<p>Are you aware of any pupils that might be considered as clinically vulnerable? Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p>	<p>Yes, pupils are advised they can attend but parents will liaise with school with regards to any individual medical advice to follow.</p>	Yes
<p>Are Management teams aware of the difference between those that are 'clinically extremely vulnerable' and 'clinically vulnerable'?</p>	<p>Yes, managed and reviewed by SLT. Reviewed as per government guidance &amp; personal medical advice received by staff.</p>	Yes
<p>Are measures in place to determine if there are any staff or pupils that might be designated as Extremely vulnerable or vulnerable?</p>	<p>Can now return to work as of 01/08/20 as per guidance, other than CEV staff. SLT to keep in touch and diarise a 3 weekly keep in touch reminder for individual requests and check with CEV staff. Line managers to support other staff with anxieties relating to Covid.</p>	Yes
<p>Individuals that are clinically vulnerable are advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this. Are arrangements in place to support this wherever possible?</p>	<p>CEV staff currently must shield and not attend the workplace. they are expected to follow the guidance from the government.</p>	Yes

Those who are clinically vulnerable (Not Extremely vulnerable) and cannot work from home can be offered the safest possible on site roles whilst ensuring that a 2m distance is kept from others wherever possible. Has consideration been given to this type of arrangement and if so what arrangements have been put in place?	All staff expected to adhere to 2m distancing. Face masks are strongly recommended & encouraged for all staff and pupils all times that a 2m distance cannot be guaranteed. However anyone choosing not to will not be challenged.	Yes
Where a pupil lives with someone who is extremely clinically vulnerable it is advised that they only attend an education or childcare setting if stringent social distancing can be arranged. Is the school aware of whether any students live in these conditions and if so what arrangements have been put in place to manage the situation?	Advice now changed and children are not required to social distance. Tutors and PLT's keep in touch with those that are living with those that are vulnerable and follow advice from family if necessary.	Yes
Are staff aware of the hierarchy of control measures set out to reduce transmission rates? 1) Avoiding contact with anyone with symptoms. 2) Frequent hand washing and good respiratory hygiene practices. 3) Regular cleaning of settings. 4) Minimising contact and mixing.	Yes, training - Induction and reminders. Teachers will remind pupils often so this will be fresh in their minds. Posters around the school. Reminders for staff in briefings and 1:1 discussions where required.	Yes
What measures do you have in place to ensure that young people and staff only mix in a small, consistent group and that group stays away from other people and groups, so far as is reasonably practicable?	Timetable - Staggered breaks - Year group bubbles limited to zones. Tutor groups remain in their class all day except for PE & computing. Staff to maintain 2m distance at all times. Face masks are strongly recommended & encouraged for all staff and pupils all times that a 2m distance cannot be guaranteed. However anyone choosing not to will not be challenged.	Yes
What measures are taken to reduce class sizes to 15 for Primary or halved for Secondary, plus one teacher and TA/support staff if required?	Not applicable under new guidance. However during lockdown 3 we aim to keep class sizes to 15-16 maximum.	Yes
In the event of staff shortages, TA's or support staff can lead a small group under the direction of a teacher. What measures are in place to support this arrangement?	TA's can support small groups under direction of a teacher, but supply staffing will be provided in the first instance.	Yes
Do you ensure that desks are spaced as far as part as reasonably possible?	Desks facing forward and as much space is allowed where possible. Rooms will be prepared by Teachers at the end of each day to ensure the set up for the new day.	Yes
Are staff aware that where a setting cannot achieve small groups at any point, advice should be sought from senior management teams, the trust or their Health and Safety adviser?	Staff are advised to bring to the attention of SLT to discuss & provide advice.	Yes
Have you reviewed pupils' health care plans, individual safety plans or other relevant documents in light of the pandemic and recent Government advice?	Yes, SENCO & PTL's have completed where necessary.	Yes
Have you continued to complete the usual health and safety compliance checks, ensuring records are kept? Fire safety, emergency lighting, safeguarding arrangements, legionella control, premises and grounds checks etc.	School has remained open, therefore all compliance checks have been carried out as required.	Yes
Do you ensure that normal safety procedures for fire safety and safeguarding are adhered to in conjunction with any additional measures implemented?	Yes, drills will be required to ensure new arrangements work well. Doors can be propped open for ventilation, if this is a fire door this must be closed when not in use.	Yes
Do you ensure that ALL of your water outlets are being thoroughly flushed through on a weekly basis in the same way as you would do at the beginning of each term? This is to control Legionella.	Yes, the school was not closed and is in full use and being checked.	Yes
What consideration has been given to which lessons or activities will be delivered?	Timetable created to minimise use of resources. Timetable created by DHT and is being followed as normal, some practical lessons are not taking place.	Yes
What consideration has been given to which lessons or classroom activities could take place outside?	There will be scheduled PE lessons throughout the week within bubbles. All equipment to be cleaned at the end of the session by PE staff. Currently there is no indoor teaching space.	Yes
Have you used the timetable and selection of classroom or other learning environment to reduce movement around the school or building?	Yes, all pupils to remain in tutor rooms except for break/lunchtime and PE lessons.	Yes
Have you considered staggering assembly groups and break times (including lunch), so that all children are not moving around the school at the same time?	Yes, staggered arrival/departure and break zones. Teachers and staff will remind pupils regularly. Assemblies will take place online.	Yes
Have drop-off and collection times been staggered where possible?	Yes staggered accordingly.	Yes
For secondary schools and colleges, has consideration been given on how to best supplement remote education with some face to face support for students?	Yes, google classrooms to be utilised for remote learning. Website is also utilised to share home learning material and hard copy packs available if required.	Yes
Have parents' drop-off and pick-up protocols been planned in a way that minimises adult to adult contact?	Yes, staggered arrival and departure. Parents are advised to only send 1 parent when collecting a child.	Yes
What arrangements are in place to keep small groups of early years together throughout the day and to avoid larger groups of children mixing?	Not applicable, not early years.	Yes

Have you considered how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously?	Trim trail and climbing wall now open following updated guidance. Footballs to be cleaned by nominated staff members at the end of use and not shared across bubbles.	Yes
Have you considered removing unnecessary items from classrooms and other learning environments where there is space to store it elsewhere?	Children can be reminded about what is out of bounds.	Yes
Have you considered removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Yes where necessary.	Yes
Have you considered how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible? Read the Coronavirus (COVID-19): safer travel guidance for passengers	School transport managed by SCC - staggered arrival and departure times. LA responsible for transport rules and advice for parents. Staff responsible for making their way to school following the government advice public transport.	Yes
For institutions offering residential provision, what consideration has been given to the maximum number of children or young people that can safely be accommodated in residences?	Not applicable - non residential provision.	Yes
Are suitable notices displayed to advise children, young people, carers, visitors, contractors etc, not to enter the premises if they are displaying any symptoms of coronavirus?	Yes, posters displayed. Staff will remind pupils and point them out.	Yes
Are Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Yes, parent communications sent. Parents asked to call or email if they have any queries.	Yes
Do you advise parents and young people of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Yes parents communications sent sept 2020. Parents reminded of the rule of 6.	Yes
Are parents made aware that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	yes, parent communication - Home school agreement sent Sept 2020. Parents remind of the rule of 6.	Yes
Have you considered engaging parents and children in online education resources where appropriate?	Yes, home learning ongoing. Materials on website and some live interactions utilising Goole Classroom.	Yes
Have you made sure that parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers	Yes, parents advised by the LA. AHT reminds drivers of the use of face masks and recommends pupils wear them too.	Yes
Do you ensure that staff are made aware of additional measures or changes implemented during this period?	Yes, online meetings/emails/discussions.	Yes
Do you ensure that you communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	Yes, liaising throughout with all that might be necessary.	Yes
Do you discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this changes?	Yes, inhouse staff aware of routines & also minimising their mixing. cleaning team are working shifts to avoid mixing where possible. Additional day cleaning for touch surfacing carried out at set times also by the team.	Yes
How will you ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days?	Tutor groups remain in their classes & year groups have a designated zone inside and out. Seating plans are adhered to.	Yes
Will you ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff?	All staff working in specialist areas will rotate. Pupils will remain in one class.	Yes
Do you ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day? In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days?	Yes, children will remain at the same desk. Teachers will ensure this takes place by providing seating plans.	Yes
Do you ensure that the Governments guidance on cleaning is followed, so far as is reasonably practicable? <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>	Yes, guidance followed. All staff require emails to remind them of keeping surfaces clear when necessary.	Yes
What reasonable steps will you take to ensure that adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing, Refrain from touching their eyes, mouth and nose and use a tissue or elbow to cough or sneeze?	Yes, regular reminders and posters. Regularly reminded when deemed necessary.	Yes
How will you remind everyone to wash their hands frequently with soap and water for 20 seconds and dry thoroughly?	Posters and reminders throughout the day.	Yes
Have you considered how you can support children with their handwashing to the appropriate standard?	Reminders and posters. Prompts from teachers throughout the day.	Yes
Do you ensure that sufficient handwashing facilities are available? Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments?	Sinks near by to zones. Sanitiser provided to all staff. Sanitiser provided in each classroom and entrances to all buildings. Hand driers are now back in use following updated guidelines, paper towels will be provided in area's where driers are not present.	Yes
Do you ensure that any soaps and/or hand gels are appropriate and stocked to a sufficient level?	Yes, checked daily.	Yes
How will you ensure that surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal?	Cleaning schedules and caretakers duties, cleaning spray provided for all rooms. Most resources are not being used to limit transmission.	Yes
Are suitable arrangements in place for regularly emptying bins etc.?	yes, duties with cleaning and caretaking staff daily and more often if required.	Yes
Do you ensure that classrooms are well ventilated wherever possible?	Windows in all classrooms can be opened at any time by teachers, they will be closed and cleaned by the Premises and cleaning team at the end of the cleaning shift.	Yes

What arrangements have you put in place in order to reduce contact with others? i.e. accessing rooms directly from outside where possible. Considering one-way circulation, or place a divider down the middle of corridors to keep groups apart as they move through the setting. Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	One way system - staggered arrival and departure times/breaks in different zones. Movement in corridors limited to mostly staff for most of the day as pupils remain the same room each day - all day.	Yes
What measures have been put in place to reduce transmission of the disease at lunch times? Consider staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.	Staggered breaks/eating in classrooms & sprays provided for cleaning. Maintained by teachers in charge of bubble to avoid over crowding.	Yes
Have you considered what children might need additional support to understand and follow the new rules? noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	Support provided as necessary, if wet play Duty Staff will supervise from the corridors with the class doors open.	Yes
What measures have you introduced in order to limit contact at break times and when using outside space?	Outdoor time is timetabled by DHT and staggered. Outdoor play equipment is now in use following updated guidance. PE takes place outdoors only. Other classes go outside during lessons when they can but avoid going out at the same time.	Yes
Examples - Outdoor education can limit transmission and more easily allow for distance between children and staff. Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings		
What measures have you put in place to limit contact when using shared spaces?	Shared spaces including toilet trips to be managed by teachers on duty to avoid over crowding. Staff allocated zones for welfare purposes. Communal areas to be cleaned by the caretaker and cleaners throughout the day.	Yes
Examples - Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance Stagger the use of staff rooms and offices to limit occupancy		
What arrangements have you put in place to limit contact through shared resources?	Staff to clean any resources to be shared in bubble. Resources limited to text books according to the guidance provided. TA's clean shared resources used in interventions. PE equipment is cleaned by PE staff only. For lockdown 3 period only, other practical areas such as ICT & Music have their own RA to refer to.	Yes
Examples - Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff Seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts		
When considering changes to travel arrangements, have you considered what information should be communicated to parents/carers?	Home school agreement and parent communication shared sept 2020. LA responsible for advising parents ref travel. Staff are responsible for their own travel arrangements following government advice.	Yes
Example - encouraging parents and children and young people to walk or cycle to their education setting where possible Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel		
Have you contacted your transport provider to confirm what measures they will be taking in order to limit contact and cater for any changes made at school?	AHT liaised with transport to ensure all up to date with any requirements for the school. Currently LA deal directly with parents. School must ensure arrival times and departure times are communicated. AHT ensures drivers are adhering to the wearing of face mask and also recommend pupils wear face masks on transport.	Yes
Examples - Ensuring that transport arrangements cater for any changes to start and finish times Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passenger		
Have you considered the needs of young people that have additional or complex needs that may need additional support whilst travelling?	Transport deal with SCC - As above.	Yes
Examples - taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts		
Have you communicated revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	Managed by SCC and liaise direct with parents. AMT communicating with transport as numbers change. Contacted regularly as required.	Yes
Have you considered what measures can be put in place in order to perform contact tracing should it be required?	Info shared on website as necessary. Track and trace forms to be completed by absolutely every necessary visitor. QR code provided for 3G lettings linked to the track and trace app.	Yes
This could include, for example, direct discussion with parents and schools or colleges on recent contacts. The government is recruiting contact tracers to support contact tracing. They will play an important part in tracing the contacts of those with coronavirus, including children.		
What measures do you have in place to manage someone becoming ill whilst at an educational or childcare setting?	Isolation room used and then sent home. Parents expected to collect within 45 mins. Room then cleaned. Guidance on symptoms & scenarios provided for staff and parents to help when to isolate.	Yes
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.		
Do you follow the Governments recommendations on actions to take when there is a confirmed case of Coronavirus in school?	Yes, follow guidance given by the DoFE & follow agreed academy guidance when advice from DoFE confirmed.	Yes
See .Gov Advice ( <a href="https://tinyurl.com/yaxo63f6">https://tinyurl.com/yaxo63f6</a> )		

Sadie Widlinski Signed ..... Dated .....

Co-ordinator Signed ..... Dated .....

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