

**COVID19:** Re-opening Risk Assessment & Action Plan  
**SCHOOL NAME:** The Bridge Short Stay School  
**OWNER:** Andrew Burton (Executive Headteacher)  
**DATE:** 24/8/2020 – Updated 5/1/2021 (All control measures remain in place due to both sites remaining open)



**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school in September 2020 and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required/ Decision Made	Action Completed Date	Risk Level Post-Action
<b>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>Site Manager is unavailable</p> <p>Site has been closed for prolonged period</p> <p>Food remains in the freezer</p>	<p>L</p> <p>M</p> <p>M</p>	<p>Source cover with alternative suitably trained person</p> <p>Carry out a full pre-opening premises inspection.</p> <p>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.</p> <p>Determine with the catering staff how left over frozen food should be dealt with and action as appropriate.</p>	<p>September 2020</p> <p>All control measures in place for Sep 2020</p> <p>Sep 2020</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Office does not allow for adequate space between staff members, no windows for ventilation.</p>	<p>M</p>	<p>Office staff desks repositioned. Where ventilation is poor, doors must remain open. Anti-bac spray and hand sanitizer to be in all office spaces.</p> <p>No more than 1 learner at a time in offices and they should sit at least 2 meters away from the staff member</p> <p>Where possible, meetings in confined office spaces should last no more than 15 mins</p>	<p>Sep 2020</p>	<p>L</p>

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	H	2-meter markers are present on floors.  One way system in place to enter and exit the school. Signage in place.  Little Bridge – Clear markings on floors. Staff meet and greet learners at gate	Sep 2020	L
	Consideration given to the arrangements for any deliveries.	Risk of cross contamination	M	Social distancing to be followed by all visitors to site. Hygiene guidance applied to all deliveries.  If visitors need to enter the School, they should be wearing PPE	Sep 2020	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these.  <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	Revised evacuation procedure has been shared with all staff and pupils.  Fire drill to take place in the first 2 weeks on both sites	Sep 2020	L
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with  <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a>		H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	Sep 2020	L

				<p>Hand towels and handwash are to be checked and replaced as needed by caretaker and or cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	<p>Staff are to follow procedure and alert LA to key areas used so cleaning staff can ensure all used areas are cleaning.</p> <p>Extra cleaning has been commissioned for Little Bridge site to commence Sep 2020</p>	Sep 2020	L
	Adequate cleaning supplies and facilities around the school are in place.	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues/sanitiser</p>	M	<p>Hand sanitiser available at the school entrance.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</p>	Sep 2020	L
	Arrangements for longer-term continual supplies are in place.	Low supply of soap and paper towels.		Stock check and ordering schedule reviewed and order made.		L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site in adequate time in order for cleaning to be undertaken	Sep 2020	L

	Waste disposal process in place for potentially contaminated waste.		M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours  Waste collections made when the minimum number of persons are on site.	Sep 2020	L
<b>Classrooms</b>	The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site.		M	Classes with no more than 6 pupils  Forward facing desks at secondary	Sep 2020	L
	Ventilation		M	At the start of each day staff are to have all windows open in the areas which students will use.	Ongoing	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.		M	Forward facing desks at secondary  Little Bridge - classroom setup has been modified to ensure maximum amount of space for learners	Sep 2020	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	Routes are indicated and guidance issued to staff.	Sep 2020 and ongoing	L

	<p>Appropriate resources are available within all classrooms.</p> <p>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Soft toys, cushions and beanbags in classroom are not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children</p>	<p>L</p> <p>M</p> <p>L</p>	<p>Individual labelled bags of equipment to be provided.</p> <p>All soft furnishings from secondary classrooms</p> <p>Posters displayed</p>	<p>Sep 2020</p> <p>Sep 2020</p> <p>Sep 2020</p>	<p>L</p> <p>L</p> <p>L</p>
<b>Staffing</b>	<p>Staffing numbers required for entire eligible cohort have been determined. Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• First aider</li> <li>• Designated Safeguarding Lead</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>		M	<p>All staff now back on site from Sep 2020</p> <p>Primary – All staff now wearing see through visors all of the time</p> <p>Secondary staff – all wear face masks in communal areas</p>	<p>Sep 2020</p> <p>January 2021</p>	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff attending site with symptoms</p>	M	<p>Staff safety briefings conducted with clear guidance on non-attending and isolation procedure in line with government guidance.</p>	<p>Sep 2020 and ongoing</p>	L
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including</p>	<p>Reduced onsite capacity</p>	M	<p>Arrangements to be reviewed weekly</p>	<p>Ongoing</p>	L

leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.					
Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Cross contamination	H	Staff safety briefing conducted with clear expectation set that staff will need to ensure clean laundered clothes are worn each day onsite.	Ongoing	L
Approaches for meetings and staff training in place.	Cross contamination as a result of gathering in numbers	H	All staff meetings and training are to be conducted online via TEAMS	Ongoing	L
Approach to support wellbeing, mental health and resilience in place.  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff wellbeing negatively impacted	H	Staff are aware of available support and advice for schools and pupils available from SCC.	Ongoing	M
The approach for inducting new starters has been reviewed and updated in line with current situation.	Cross contamination	H	All procedures and guidelines to be applied and outreach to extend period of induction to ensure safe to admit to site	Sep 2020 Ongoing	L
Return to school procedures are clear for all staff.	Cross contamination	H	<i>If symptomatic or confirmed case guidelines must be adhered to and where appropriate test results confirmed before admittance to site</i>	Sep 2020	L

<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible)</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>	Spread of infection and cross contamination	H	<p>Staggered School drop offs at Secondary (KS3 and KS4 have different times).</p> <p>Staggered break and lunch times in place</p> <p>Single student entry into toilets at all times.</p> <p>Social distancing guidelines clearly laid out on site.</p> <p><b>Secondary pupils – expectation they all wear face masks in communal areas</b></p>	Sep 2020	L
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Spread of infection and cross contamination	H	Letters issued and calls made prior to student coming back onto site	August 2020 <b>January 2021</b>	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Spread of infection and cross contamination	H	<p>On arrival, students move straight to "Home Room" and sit at allocated table and wait for class to begin.</p> <p>Little Bridge – learners are met at the gate and escorted into the building</p>	Sep 2020	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M	<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p>	All in place for Sep 2020	L



				Risks assessments and individualised approach in place for students who might struggle to follow expectations		
	Social distancing plans communicated with parents, including approach to breaches.		<i>M</i>	<i>Letters issued containing full guidance and information</i> <i>Plans outlined on website</i> <i>Conversations to take place with all parents prior to students coming onto site.</i>	<i>August 2020</i>	<i>M</i>
	Arrangements in place for the use of outdoor space.	Cross contamination	M	Limited numbers at any time. Any equipment used to be cleaned.	Ongoing	<i>L</i>
<b>Catering</b>	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.	School kitchen need to be closed	M	Food to be provided but with extra controls in place. (Please see updated local site risk assessment) Little Bridge – food to be ordered from WS after 1 <sup>st</sup> week	Ongoing	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.			Edenred orders being placed while still available	<i>January 2021 - Review</i>	

<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<i>Spread of infection and direct contamination</i>	H	<p>School to follow SCC procedures.</p> <p>Individuals to be sent home immediately.</p> <p>Areas of use to be quarantined for 72 hrs (may result in temporary site closure)</p> <p>On-site testing to be placed on hold due to National Lockdown announcement</p>	Sep 2020  Jan 2021	M
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<i>Spread of infection and cross contamination</i>	H	<p>Individuals to follow guidance to self isolate</p> <p>Areas of use to be quarantined for 72 hrs (may result in temporary site closure)</p>	Sep 2020	M
<b>Safeguarding</b>	Individual pupil's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	<p>Risk assessments have been reviewed for all learners</p> <p>Individual risk assessments are in place for all learners (on site and off site)</p> <p>Agreements with parents on a case by case basis for remote learning</p>	August 2020  Jan 2021	L

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material.  Discussed as part of ongoing staff meetings and review	Sep 2020	
	Updated Safeguarding –covid-19 Policy in place.		M	All in place  Reviewed Sep 2020	Sep 2020	L
	Work with other agencies has been undertaken to support vulnerable pupils and families.			Key co-ordination in place and ongoing	Ongoing	
	Consideration given to the safe use of physical contact in context of managing behaviour.		H	Review individual consistent management plans to ensure they include protective measures.		M
<b>Curriculum / learning environment</b>	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?		H	Nurture and well-being prioritised and supported with academic focus	Sep 2020	M
	Each activity should be assessed and should not be run unless the risks can be mitigated			Updated curriculum plans in place for both sites  Remote Learning plans/policy in place for both primary and secondary	January 2021	
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> </ul>			Staff are trained and supported with adapted delivery style and aware of	Sep 2020	

	<ul style="list-style-type: none"> <li>recognising 'non-curriculum' learning that has been done</li> </ul>			how best to provide students with additional support.		
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.	<i>Cross contamination</i>	<i>H</i>	Virtual governing body meetings	<i>Sep June 2020</i>	<i>L</i>
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		<i>M</i>	Management Committee have been informed of all plans for the full re-opening  Executive Headteacher in clear communication with Chair of Management Committee.	<i>Sep 2020</i>	<i>L</i>
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.		<i>M</i>	All members of the Management Committee are clear of their roles during this time. Chair of Management committee keeps them upto date with statutory responsibilities.  Meetings to be held virtually until further notice	<i>Sep 2020</i>	<i>L</i>
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>M</i>	All additional costs are noted and documented.	<i>Sep 2020</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			All claims to go through Bursar and then sent onto SCC	<i>Sep 2020</i>	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		<i>H</i>	Financial implications have been communicated to Management Committee	<i>Sep 2020</i>	<i>M</i>

				Executive Head in liaison with Commissioning Officer for SCC re: any reduction in income		
	Insurance claims, including visits/trips booked previously.			No visits planned at the moment. Insurance claims via bursar	<i>Sep 2020</i>	<i>L</i>