

## COVID-19: BEST Operational Risk Assessment for Wider Opening of our Schools

<b>School Name</b>	Riverwalk School		
<b>Assessment completed by:</b>	Jan Hatchell	<b>Review Interval:</b>	Half termly or in line with new Guidance
<b>Date completed:</b>	22 <sup>nd</sup> June 2021	<b>Date of Next Review:</b>	July 20 <sup>th</sup> 2021

Related documents	
<b>Trust/Local Authority documents</b>	<b>Government guidance:</b>
:	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">COVID-19: cleaning in non-healthcare settings</a>
See Special and AP Document Sharer on Sharepoint	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools coronavirus operational guidance.pdf</a>

### Risk Matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health. <i>95% of people with pre-existing related health conditions who contract the virus. 0.66% of those who contract the virus</i>	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid. <i>4 % under the age 49, 10 % aged 50-59% who contract the virus</i>	M	M	L
	<b>Minor:</b> Causes physical or emotional discomfort. <i>90- 95% of those who contract the virus</i>	M	L	L

Area of Concern	Actions to Assess Risk	Initial Risk Rating (H/M/L)	Who?	In place? Yes/No	Further Actions / Comments	Residual Risk rating
<b>1. Extremely Clinically Vulnerable staff and Pupils</b>	<p><b>Staff</b> Staff are responsible for informing the leadership team of any advice from medical professionals re. Covid</p> <p><b>Pupils</b> Weekly contact with parents/ carers from school. Parents/ carers are responsible for informing school of pupils that have been advised to continue to shield.</p>	M	SLT/ HR lead	Yes	<ul style="list-style-type: none"> <li>• Staff are responsible to use PPE to meet their health needs.</li> <li>• Staff have been offered the vaccine and those that accepted have had their both doses.</li> <li>• Twice weekly lateral flow testing to identify asymptomatic cases in school.</li> <li>• A very small number of pupils are following health advice and continue to shield.</li> </ul>	L
<b>Capacity</b>						
<b>2. Physical Spaces (classrooms, corridors, offices, halls and dining etc.)</b>	<ul style="list-style-type: none"> <li>• Assess the access to cleaning equipment and facilities.</li> <li>• Assess the access to shared areas e.g. hall and playground.</li> <li>• Assess the equipment in the classroom and the ease of keeping it clean.</li> </ul>	M	SLT/ Site	Yes	<ul style="list-style-type: none"> <li>• All classrooms have 2 sinks, hand-gel/sanitiser.</li> <li>• Classes have spray cleaner and paper towels to regularly clean inside and outside equipment.</li> <li>• All pupils have personalised resource box.</li> </ul>	L

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	<ul style="list-style-type: none"> <li>Where will the isolation room be?</li> </ul>				<ul style="list-style-type: none"> <li>All classrooms have a contained outside area with direct access.</li> <li>Play equipment regularly cleaned.</li> <li>Communication café can reopen with a clear gap between classes. Cleaning in between bubbles.               <ul style="list-style-type: none"> <li>Planned access to PE hall and Soft play. All equipment to be cleaned after use.</li> </ul> </li> <li>All classrooms are well ventilated.</li> <li>All meals taken to class by MDSA</li> <li>Dining room is not in use for assemblies and large gatherings.</li> <li>All shared areas such as toilets have cleaning materials and signage of how to use it..</li> <li>Notice in all classrooms identifying expectations for cleaning and safe use.</li> <li>Adults are responsible for maintaining social distancing outside of class.</li> <li>Staff are lateral flow testing twice a week and all visitors to test before having contact with pupils.</li> <li>The Health room will be the isolation room with clear signage for when it is in use and requires a deep clean.</li> </ul>	

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<b>3. School Capacity (building and staff)</b> Including availability of leadership, DSL, first aid roles, fire marshals that could put pupil safety at risk.	Ensure: <ul style="list-style-type: none"> <li>• key roles are available at all times</li> <li>• safeguarding of pupils is paramount</li> <li>• the health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• full use is made of those staff who are self- isolating or shielding.</li> <li>• full use is made of testing to inform staff deployment.</li> </ul>	M	SLT	Yes	<ul style="list-style-type: none"> <li>• Continued use of contracted supply staff to ensure safety of children, particularly covering lunch breaks when staff are permitted to go off-site.</li> <li>• Supply staff have test at home kits.</li> <li>• Safeguarding procedures are on-line and available to all staff.</li> <li>• Clear information provided to all staff and families of the response to potential infection.</li> </ul>	L
<b>Infection Control</b>						
<b>4. Infection Control Measures: Developing protective measures in our schools to minimise risk of infection to staff and pupils</b>  <b>Infection and testing</b>  The DfE guidance on <a href="#">Implementing Protective Measures in Education and Childcare Settings</a> contains detailed advice for settings on:	<ul style="list-style-type: none"> <li>• Assess how to ensure all staff understand and follow the infection control measures.</li> <li>• Assess how to use lateral flow testing effectively, including how to use it to safely allow other professionals into school.</li> <li>• Create a clear procedure for if a member of the school community has symptoms or has a positive lateral flow test.</li> <li>• Ensure all staff know how to use PPE correctly, including safe removal and disposal.</li> <li>• Have in place clear PPE use guidelines and make available appropriate PPE for personal care and close supervision of pupils.</li> <li>• Enable staff who feel safer wearing PPE to have access to it.</li> </ul>	H	BM/ Site	Yes	<ul style="list-style-type: none"> <li>• Simple checklists of cleaning requirements to be sent out on weekly briefing and teachers encouraged to print out and display in their classrooms.</li> <li>• Cleaners have a checklist of enhanced cleaning requirements.</li> <li>• Lateral flow tests to be carried out twice a week for staff. Visitors to the school are required to have a lateral flow test when they arrive and a negative result must be obtained for them to have contact with the pupils.</li> </ul>	M

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<ul style="list-style-type: none"> <li>cleaning, including supplies of cleaning and handwashing products</li> <li>testing and tracing</li> <li>PPE</li> </ul>	<ul style="list-style-type: none"> <li>Ensure latest Government guidance is followed.</li> </ul>				<ul style="list-style-type: none"> <li>NHS staff test twice a week following guidance from NHS.</li> <li>PPE is available. Site manager and Admin team ensure stocks are replenished.</li> <li>If a member of staff has a positive lateral flow test they inform school and track and trace guidelines are followed.</li>   <li>Anyone with symptoms should go home, isolate and take a test.</li> <li>Anyone living with someone with symptoms should isolate until a negative test result has been obtained.</li> <li>Track and trace guidance and the need to self isolate if in prolonged contact with a person that has tested positive should be followed.</li> <li>Advice letter has been sent to parents.</li> <li>DfE daily updates are forwarded to all staff as appropriate.</li> </ul>	
<b>5. Risk of CV19 Infection Spreading in School</b>	<ul style="list-style-type: none"> <li>Assess how to make cleaning requirements clear to all staff.</li> <li>Assess how to give a consistent message to parents and staff re if you present with symptoms.</li> <li>Is a plan in place for if someone develops symptoms?</li> </ul>	H	All staff		<ul style="list-style-type: none"> <li>Lateral Flow Testing reduces risk of contagious staff being in the classroom.</li> <li>Advice letter to all staff and parents.</li> <li>Amended parental agreement to be implemented and to be signed</li> </ul>	M

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					upon return to school. That includes procedure for reporting any household member demonstrating symptoms. <ul style="list-style-type: none"> <li>Enhanced cleaning within the day and after school</li> <li>Isolation room used for any pupil displaying symptoms.</li> </ul>	
<b>Structures and Strategies</b>						
<b>6. Transport and School arrival and Departure Times</b>	<ul style="list-style-type: none"> <li>Ensure all taxi companies have in place effective infection control measures and all drivers are adhering to them.</li> <li>Can a plan be implemented to allow for staggered times to the school day?</li> <li>Ensure drop off/ collection point is clearly signed.</li> <li>Pupils to be supervised on drop off/ pick up to maintain safety.</li> </ul>	H	SLT		<ul style="list-style-type: none"> <li>Suffolk County Council have confirmed that all contractors are compliant.</li> <li>Transport have a clearly identified plan, including remaining in vehicle and pupil will be met and taken to the vehicle.</li> <li>Staff to collect and return to allocated parking bay.</li> </ul>	M
<b>7. Mental Health and Wellbeing</b>	<ul style="list-style-type: none"> <li>Ensure that structures and expectations take account of the wellbeing needs of staff and pupils.</li> <li>Ensure clear support structures are in place for all staff and pupils to identify, support and address the anxiety and loss that the current pandemic situation has created/ exacerbated</li> <li>Resources/websites to support the mental health of pupils and staff are provided.</li> <li>Ensure signposting of these services via email when the staff rooms are not in use.</li> <li>Offer bespoke support to pupils or staff or families requiring additional intervention</li> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Staff briefings have included content on wellbeing.</li> </ul>	M	SLT HR	Yes	<ul style="list-style-type: none"> <li>Contact made by Mental Health First Aider to all staff not currently in school. School well-being service publicised for all.</li> </ul>	L

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	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> </ul>					
<b>8. Curriculum Development and Delivery</b>	<ul style="list-style-type: none"> <li>The pathway curriculums adapted to take account of the impact of CV19 on pupil learning and progress.</li> <li>Individual gaps in progress and learning and impact on attitudes and skills for learning to be identified and strategies put in place for each individual to address these over time (individual learning plans adapted)</li> <li>AQAs to be reviewed as appropriate.</li> </ul>	L	SLT & Teachers		<ul style="list-style-type: none"> <li>Curriculum is developmentally appropriate to the needs of pupils and will meet all of these needs.</li> <li>Individualised nature of school will respond to all children's needs.</li> </ul>	L
<b>9. Policies and Procedures</b>	<p>Ensure the following policies have been adapted in line with government guidelines and requirements for social distancing etc and all staff, pupils and families been made aware of and understand the updates:</p> <ul style="list-style-type: none"> <li>Safeguarding</li> <li>Attendance (staff and pupils)</li> <li>Health and safety</li> <li>Fire evacuation procedures</li> <li>Behaviour intervention</li> <li>Student Risk Assessments and management protocols</li> <li>Medical and first Aid</li> </ul> <p>Ensure that the website is compliant with Covid related information including spending of Covid funding and the effectiveness of the virtual offer.</p>	L	SLT		<ul style="list-style-type: none"> <li>Governance has continued as a virtual model; safeguarding has been updated.</li> <li>Fire Safety Reviews carried out.</li> </ul>	L
<b>10. Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will</li> </ul>	M	Business Team	Yes	<ul style="list-style-type: none"> <li>Contractors that are required to come into the building but do not have contact with the pupils wear PPE. Hand sanitizer is used on entrance to the school.</li> <li>Grounds maintenance have no contact with school staff or pupils currently.</li> </ul>	L

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	<p>be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <ul style="list-style-type: none"> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> </ul> <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>					
<b>Finance and Governance</b>						
<b>11. The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>The school finance team, have consulted the Chief Financial Officer to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration, including application to the DfE for funding to cover these costs (up to £50K per school)</li> <li>The school's projected financial position has been shared with governors and trust.</li> </ul>	M	BMs & CFO		<ul style="list-style-type: none"> <li>All actions complete.</li> </ul>	L



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<b>12. Governors and the Trustees are not consulted and informed of the school's response to address CV-19 risks and wider school opening.</b>	<ul style="list-style-type: none"> <li>The LGBs, SIB and Trust Board continue to meet regularly via online platforms.</li> <li>The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> </ul>	L	Governors and Trustees		<ul style="list-style-type: none"> <li>All actions complete</li> </ul>	L
<b>Additional Site-Specific Issues (e.g. pool)</b>						