

**BET COVID-19 Risk Assessment Template – Further Extension of Provision September 2020**

**APPROVED BY TRUST BOARD MEETING. 14 JULY 2020**

Identification and mitigation of risk ensuring all staff, pupils and other stakeholders to provide a COVID safe and productive learning environment. Elements will need modification locally to reflect different BET premises. This planning framework reflects increased attendance of year groups. This risk assessment does not take account of online learning risks - these are addressed elsewhere in a separate policy - but rather it is focused exclusively on our intended increased/full school provision in accordance with DfE guidance 2 July 2020. It should be reviewed at regular intervals, initially 2 weeks into term and will be reviewed by the Trust Board at its meeting on 6 October 2020.

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| **Assessors’ Name** |  | **Persons Affected by This Risk Assessment** |
| Victoria Grace | Raine Ryland & Neil Strowger | Students, staff, contractors, parents, governors/trustees/members, visitors and volunteers |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated**  **Using scoring chart below)** |
| COVID-19 being present and contracted/spread by pupil, staff member, contractor on school premises or any other person | **Institutional, buildings**  **Cleaning** enhanced protocols as outlined in Churchill updated cleaning specification Awaiting details from Churchill.  Before September 2020 minimum cleaning procedures to be carried out to mitigate risk in well used areas that will facilitate pupil and staff movement – Churchill’s cleaning protocols will be reviewed to ensure this,  Ongoing and regular cleaning creating a janitor function (Churchill or school to implement) cleaning multiple times a day; toilets to be cleaned multiple times per day as per cleaning protocol to be reviewed as necessary - Cleaning Janitor function already in place but hours to be increased. toilets to be cleaned regularly.  Disinfection of keyboards, light switches, desktops, keyboards, telephones. Equipment, all IT and other sanitized before and after each lesson -  Basic classroom items not to be shared) pencils, pens, mathematical equipment etc.) With equipment and items that must be shared these must be cleaned using minimum cleaning requirements always between bubbles (e.g. sewing machines, paintbrushes, keyboards, outdoor equipment such as spades/trowels) and regularly during use by any one bubble. Books can be taken home and marked/text books shared in lessons but cleaning protocols continue to apply to shared resources (regularly): (1:1 iPad learning may assist with this)  Staff and students to bring their own equipment (pen/pencil/lunchboxes/water bottles): each staff member to be provided with own personal “bag” of pens. Markers, pointers for whiteboards to carry with them from lesson to lesson.  Consider practicability of infection controls over orders and supplies received from external suppliers – take into account extent to which supplier/deliverer is wearing face coverings/gloves.  **Physical distancing**  Physical Distancing in place at any one time will continue to be enforced via School Behaviour Policy and clear guidance to staff on their own and students’ following of this  Use of student ‘bubbles’ – bubbles to comprise year groups with staggered start, break, lunch and finish times  Students to be seated in class facing forwards and side by side rather than facing each other; teachers and other adults in class (unless required by health or other assessment/health plan) to remain 2ms away from students at front of class in all classes.  All staff and students to minimise all face to face contact and minimise time spent within 1 metre of anyone.  Each bubble of students to be kept apart by utilising one-way systems, staggering breaks, lunch and arrival and departure times. Dining areas to be cleaned between use by each bubble.  Movement across site by different year group bubbles to be minimised as much as possible: consider whether possible to timetable movement by year group bubbles so that only one bubble is moving at a time and then only where necessary, can a year group bubble mainly spend time in one area of the site apart from when needed to move to specialist rooms; the same practical classroom/outdoor spaces to be allocated to each year group if achievable; if not consider infection/cleaning controls.  Using floor markings to enforce physical distancing classrooms, corridors, and outside walking routes which are designated one way.  Looking at maximum room capacity each teaching and communal area to be assessed to identify the maximum pupil numbers to achieve social distancing measures. No more than 30 students per room as per guidance. If 30 students plus staff cannot be accommodated in the room, a different room must be used, or pupil numbers reduced.  Maximum capacity levels should be detailed in each room being utilised for staff to refer to; if numbers exceed, staff must not allow additional students or staff to enter the room.  Teaching areas to be organised to facilitate physical distancing - tables and chairs to be moved apart appropriately, or removed entirely; adults in room to be able to remain 2 metres away from each other  Use of communal staff areas such as the staff room/faculty meeting rooms/kitchen areas to be considered very carefully: where possible do not use but if needed to be used then engage staff in planning how area should be set up to maintain physical distancing and whether communal equipment to be used (e.g. kettles) with infection/cleaning controls.  Keep unused areas sealed off to prevent potential contamination  New signage where needed for fire routes and any one-way routes for most efficient foot fall; approved routes to and from teaching area  All toilet/changing facilities (if needed) to be assessed for maximum capacity, depending on size of areas and any bottle necks. Maximum capacity to be posted on entrance  Require all staff to follow DfE advice on PPE and the application physical distancing because of suspected case of Covid-19 or other need (e.g. needs of child, medical reasons, physical intervention)  No Assemblies or meetings/events where numbers of students exceed guidelines  Music lessons may take place; maximum 15 at a time where wind or singing or chanting and ideally outside. Further DfE guidance awaited  **Waste and infection control**  Ensure appropriate ventilation of populated areas to minimise the risk of infection  Encourage to ‘catch it, bin it, kill it’ necessitating the need to regular safe disposal of tissues  Facilities for waste of tissues or PPE to be isolated and collected and disposed of appropriately at regular intervals . In the case of infected area in the isolation area, waste and area to be sealed off for 72 hours or until appropriate cleaning has taken place by nominated accredited contractor  Awareness of the location of all by manager as well as site team including janitorial function in order to control risk of spread of infection  Continue to restrict access to site; parents/carers only with an appointment and exceptions for statutory services in emergencies. Otherwise, no volunteers/governors for Autumn Term 1 including volunteers unless agreed in advance by Head of School  **DFE CIBSE buildings checks**  Usual term beginning/ reopening checks to take place (legionella etc.)  Reference CIBSE emerging from lockdown document  Disinfect all surfaces and areas that will be used for teaching  Re-examine fire routes emergency lighting and fire alarms as well as the fire evacuation procedure and appropriate gathering point  Risk assessment document to be shared with staff together with appropriate comms | Highly likely  5 | 5  (if infection source not identified quickly and controlled) | 25 | 10 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Pupils, staff, contractors, others, contracting COVID-19 – possibility of spread of virus | **People**  General protocols:   * Covid-19 mitigation information prominently displayed and reinforced on arrival to staff and students: emphasising physical distancing and importance of frequent handwashing * Those wearing face covering on arrival at school must be shown how to remove safely and not touch their face covering whilst removing it; if disposable must be disposed of in a bin, if reusable, put in plastic bag and do not remove until time to go home. Wash hands after removal and disposal * Hand washing protocol to be implemented, using the soap and water rule where possible lasting 20 seconds in order to kill the virus. This will be a central feature of provision. Hand washing/use of sanitiser to occur on arrival, before and after going to the toilet and at any other time as required. Consider advice to be given to those with soap/water allergies * Schools to consider adding sanitiser/hand washing stations in order to ensure there are enough per student group/bubble * Hand washing to be encouraged over hand sanitiser where possible * All staff and students to follow the ‘Catch it, Kill it, Bin it’’ requirements * Additional external hand washing stations to be available where appropriate * Hand sanitiser available where hand washing is not feasible * Enforcement of physical distancing at drop off and collection points with parents /carers by using staggered drop off and pick up times * Disposable tissues available in each classroom and communal area (e.g. dining areas) for sneezing and coughing containment * Regular comms to re-enforce messaging on keeping safe to students, staff and parents, including engagement with NHS Test and Trace * Risk assessment of any contractors needed to attend site and monitoring of their location to prevent cross contamination: where possible outside of school hours, must keep log of all those on site in accordance with standard BET procedures in any event, * Delivery operators to be given clear guidance on physical distancing from staff and to use hand sanitiser/handwashing facilities before entering school * Parents/carers should only attend site with an appointment; no drop in or queries. All queries must be sent by email or phone. Notices on front reception doors to remind all of this. * Supply/peri/temporary staff and specialist teachers can attend school with an appointment; must be given same clear guidance on physical distancing; use of shared areas; one way travel around site; and personal hand and equipment hygiene. * Recruitment to continue remotely over summer * Consider whether presence of volunteers/governors on site during Autumn Term and Spring, helpful or not: complete RA for any attending including HR Risk Assessment. Advice is that volunteers should not mix between groups and should remain at 2m apart (even as at July 2 2020, not 1m) * Support for mental wellbeing of staff and students as they navigate these provisions – for some it may be very stressful to have to remember to do all this, plus teach/learn, plus worry of whether they are catching it or spreading it. Comms and sources of support also prioritised   **PPE – personal protective equipment**  Visors and masks to be available to all teaching staff to mitigate risk of infection  Full PPE kits available in accordance with government protocol to treat children exhibiting symptoms of COVID-19 whilst arrangements are made for their prompt evacuation from the site – designated holding area.  Messaging that gloves are not a replacement for hand washing  Hand sanitiser stations and each classroom equipped with a spray bottle of disinfectant solution and blue paper towel  Students educated in protective ‘bubbles’ which are consistent all week if a student displays COVID-19 symptoms they should be isolated and sent home and get a test. If positive then household self-i2msolates for 14 days and confirmed case individual for 7 days. School to contact PHE to discuss. | 5 | 5 | 25 | (5x3)  15 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Suspected COVID case – possible spread | Students reminded that where they have symptoms they are to report to the School nurse/nominated tester – who will proceed to take a temperature reading and assess symptoms  Clear guidance provided as to symptoms of covid-19  School comms focus staff and parents/carers understand that they will need to be ready and willing to book test, provide details self-isolate, engage actively with NHS Test and Trace  Staff to self-test as per government advice, or use on site thermometers; to book a test appointment and to engage actively with NHS Test and Trace  Continued reminders that where a household member has symptoms or has tested positive all household members must self-isolate and engage actively with NHS Test and Trace  In the event of a temperature Reading of over 37.8 Celsius or greater, isolation protocol to be followed. Other symptoms include   * a new cough that’s lasted for 24 or * coughing more than usual in the last 24-hours or coughing more than usual   Empty the area where a member of staff for pupil has been that day and remove and sanitise anything they may have touched  Isolation area to be sealed off with strict access and include access to a toilet  All items that are not needed for medical care to be removed from isolation area before it becomes designated isolation area  Separate toilet area to be used if possible  Tissues and waste bag in lidded bin to be provided in the room and  CEO and Head of School to be informed of suspected case immediately  Place the suspected COVID-19 case in isolation, caretaker and/or staff attending to wear full PPE until the pupil or other is removed  Requirement for more than one area of isolation if possible in order to enforce the 72-hour rule should there be a suspected case of infection  Suspected COVID-19 patient to be removed from premises as soon as possible  Decontamination of the holding area or areas to take place after the 72-hour rule or with appropriate PPE and product in accordance with cleaning protocol  Where a person tests positive this should be communicated to the Local Health Protection Team and schools to follow their advice.  Those who have travelled in a confined space with the confirmed case, also to be sent home  Schools will be provided a template letter by DfE to be sent to parents/carers if needed and emphasise engagement with NHS Test and Trace. Schools must not share the name of the infected student or staff member whatever the circumstances  If close contacts test negative return to work/school. If there is a positive test for an individual or a member of their household tests positive individual should stay at home in isolation for 7 days, household members for 14 days and follow the ’stay at home guidance’. Schools might request evidence of negative test results or other medical evidence before admitting those who have self-isolated back into School. | 4 (could go lower as R is currently below 1 therefore likelihood is low) | 5 | 20 | (5 (because the chances of it spreading in any space are high) x 3 (in terms of extent of spread, which can be managed by containment)  15 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Possibility of pre-existing health condition that preclude attendance on site | * Pre-screening students and staff before attending premises, assessment and awareness of underlying health conditions that may be relevant to COVID-19, including requirement on parents/carers and staff to disclose such information (refer to Individual Risk Assessment for potential vulnerabilities including ECV and EV pre and post 01/08) * Reminders to parents/carers and students before end of term and every half term during Covid that they must update any pupil specific medical concerns/ issues * Identify any staff that may have been classed as vulnerable using Individual risk assessment * Checking any relevant health data on SIMS regarding student’s medical records; consider asking all parents/carers to complete an updated medical form (which can be via google form) this year to ensure school records are correct and up to date. * Check status of staff and require health declarations; regular updates in status if changed on household members * Factor in any other health conditions including anxiety that may affect attendance * Protected characteristic equality impact statement completed and reviewed in time for September 2020 and in HR Risk Assessment * Suitable supportive measures have been put in place for staff including how to obtain well-being support (Care First telephone line) | 5 | 5 | 25 | 10 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Catering | There will be limited catering, with staggered break and lunchtimes. This will vary by School due to the different catering facilities and arrangements.  All catering providers to follow the guidance for food businesses on coronavirus (COVID-19) and to ensure RA provided to each School prior to 1/9/20: consistency to be sought between BET RA physical distancing and cleaning requirements and Catering R.A.s | 4 | 5 | 20 | 10 (2 x 5)  staggered break and lunch times to preserve bubbles reduced catering provision |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Sport as part of curriculum/Outdoor activities/clubs | Outdoor activities to be prioritised where possible in favour of indoor activities. If indoor large space to be used.  Outdoor equipment to be used in preference, Consider need for students to change for activity and consider extent of activity (e.g. attending in P.E. clothes; active modes of transport to school)  Co-curricular and externally run indoor/outdoor clubs can go ahead if RA completed that covers these things and if BET approved (outdoor preferred): restrictions may remain in place under awaited DfE guidance for extra/co-curricular activities that include singing, speaking, chanting, wind instruments.  Equipment must be sanitised between bubbles and consider cleaning frequently or left for 48/72 hours (if plastic as per guidelines)  No residential trips allowed currently (behind general population guidance), however day trips may now be planned and take place where individual RA carried out to include Covid secure planning; all such risk assessments to be signed off by School EVC  External coaches, clubs, and other holiday activities to go ahead as long as following guidance; risk assessment to take place with externals/clubs: using BET standard RA for external providers to ensure no cross infection. | 4 | 5 | 20 | (2 x 5)  = 10  transport preserves bubbles and no cross- year trips and visits or co-curricular activities |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Student concerns including those at a higher risk of contracting Covid-19 or physical distancing measures not be able to be followed | * Identification of students with EHC, review of risk assessment to be carried out on each pupil assessing if the child’s health and safety needs can be met, meeting DFE guidance that resources should be concentrated on the students with the most complex needs * Review before September of students who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk; if need to revise IHP under Supporting Students with Medical Conditions * Admin of Medicines protocols * Support student mental wellbeing and health through School specific planning and Mental Health and Wellbeing curriculum as part of PSHE * Support of behaviour and discipline following prolonged school absence: early intervention practitioners? | 3 | 5 | 15 | 10  (because all personalised |
| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Negative impact on Staff wellbeing | * Workload monitored, overall working time no longer than usual for teachers or support * Adherence to working time measures in STPCD * Co-planning to ensure team/department/school/Trust support for any challenging areas * Inset days used to support planning for wider opening * Termly Health and Safety forum at each School will actively monitor wellbeing. * Line managers to conduct Individual Risk Assessment with everyone to ensure each person has an opportunity to express concerns * Occupational Health and Employee Assistance Provider Support available * Regular comms to staff on support available | 3 | 3 | 9 | 2x2=  4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Contractors not following protocol, potential of cross contamination.  Minimum standards not met | * Cleaning protocols to be followed, Site Team and Janitors with ongoing monitoring. Any breaches to be reported immediately; limited access only to areas needed; Trust monitoring weekly and monthly meetings to discuss monitoring results * Agreed cleaning schedule with contractors disseminated to schools to facilitate monitoring * Appropriate cleaning products and protocols to be used * BET COVID-19 protocol to be handed out and followed; compliance monitored * Risk assessments to be carried out as usual and where relevant * Maintenance of safeguarding procedures | 4 | 5 | 20 | 10 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Transport  Limited, car congestion  Pupils and staff not getting to work  Use of public transport to be limited/not used | * Walking and cycling encouraged methods of travel * Requirement to maintain social distance whilst walking to and into school * Use of public transport to be discouraged * Car access limited, arrival times staggered in order to maintain optimal flow and physical distancing on drop off * Use of dedicated school transport (coaches) can resume, ideally and if practicable with pupils in bubbles. Sanitiser on hands should be used on boarding and leaving the coach * Face masks should be worn by pupils on the coaches * Coaches should be cleaned at more regular intervals * Coach queues should be carefully marshalled and physical distancing enforced wherever possible. DFE Guidance awaited on this * Increased car marshalling and signa.ge as necessary * If there is no safe route to school including use of public transport pupil or staff member may be unable to attend: DfE guidance on public transport due * Arrival and departure times staggered if and where possible * If collection of a potential COVID-19 case, household member to collect * One way walking routes into and out of school * Avoidance of social gatherings possible where students walking to school or lift sharing clear advice to students and staff on this | 3 (because low numbers using public transport across BET) consider for specific school if higher) | 5 | 15 | 10 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **Risk Mitigated** |
| Comms – incorrect messaging, word of mouth | * Implement the suite of communications centrally produced for all stakeholders including: * Pupils * Parents or carers * Staff * Trustees and governors * Contractors, cleaners, caterers and other service providers * School websites * Press * Local communities * Arrangements put in place to ensure that Parents, Students and Staff Support the setting requirements, and minimum hygiene requirements * Parents and carers have been communicated with about COVID-19 symptoms and household isolation requirements | 3 | 3 | 9 | (2x1) = 3 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** | **After mitigation** |
| Local Lockdown | Plan to ensure all teaching can return to remote learning online including   * All schools have a buddy system in place in order to check staff welfare * Regular phone calls home to check student well-being | 4 | 4 | 16 | 4x3=12 |

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|  | **Likelihood** | **Multiply** | **Severity** | **Priority** |
| **1** | **Highly unlikely** | **1** | **Trivial** | Very Low Priority - No Action Required |
| **2** | **Unlikely** | **2** | **Minor injury** | Low Priority – Risk no 2-4 |
| **3** | **Possible** | **3** | **Over 3-day injury** | Medium Priority – Risk no 5-9 |
| **4** | **Probable** | **4** | **Major Injury** | High Priority – Risk no 10-12 |
| **5** | **Certain** | **5** | **Incapacity or Death** | Urgent Action – Risk no 15-25 |
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