

**(SITE SPECIFIC IN BASED ON THE
OVERARCHING RISK ASSESSMENT SET
BY CSAT)**

School Website Version

	Risk Description	Risk Control(s)	Additional Controls Required (if any)
1	Contaminants being brought in to school.	<ul style="list-style-type: none"> ▪ Clear communication with parents prior to opening about what can and cannot be brought in to school. ▪ Parents advised to take their child's temperature each morning before school. Any pupil with a temperature above 37.8 should stay at home. ▪ Any staff member or pupil displaying COVID-19 symptoms should stay away from school and book a test. ▪ Staff engaged in twice-weekly LFD testing ▪ Parents updated of the Coronavirus symptoms seen in pupils and staff at Valley. ▪ Pupils and staff to wash hands upon arrival at school and regularly throughout the school day. ▪ Disinfectant door mats located on all entry doors. ▪ Staff to wear face coverings when moving around the school. ▪ Pupil to wear their PE kit to school on their PE day. ▪ Pupils and staff wearing face coverings on the school journey should dispose of these in a lidded dustbin found in all main entrances and then wash their hands. 	<ul style="list-style-type: none"> ▪ Number of parents entering the school building significantly reduced. ▪ Staff to wear clean clothes every day. ▪ DfE Feb 2021 Guidance advises against the use of face shields and visors as alternatives to face coverings. ▪ No large gatherings permitted e.g visits by theatre groups etc ▪ During peak times for handwashing eg after break / lunch, hand sanitiser can be used to clean hands but this needs to be supervised by an adult. Handwashing still should remain the preferred option.

		<p>Reusable masks should be placed in a sealable plastic bag.</p> <ul style="list-style-type: none"> ▪ Pupils reminded of the correct way to remove face coverings. ▪ Soap and hand sanitiser available throughout the school. ▪ Plastic screens erected in the Main Reception area. 	
2	Infection may spread through the resources used in school	<ul style="list-style-type: none"> ▪ All soft toys and difficult to clean toys to be removed from provision. ▪ Increased cleaning regime implemented throughout the school. ▪ High-touch resources used within the Early Years to be washed at the end of each day. ▪ Pupils to have their stationery to avoid the sharing of equipment. ▪ Wipes available at high contact areas such as photocopiers ▪ Social distancing and handwashing routines reinforced to pupils as part of their PHSCE learning within the first week back. ▪ Site Team to maintain an enhanced cleaning regime of communal areas throughout the school day. Chlor-Clean solution to be used to wipe down surfaces. ▪ Pupils to continue to use the online reading scheme. ▪ Where books are used as part of the daily reading programme, these will have to be wiped down once they are returned to school and quarantined for 72hrs, staff to wash their hands after handling books from home. ▪ i-pads and laptops will be wiped down before being used by a different year group. ▪ Hand dryers and water fountains will remain out of action. 	<ul style="list-style-type: none"> ▪ Outdoor gym and Playbus not to be used. ▪ Different year groups should not use the equipment on the same day. ▪ All staff to reinforce the Catch It, Bin It, Kill It message. ▪ All shared rooms to be cleaned in between different year groups using them. ▪ All staff to be aware of the need to have an increased cleaning regime for surfaces. ▪ All learning areas to remain as clutter-free as possible to allow for surfaces to be wiped clean throughout the day.
3	Infection may spread due to the numbers in school.	<ul style="list-style-type: none"> ▪ One adult to accompany child to school each day. ▪ Signage evident around the school site to remind everyone of the need to socially distance. ▪ Significantly reduce the number of parents and visitors entering the school building. 	<ul style="list-style-type: none"> ▪ Movement around the school by pupils and staff to be minimised. ▪ Close contact is defined as:

		<ul style="list-style-type: none"> ▪ All pupils briefed on appropriate behaviours and the catch it, bin it, kill it message reinforced. ▪ Staff to wear face coverings when moving around the building and when moving around the classroom. ▪ Air purifiers used in each classroom and switched to setting 2. ▪ Classroom windows and corridor doors kept open to allow a good flow of fresh air. Atrium Library windows opened daily to maximise ventilation. ▪ Staggered start and collection times maintained. ▪ One-way system introduced in the new building. ▪ Playtime and lunchtimes staggered with pupils playing in their class bubbles. ▪ Year group bubbles in operation. ▪ Where staff do work across bubbles, wherever possible, movement should be limited to the front zone. ▪ When staff work across bubbles, they should wash their hands before working in a new bubble. ▪ Individual Support Assistants to work within year groups ▪ Staff to wear face coverings when moving around communal areas of the school ▪ Three separate staffroom and PPA areas established. Staff allocated to each staffroom area and times given for lunch to be eaten. ▪ Chlor Clean available in each of the staffroom areas for the regular cleaning of high-touch surfaces. ▪ Lidded dustbins in all classrooms for used tissues. ▪ Apart from Reception and Year 1, all desks to be forward facing. ▪ Pupils to have their own seat. ▪ No whole-school assemblies ▪ No year group assemblies in the first instance. ▪ Where possible, staff to stay 2m away from pupils with staff zones marked at the front of each classroom. ▪ Staff zones marked out in each classroom. 	<ul style="list-style-type: none"> ▪ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) ▪ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ▪ face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre ▪ been within 1 metre for 1 minute or longer without face-to-face contact ▪ sexual contacts ▪ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ▪ travelled in the same vehicle or a ▪ DfE Feb 2021 Guidance advises against the use of face shields and visors as alternatives to face coverings. ▪ Toilets monitored by staff at break times to avoid overcrowding. ▪ Older pupils to be taught that only 2 pupils should be in the toilets at any one time. ▪ Staff can remove face coverings when teaching at the front of the classroom within the marked zone. ▪ Virtual assemblies to be conducted when necessary.
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4	Infection may spread through the use of sport equipment / peripatetic music teachers	<ul style="list-style-type: none"> ▪ All visiting staff to the school made aware of the school's risk assessment and asked to abide by its contents. Visiting staff given the Valley A4 RA overview. ▪ All visiting peripatetic staff to wear face coverings when on site. ▪ PE lessons to take place outside where possible. ▪ Where PE takes place inside it should be in the largest indoor space and activities should not involve heavy breathing. ▪ Indoor PE spaces adequately ventilated. ▪ Sports equipment to be cleaned regularly. ▪ No singing to take place ▪ No class wind or brass lessons to take place in groups of 15 or more. ▪ Plastic screens to be used for 1:1 peripatetic music lessons ▪ No sharing of instruments 	<ul style="list-style-type: none"> ▪ PE Curriculum planned so different year groups are studying different sports to reduce the need for sharing equipment between year groups. ▪ No contact sports. ▪ HT to liaise with BYMT staff as to their own risk assessments. ▪ Majority of BYMT 1:1 music lessons to remain as remote lessons until after the Easter holidays.
5	Maintaining Social Distancing at playtimes / lunchtimes	<ul style="list-style-type: none"> ▪ Playtimes and lunchtimes will be staggered. ▪ Pupils to play / eat in their class bubbles. ▪ Dining tables cleaned between each sitting with Chlor Clean solution ▪ Some year groups to continue receiving their lunch in class. Reception to eat in the Studio with Years 3 and 4 eating in the classroom. ▪ School field used during periods of fine weather. 	<ul style="list-style-type: none"> ▪ Reduced number of staff in staffroom due to staggered times. ▪ Second (possibly third) staffroom area established.
6	Too many staff in school	<ul style="list-style-type: none"> ▪ Admin Team to remain on a rota system. ▪ Staff to work at home for PPA where possible. 	<ul style="list-style-type: none"> ▪ Consider rota system for SLT
7	Social Distancing During Fire Evacuation	<ul style="list-style-type: none"> ▪ All Pupils to line up facing the Year 6 Block ▪ Pre-School, Reception, Year 1 and 2BW to line up on Key Stage 1 Playground ▪ 2KH, 2RJ to join Years 3-6 on Key Stage 2 Playground 	<ul style="list-style-type: none"> ▪ No formal fire drill undertaken as this would involve year groups mixing. ▪ All year groups will individually walk through fire evacuation and identify muster location.

			<ul style="list-style-type: none"> ▪ Reception Pupils to have fire drill explained and then practised. ▪ Fire Alarm to be sounded week beginning 8th March for all new pupils and staff to familiarise themselves with this.
8	Dealing with First Aid and Medicines	<ul style="list-style-type: none"> ▪ All minor first aid carried out in year groups. ▪ More Serious first aid to be treated by first aider in the First Aid Room (Wet Room). ▪ PPE to be worn by First Aider. ▪ Medication will be taken to the pupil in their classroom with pupil coming to the doorway to receive medicine. 	<ul style="list-style-type: none"> ▪ Staff to be shown the videos supplied by Bromley's Public Health Team regarding the donning and doffing of PPE during the September INSET.
9	Staff or pupil displaying COVID-19 symptoms at school.	<ul style="list-style-type: none"> ▪ Pupil taken to isolation room (First Aid Room). ▪ Staff member accompanying pupil to wear PPE. ▪ Parents called to collect pupil and advised to arrange a test. ▪ Pupil / staff member to remain off school for 10 days or until a negative test result is received. ▪ Isolation Room cleaned and any contaminated products double bagged and retained for 72 hours before disposal. ▪ Staff member who dealt with the pupil to wash their hands thoroughly after dealing with the pupil. ▪ Unwell staff member to go home and arrange a test. 	<ul style="list-style-type: none"> ▪ Staff and parent prompts created as to the action needed in different scenarios based on the information provided by Bromley's Public Health Team. ▪ When a school becomes aware that a school member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate. ▪ To help with this, records will be kept of: <ul style="list-style-type: none"> ▪ The pupils and staff in each group ▪ Any close contact that takes place between children and staff in different groups ▪ Close contact is defined as: <ul style="list-style-type: none"> ▪ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) ▪ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ▪ face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre ▪ been within 1 metre for 1 minute or longer without face-to-face contact ▪ sexual contacts

			<ul style="list-style-type: none"> ▪ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ▪ travelled in the same vehicle or a <ul style="list-style-type: none"> ▪ If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed. ▪ Regular reminders to parents and staff that no one should come into school if they have been told to self-isolate
10	Parent Unwilling to engage in testing process	<ul style="list-style-type: none"> ▪ Whole-school communications to stress the importance of everyone playing their part in the test and trace system. ▪ Any pupil showing symptoms cannot return to school until the 10-day isolation has taking place or a negative test result has been received. 	<ul style="list-style-type: none"> ▪ Schools are to be provided with a small number of home testing kits. Consideration to be given to giving these to families who might not otherwise engage in testing.
11	Pupil / Staff not returning to school	<ul style="list-style-type: none"> ▪ Senior Leaders to continually engage with the family. ▪ Where necessary, SLT to engage with vulnerable families BAME, pupils / staff with underlying medical needs and support as appropriate. ▪ School to work closely with families where pupils might be receiving treatment such as chemotherapy / immunotherapy ▪ Reinforce the latest DfE guidance which states all pupils should return to school. ▪ Extremely clinically vulnerable pupils identified and, where appropriate, risk assessments put in place. 	<ul style="list-style-type: none"> ▪ Use of school nurse team to engage with families where necessary. ▪ Any restrictions on returning to work stipulated by a GP will be considered and reasonable adjustments made. ▪ Where a staff member does not wish to return to work or reasonable alternative provision, consideration given to a period of unpaid leave.
12	Staff or Pupil tests positive for COVID 19 (including continuity of learning for those who are well but	<ul style="list-style-type: none"> ▪ Local Public Health Team alerted and necessary guidance followed. ▪ All pupils and staff in the affected bubble and anyone else who has been in contact with the infected person to be informed. ▪ Year Group bubble prevented from coming to school where possible. 	<ul style="list-style-type: none"> ▪ School to work with local Health Protection Team and follow guidance given. ▪ Staff and parent prompts created as to the action needed in different scenarios based on the information provided by Bromley's Public Health Team.

	having to self-isolate)	<ul style="list-style-type: none"> ▪ If confirmation of a positive test result is received during the school day, parents to be contacted to come and collect their child and relevant staff to go home. ▪ All parties who have been in close contact to self-isolate for 10 days. ▪ Classrooms to be closed for 72 hrs before a deep clean is carried out. ▪ Year Group to continue with their learning remotely. 	<ul style="list-style-type: none"> ▪ Staff and parents of the wider school to be informed of a positive case in school. ▪ Staff to begin to explore using Microsoft Teams to deliver short recorded lessons in the first instance.
13	Extended Care impacted by safe numbers.	<ul style="list-style-type: none"> ▪ School to determine requirements for BASC. ▪ School to determine staffing requirements. ▪ Provision to be altered to avoid high contact activities and contact sports. ▪ Where bubbles in school cannot be maintained in BASC, then smaller, consistent bubbles should be formed. 	<ul style="list-style-type: none"> ▪ Valley to split BASC in two groups: the first for Reception to Years 2/3 and the second for Years 3 / 4 - 6. ▪ Parents to be asked to only use the BASC as a last resort. ▪ No other extra-curricular clubs to run until the summer term.
14	Educational Visits (including financial liability)	<ul style="list-style-type: none"> ▪ No school trips to be undertaken at this time. 	<ul style="list-style-type: none"> ▪
15	Reputation	<ul style="list-style-type: none"> ▪ Ensure ongoing dialogue with parents including regular situation updates. ▪ Evidence measures being taken including social distancing and enhanced cleaning procedures. ▪ Where appropriate, school to follow the latest DfE guidance along with other Public Health guidance. 	<ul style="list-style-type: none"> ▪ School to continue to liaise closely with the cleaning team. ▪ School to keep abreast of DfE / Public Health updates.
16	Wellbeing of pupils and staff	<ul style="list-style-type: none"> ▪ Staff to support pupils where necessary. ▪ School to continue to receive support from the Wellbeing Service for pupils in Years 4-6. ▪ School to continue to communicate wellbeing resources to families and staff. ▪ School to host ticketed coffee morning sessions to catch up with families most in need. ▪ All staff to complete the 1hr Coffee Break CPD sent by RJC ▪ All staff have completed the 3hr training package from Beacon House. 	<ul style="list-style-type: none"> ▪ Remind staff of their Unions and how they might be able to help ▪ Remind staff of Health Assured and draw their attention to the helpline number. ▪ Valley to access Bromley's Partnership Response where needed.

		<ul style="list-style-type: none"> ▪ Senior Leaders to complete the 2hr course with Beacon House on how best to support pupils and staff returning to school. ▪ Check in with the most vulnerable staff and pupils to gauge how they are feeling and support where necessary. ▪ Build in necessary info on pupil and staff wellbeing as part of the safeguarding INSET. 	
17	Travel to and from School	<ul style="list-style-type: none"> ▪ Parents to be advised not to use public transport during peak times and avoid public transport where possible. ▪ Ensure bins are provided for the disposal of face coverings worn on public transport. ▪ Staff discouraged from car sharing. 	<ul style="list-style-type: none"> ▪ Staff and parents encouraged to walk or cycle where possible. ▪ Draw staff attention to the new Government cycle to work scheme.
18	Senior Staff become unwell leading to insufficient leaders to run the school.	<ul style="list-style-type: none"> ▪ SLT to consider maintain a rota for being on site and working from home. ▪ Where possible, reduce the mixing the SLT who are on site. ▪ Reduce the number of meetings held with external people in school and travelling to meetings outside of school. 	<ul style="list-style-type: none"> ▪ Only essential face-to-face meetings will be held at school and SLT will only travel to essential off-site meetings. ▪ Consider holding essential meetings outside. ▪ All essential face-to-face meetings to be socially distanced.
19	Ongoing contact with staff and pupils in the event of partial closure / local lockdown.	<ul style="list-style-type: none"> ▪ In the event of local lockdown or the partial closure of the school, staff will maintain regular contact with families by adopting the usual lockdown home-learning routines. ▪ Attendance for those pupils with prior poor engagement in home learning to be monitored closely. 	<ul style="list-style-type: none"> ▪ Appendix added to the school's Safeguarding Policy dealing with contact, mental health and e-safety. ▪ Staff to begin using Microsoft Teams for Homework ▪ Staff to begin experimenting with uploading Recorded lessons via Teams ▪ Possible move to Live Lessons on Teams
20	Staff or pupils unable to return to school due to need to quarantine on return from abroad.	<ul style="list-style-type: none"> ▪ If staff become aware that they will have to quarantine, school to be advised as soon as possible. ▪ Cover to be arranged for class(es) using school staff where possible. 	<ul style="list-style-type: none"> ▪ Parents to advise school that family are in quarantine, and date of return to school. ▪ Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access must be offered to remote education.

21	Consideration for vulnerable groups within the workforce and pupils eg clinically vulnerable, BAME and those with particular concerns about returning to work	<ul style="list-style-type: none"> ▪ Extremely clinically vulnerable staff and pupils are advised to shield. ▪ Additional people have been identified as CEV. Pupils and staff in this group will have been notified by the health authority. ▪ Expectant mothers are included in the clinically vulnerable category. ▪ All vulnerable groups to be dealt with sympathetically; line manager to discuss options – working outside classroom/unpaid 	<ul style="list-style-type: none"> ▪ Where staff can work from home, e.g. admin and finance staff, they can continue to do so. ▪ Any restrictions on returning to work stipulated by GP will be considered and reasonable adjustments made, e.g. working with older year groups/roles outside the classroom. ▪ Individual risk assessments for expectant mothers. ▪ Women at 28 weeks gestation at greater risk from COVID which should be taken into account in their individual RA. Consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. ▪ Home learning must be available to clinically extremely vulnerable children who are shielding
22	Lack of confidence in safety measures put in place by the school / Trust	<ul style="list-style-type: none"> ▪ Risk assessment has been independently verified by H&S consultants ▪ RA is regularly updated and published to the school website. ▪ School risk assessments verified by the Trust’s Head of Compliance. ▪ Where appropriate, school to follow latest DfE guidance. ▪ Overarching Trust risk assessment available on the CSAT website. ▪ Staff to be made aware of updates to the RA 	<ul style="list-style-type: none"> ▪ Staff reminded of the Trust Whistleblowing Policy. ▪ School to keep abreast of DfE and local Health Protection Team guidance. ▪ DfE, Public Health England and the local Health Protection Team confirmed they were all satisfied with the infection control measures in place at the school after reviewing risk assessments in November 2020. No further recommendations could be made following the school’s closure in the autumn term.