

COVID -19 School Risk Assessment

Steeton Primary School

Date: 17/9/20

Introduction

Schools should be mindful in their planning that the government guidance says that schools will only re-open providing the five key tests set by government justify the changes at the time, including that the rate of infection is decreasing. The five key tests are:

- The NHS is able to cope and has capacity needed
- There is a sustained and consistent fall in the death rate
- The rate of infection is decreasing to manageable levels
- Ensuring supply of tests and PPE can meet future demand
- Being confident any adjustments would not risk a second peak that would overwhelm the NHS

The government guidance says that they are asking school, colleges and childcare providers to plan on this basis, ahead of confirmation that these tests are met. They say that with further progress, schools may be able to welcome back some children from the week commencing 1 June 2020.

This planning guidance is intended to help schools in its initial risk assessment to ensure that the school is ready for some pupils from 1 June at the earliest. We are intending to produce further guidance based on the good practice in schools that has been shared with us. This first document is to support schools in planning for the first phase of wider opening and childcare settings.

The key questions the school or setting needs first to ask are:

- How many pupils are likely to return to school on the day identified by the school for re-opening?
- How many staff will be able to return to school to work with the children?
- How much space is required in classrooms and other spaces to ensure that social distancing can be maintained effectively to keep pupils and staff safe?

All other planning will follow from these three key questions.

This risk assessment is to support schools in assessing risks associated with opening to wider cohorts of children during COVID-19. Schools need to consider all local and national guidance, guidance indicated in this document is correct at the date of issue, schools will need to ensure they are aware of changes in guidance and should respond accordingly. You must consider how you safely deliver provision to children within your community. Each school community has different and varying needs and you should consider what you already know and evidence the safest response for children within your school.

Signature of the responsible officer in school

kwheeler

will ensure that the control measures are undertaken.

I confirm that I have read this document and

Date: Updated 17/9/20

Index Page- All the page numbers below are hyperlinks

[A1- General introduction](#)

[A2- Index.](#)

[A3- Notes to assist with Risk Assessment completion](#)

[B1- Front sheet for IPRA. School information](#)

[B2- Summary of key information](#)

[B3- Risk rating explained](#)

[C1- Policies and procedures](#)

[C2 - General site safety](#)

[C3- Electrical supply, systems and equipment](#)

[C4- Heating and ventilation](#)

[C5- Fire safety](#)

[C6- Invacuation and lockdown](#)

[C7- Cleaning](#)

[C8- Infection control](#)

[C9- Social distancing](#)

[C10- Pupil wellbeing](#)

[C11- Staff wellbeing](#)

[C12- Parents and family wellbeing](#)

[C13 - Access to learning](#)

[C14- Safeguarding](#)

[C15 - Communication](#)

[D1 - Plan confirmed COVID-19 case](#)

[D2 - Plan suspected COVID-19 case](#)

[E1- Contacts - a list of useful contacts](#)

[F2 - Bradford Symptomatic Key Worker Referral Form](#)

[F3 - Key worker referral form guidance notes](#)

[Glossary](#)

RA- Risk Assessment

IHCP- Individual Health Care Plan

EHCP- Education Health Care Plan

CYP- Child Young Person

MOS- Member of staff

CV19 - COVID-19

RAG - Red Amber Green, RAG Rating

PEP - Personal Evacuation Plan

PPE - Personal Protective Equipment

Notes to assist with Risk Assessment completion

Schools and settings should take account of all local and national guidance in relation to COVID-19 and education settings and update relevant parts as a result of new guidance issued

Use section B1 to make reference to any relevant documents which should be considered in line with these risk assessments. It also has links to current guidance which you will need to keep updated

B2 allows schools and settings to consider what capacity in resources they have to implement the ask of the government to increase numbers of children accessing school

B3 explains RAG rating . You should RAG rate the risk before control measures are implemented and again afterwards. Control measure should, in most instances, reduce the identified risk. For each identified risk you should consider the likelihood of the instance happening and the impact of harm if it does.

Each of the tabs C1- C16 should be an appendix to **existing** policies, procedures and risk assessments that schools will already have in place for each identified area.

D1 and D2 should provide a response to confirmed and suspected COVID case and links to arranging testing guidance

E1 Contains useful contact information

F1 and F2 contain the referral information for testing for school staff who are symptomatic. This should be used in conjunction with the guidance issued alongside this document

Name of the school: Steeton Primary School

Headteacher: Kevin Wheeler

Chair of Governors: David Mullen

This is RA Version: 4

And has been undertaken by: Kevin Wheeler HOS/ John Cooper EH

On the following date: 17/9/20

The RA review date is: 23/10/20

Location of other documents not held in the RA

The below is to list other key documents that may be relevant to be read in conjunction with this risk assessment. (Example documents: First Aid Policy, Fire Safety, COSHH, Premises Management, Child Protection and Safeguarding Policy, Staff Well-being Policy, Bereavement

Document	Location	Review Date
First Aid	Policy Drive	01/09/20
fire safety	Policy Drive	01/09/20
CosHH	Policy Drive	01/09/20
Premises management	Policy Drive	01/09/20
Child Protection	Policy Drive	01/09/20
Safeguarding	Policy Drive	01/09/20
Staff well being	Policy Drive	01/09/20
Attendance	Policy Drive	01/09/20
Bereavement	Policy Drive	01/09/20
Accessibility	Policy Drive	01/09/20

Relevant guidance

Guidance for full opening: schools

Guidance for full opening special schools and other specialist settings

Covid 19: guidance for households with possible coronavirus infection

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

COVID-19: cleaning of non-healthcare settings guidance

Summary of Key Information	
Project Name	Project Phoenix
Project Manager	John Doe
Project Start Date	2023-01-15
Project End Date	2023-06-30
Project Budget	\$500,000
Project Status	In Progress
Project Location	New York, NY
Project Description	Development of a new software application for project management.
Project Objectives	Develop a scalable, secure, and user-friendly project management system.
Project Risks	Scope creep, budget overruns, and resource availability.
Project Deliverables	Software application, documentation, and training materials.
Project Stakeholders	Project Manager, Project Team, Project Sponsor, and End Users.
Project Communication	Weekly status reports, bi-weekly meetings, and a dedicated project communication channel.
Project Governance	Project Charter, Project Management Plan, and Project Governance Framework.
Project Success Metrics	Project completion rate, budget adherence, and user satisfaction.

Below provides a summary to consider the number of children who can safely access education provision in the context of COVID-19

[illegible]

Risk rating

		Likelihood of occurrence		
		Likely (3)	Possible (2)	Unlikely (1)
Likely impact	Extremely Harmful (3)	Unacceptable	Substantial	Moderate
	Harmful (2)	Substantial	Moderate	Acceptable
	Slightly Harmful (1)	Moderate	Acceptable	Trivial

Unacceptable	Substantial	Moderate	Trivial and Acceptable
Action must be taken immediately to reduce risk. External, professional advice should be sought to mitigate and alleviate the prescribed risks of harm	Further action should be taken immediately to reduce the risk of harm. Setting may wish to engage the services of external professionals.	If it is reasonably practicable to do so then additional controls should be put into place to further reduce the risk.	No action is required for the risk rating. All documents should be kept for future reference.

[Back to Index](#)

Area of concern: Policies and procedures

Consider all policies and procedures relevant to the day to day running of your school and whether an appendix should be added in the context of COVID-19.

Ensure policies are revisited with staff and any additions and changes are highlighted.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required	Links to relevant policies
Policies do not reflect unprecedented Covid 19 Pandemic		Annex to Policies including Key Actions and this updated RA		SLT	Oct-20	Update specific EYFS RA to reference this RA	Staff Training Wednesday 2nd September 2020	
		Staff to read COVID risk assessment, Implementing protective measures in education and childcare settings, Key List actions, Coronavirus risk assessment, Emergency Plan Guidance for full opening		SLT	Oct-20		Staff Training Wednesday 2nd September 2020	
		Planned training day before school re-opens to bring staff up to date with procedures to be implemented		SLT	Oct-20		Staff Training Wednesday 2nd September 2020	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links					
Governors								
SLT								
Teaching Staff								
Support staff								
All staff								
Parents								
Children (child friendly version)								

Area of concern: Site safety

Staff arrival, children's arrival and numbers of entrances open (think about security and social distancing), visible guidance (lines on playgrounds, signs etc), start and finish times

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Staff, pupils, parents and visitors can enter the site safely and are aware about the social distance rules.		Staff enter school via the main entrance. Staff will use Social Distancing guidance when moving around the school site. All Teaching and TA staff on site ready to start for 8:30am.Staff will not enter classrooms outside their bubble. Staff to exit buildings before 4:0opm to allow fogging/cleaning procedure. Library to be used for planning meetings/Green room for staff meetings no time restriction Monday - Thursday. Kitchen staff use Kitchen entrance.		SLT	23/10/2020		
		Each phase bubble enters/ exits school using their own entrance. See Bubble Plan and are escorted to their classrooms.		SLT	Oct-20		
		Signs for the one way system and 2 metre distance lines have been marked around the school grounds and buildings		SLT	Oct-20		
		Parents are not allowed on school premises unless permission granted by SLT in exceptional circumstances(They will be informed of Social Distancing guidance and expectations)and will leave and collect children from the allocated gates under staff supervision.		SLT	Oct-20	Reception Parents will be allowed into school during the Induction period in small groups of 5. This will be assessed continuously if time scale needs expanding. They will be informed of Social Distancing guidance and expectations. Advised to wear masks	
		Only essential visitors will be allowed in school by appointment (unless emergency services/Social Care) and will be informed of Social Distancing guidelines and expectations.		SLT	23/10/2020		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Electrical supply, systems and equipment

If all or part of your site has been closed, ensure you revisit all policies and procedures in relation to supply, systems and equipment. Some equipment may need to be moved or removed to reduce risks in relation to infection control. Consider safe storage of items moved

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Site Maintenance / Equipment Safety		Site Manager has been on site throughout lockdown and has continually assessed risks of electrical supply/systems and equipment - all inspections have been carried out throughout lockdown and will continue		SLT/ES	Oct-20	
PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)		Check with Eric/Checked 20/5/20 Due but 6 month window(Completed June21)		SLT/ES	Oct-20	
Staff Room Kitchen Facilities		Close down Staff Kitchen. Staff eat in dining room/own room. Revised 15/6/20 Staffroom to be used for planning		SLT	Oct-20	
Removal of equipment to reduce risks in relation to infection control		Soft furnishings and unnecessary equipment removed in June 20		SLT/All staff	Oct-20	
Shared with	Yes, N/A	Date shared				
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						

Area of concern: Heating and ventilation

Consider use of heating and air conditioning systems and seek guidance on potential risks of use and infection control. Consider Government guidance on ventilation across all areas of the school where children and staff will be.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Gas supplies including Boilers and kitchens		Site Manager has been on site throughout lockdown and has continually assessed risks of heating all are serviced up to date and will continue.		SLT/SBM/ES	Oct-20	
Ventilation systems including LEV in kitchens and classrooms		Site Manager has been on site throughout lockdown and has continually assessed risks of heating/air conditioning systems - all are serviced up to date and will continue.		SLT/SBM/ES	Oct-20	
Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		Testing done and passed 12/6/20 and will continue as scheduled		SLT/SBM/ES	Oct-20	
Poor ventilation in enclosed spaces can enhance potential infection spread		Windows to be open in classrooms /dinner Hall / meeting rooms as much as possible throughout the day		SLT/ES/All staff	Oct-20	
Shared with	Yes, N/A	Date shared				
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						

Area of Concern: Fire safety

Consider fire procedures including evacuation. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during reevacuation if there is a risk of fire. Ensure a fire evacuation procedure is planned, explained and practiced as soon as school reopens.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Faulty Alarm Systems		Operational checks (to ensure good working order) to be carried out on : ongoing Annual Service w/b 7/9/20		ES	23/10/2020	
		Fire alarms/smoke alarms/panic and accessible-toilet alarms. Ongoing		ES	23/10/2020	
		Fire-door mechanisms		ES	23/10/2020	
		Emergency lighting		ES	23/10/2020	
Evacuation Plan does not take into account Social Distancing		Updated Evacuation Plan taking into account Social Distancing including re entry to buildings and practiced 2 x weekly (to be reviewed). Staff Training before school reopens.(Issue if some entry/exit points needed for Social Distancing are blocked due to emergency)The Fire Drill Procedures are in each room and staff should make themselves aware of the guidelines and their nearest fire exit.		KW/CR/ES	23/10/2020	
		Staff will be informed(and children) when fire drill will take place in order to complete within Social Distancing guidelines		KW/CR/ES	23/10/2020	
Shared with	Yes, N/A	Date shared				
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						

Area of concern: Invacuation and lockdown

Consider procedures around invacuation and lockdown. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during these situations. Provide guidance to children and visitors.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Staff and pupils have to follow invacuation and lockdown procedures, meaning they are isolated in a classroom together for an extended length of time.		Social distancing measures should be adhered to where possible. If the school goes into lockdown or invacuation, it is imperative that all policies and procedures linked to the Emergency Plan stay in place and are followed. See Appendix 'Emergency Plan		KW/CR/ES	23/10/2020	
Shared with	Yes, N/A	Date shared				
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						

Area of concern: Cleaning

Use Government guidance in respect of cleaning to reduce risk of infection spread. Revisit relevant policies and consideration of additional training for staff.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
The risk of infection spreading amongst staff, pupils and parents due to cleaning guidance not being followed.		Ensure all staff are trained using the Government guidance 'Implementing protective measures in education and childcare settings' and Key Action List section 'Protective measures and hygiene' See appendix		SLT/SITE Manger	Oct-20	Fogged daily as per other classrooms
		Enhanced cleaning schedule		SLT/SITE	Oct-20	
		All classrooms to be cleaned down at lunch time , as well as at the end of the day using designated lunch time staff.		SLT/SITE Manger	Oct-20	
					23/10/2020	
		High traffic areas to be identified and cleaning lists to be added to classrooms		SLT/SITE Manger	23/10/2020	
		All staff are to be trained and responsible for enhanced cleaning		SLT/SITE Manger	23/10/2020	
		Additional supplies to be ordered		SLT/SITE Manger	23/10/2020	
		Pupils and staff to wash hands/use sanitizer on entry, break, lunch, afternoon break and home time		SLT/SITE Manger	23/10/2020	
		Each phase will use own toilet block		SLT/SITE Manger	23/10/2020	
		Site manager/trained cleaner to use a fogger to disinfect all class rooms /toilet blocks/cloakrooms/dining hall at the end of every day.		SLT/SITE Manger	23/10/2020	
		Extra Deep Clean Friday pm All rooms including offices		SLT/SITE Manger	23/10/2020	
		Each room cleaned every morning as per current cleaning schedule.		SLT/SITE Manger	23/10/2020	
		Equipment (eg Maths weighing scales) to be used by another bubble the next day to be left in room and fogged before removal the next day.		SLT/SITE Manger	23/10/2020	
Shared with	Yes, N/A	Date shared				
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						

[Back to Index](#)

Area of concern: Infection control

Should be considered in conjunction with all other relevant risk assessment and policies such as cleaning, social distancing

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Poor Hygiene practices by Children: 1. hand washing		1. Hand sanitizer available in all classrooms and toilets and on entry to each bubble. 2. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. 3. Washing hands posters replaced in all washing areas 4. Reminders how to wash hands properly – videos and posters 5. Procedure agreed for children to wash hands so thorough hand washing		SLT/ Site management	Oct-20	
2. Spreading virus through Talking, Coughing and Sneezing		1. Social distancing required to be in place as much as possible, with everyone in school encouraged to observe this and demonstrate their care for one another. 2. Catch it, Bin it, Kill it. Information spread to school through posters and message to everyone on school site. 3. Catching a cough or sneeze in the crook of the arm demonstrated to all on the school site if a tissue is not available. 4. Tissues in classrooms available for everyone.		SLT/ Site management	Oct-20	
Lack of Hygiene resources for staff.		Ensure have appropriate pre ordered resources		SLT/ Site management	Oct-20	
Staff Training		Ensure all staff are trained using the Government guidance 'Implementing protective measures in education and childcare settings' Key Action List section 'Protective measures and hygiene' and Coronavirus risk assessment 'Spread of infection'		SLT/ Site management	Oct-20	
Lunch Time		See appendix Lunch will be eaten in the hall. The tables and chairs will have to be cleaned down after each bubble has used it.			23/10/2020	
Bubbles		Staff and children remain in Phase Bubbles when in school			23/10/2020	
Shared with	Yes, N/A	Date shared				
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						

Area of concern: Social Distancing

Consider what measures need to be taken to implement this across the school day. For example, staggered social times, children and staff working in 'pods', one way systems, entrances and exits.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Infection spreads between staff, children and parents due to social distancing measures not being followed		Read, Adhered to and implemented Government guidance on 'Implementing protective measures in education and childcare settings' See appendix		SLT	Oct-20		
		Designated gates for drop off/pick up		SLT	Oct-20		
		Lunch will be eaten in the hall. The tables and chairs will have to be cleaned down after each bubble has used it		SLT	Oct-20		cleaning materials
		Break and lunch times to be staggered		SLT	Oct-20		
		Lunch staggered over two hours 4 X45 min slots in bubbles		SLT	Oct-20		staff training
		Break times staggered over 50 mins using 4 slots 2 per play area		SLT	Oct-20		
		Staff area to be used in year group bubbles. Areas to be cleaned down after each bubbles use.		SLT	Oct-20		staff training
		Signage for 2m distancing		SLT	Oct-20		signage
Staff Vulnerability		Face visors, gloves and aprons to be supplied to all staff who would prefer to use them. Staff carrying out intimate care procedures and first aid across bubbles must wear above equipment.		SLT	Oct-20		PPE Equipment
Lack of social distancing Of parents wanting to enter playground in morning and afternoon for drop off/collection resulting in direct transmission of the virus to staff and other parents.		Detailed letter of arrangements sent to parents. All gates supervised by staff.		SLT	Oct-20	Reception parents to use top gate and queue with 2m social distancing to drop children at the door.	
School Bus		Out of our control. To discuss with YellowBus Co Risk Assessment sent to school. No afternoon service due to time change.Min bus service engaged for PM. Risk assessment for driver completed DBS Clearance.		SLT	Oct-20		Hire a minibus and driver
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Pupil Wellbeing

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Staff training/guidance on emerging themes around pupil wellbeing.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Emotional distress of the children		1. Children to have class teacher and LSA where possible. 2. Children's mental well being is the priority on the return to school. Activities and work provided will support and encourage all children. 3. Staff to quickly identify pupil needs and use CPOMS to record and identify support 4. Identify internal, LA and Outside Agency support where required		SLT / Inclusion Manager	Oct-20	Potential to expand period of transition including parent staying.	
		Use PSHE resources to provide guidance and support for all children		SLT / Inclusion Manager	31/10/2020		
		Discreet PSHCE lessons		SLT / Inclusion Manager	31/10/2020		
		Zoom Assemblies by SLT		SLT / Inclusion Manager	31/10/2020		
A pupil falls ill on site		Ensure all staff are trained using the Government guidance 'Guidance for full opening- schools' Key Action List sections 'Protective measures and hygiene & Pupil Wellbeing' and Coronavirus risk assessment. See appendix		SLT / Inclusion Manager	31/10/2020		
		Put pupil in isolation with a member of staff PPE equipment will be provided and will be kept in a central place for each Key Stage. See Appendix Coronavirus risk assessment 'Ill health'		SLT / Inclusion Manager	31/10/2020		
		The area where the child(ren) has been will be thoroughly cleaned.		SLT / Inclusion Manager	31/10/2020		
		If pupils are showing symptoms of the virus- they will be sent home along with their siblings and asked to take a coronavirus test.		SLT / Inclusion Manager	31/10/2020		
		If someone tests negative, if they then feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.		SLT / Inclusion Manager	31/10/2020		

		<p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>		SLT / Inclusiuon Manager	31/10/2020		
		<p>In the even of a positive test: The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p>		SLT / Inclusiuon Manager			
		<p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p>		SLT / Inclusiuon Manager	31/10/2020		
		<p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p>		SLT / Inclusiuon Manager	31/10/2020		
		<p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p>		SLT / Inclusiuon Manager	31/10/2020		
		<p>travelling in a small vehicle, like a car, with an infected person</p>		SLT / Inclusiuon Manager	31/10/2020		
		<p>In the even of a positive case of the virus and on instruction from the Public Health England the phase that the positive case from will have to self isolate for 14 days</p>		SLT / Inclusiuon Manager	31/10/2020		

		Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:		SLT / Inclusiuon Manager	31/10/2020		
		if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.		SLT / Inclusiuon Manager	31/10/2020		
		if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection		SLT / Inclusiuon Manager	31/10/2020		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Staff Wellbeing

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Additional support for staff who are shielding. School leaders, supervision and support.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
All staff need to be trained in changes to schools policies and procedures		All staff to attend training Wednesday 2nd September		SLT/Govs	Oct-20		Staff training, cleaning equipment, PPE equipment
Staff fall ill in school		Ensure all staff are trained using the Government guidance 'Guidance for full opening - schools' Key Action List sections 'Protective measures and hygiene & Staff' and Coronavirus risk assessment. See appendix		SLT/Govs	Oct-20		
		Staff member to be sent home to isolate, take a test. If negative return to work as advised PHE if positive inform SLT who will inform PHE and act on advice given.		SLT/Govs	Oct-20		
		All areas of school where the staff memeber has been will be cleaned before being used again.			23/10/2020		
Staff work load and expectations		PPA to be on Friday PM for all teaching staff		SLT/Govs	Oct-20		
		Flexible working hours due to possible childcare issues.		SLT/Govs	Oct-20		
		Negotiate with staff Lunchtime and playtime cover		SLT/Govs	Oct-20		
		Negotiate with support staff change of time to start earlier in the morning with time off Friday afternoon		SLT/Govs	23/10/2020		
Staff Mental Health		Regular check up with staff by SLT.		SLT/Govs	23/10/2020		
Staff Vulnerability		Face visors, gloves and aprons to be supplied to all staff who would prefer to use them. Staff carrying out intimate care procedures and first aid across bubbles must wear above equipment.		SLT	Oct-20		PPE Equipment
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Parent and family Wellbeing

Consider virtual communication. Communicating with Parents about how they can seek support differently (used to come into school office / drop off points)

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Parents do not understand how different operating conditions of school will be. Parents do not understand can not enter school		Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection) including: Discuss plan with govs for approval 21st May 2020 • Communicate full guidance to parents on 20th July 2020 • Remind parents of contact with school for support and queries (School Phone, email)		SLT	Oct-20	Parents allowed into school for transition at at appointed time	
If working from home not safe for staff to use own phones to contact parents		Use ZOIPER so can use school phone system remotely, SLT to be given a school mobile.		SLT/JMA	Oct-20		ZOIPER
Communication from Sept 20		All school communication is sent out using school PING.		SLT	23/10/2020		
		Children who do not return to school in Septemebr will be contacted by IWO. School will work with these families to get the children back to school ASAP		SLT	23/10/2020		
		Families that can not be contacted are to be followed up with a home visit bySLT/IWO		SLT	23/10/2020		
		Families that do not have access to PING will be contacted by the school office or IWO by phone and notify of school changes.		SLT	23/10/2020		
				SLT	23/10/2020		
		All payments to school will now be through ParentPay		SLT	23/10/2020		
Parents needing to come into school office		Parents reminded that in the first instance no parents to be allowed on the premisis from September. Contact by phone with possibilty of arranging social distanced meeting or zoom call.Parents allowed in to meet with staff in exceptional circumstances at the discretion of SLT. Parents are not allowed on school premises unless permission granted by SLT in exceptional circumstances(They will be informed of Social Distancing guidance and expectations)and will leave and collect children from the allocated gates under staff supervision.		SLT	23/10/2020		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Access to learning

Children on site and children off site, SEN and vulnerable children. Meeting learning needs, plans for learning, curriculum access

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
What returning support is available for vulnerable and/or disadvantaged children (including any dual-registered students)		One to one allocated support allocated to them on return. Use PPE where desired.		SLT/Inclusion Officer/Senco	Oct-20		
Curriculum Access		One to one allocated support allocated to them on return. Use PPE where desired.		SLT/Inclusion Officer/Senco	Oct-20		
Put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.		SENCO, Inclusion Officer and SLT will work closely with families' and one to one support staff allocated as needed. Update risk assessment for September		SLT/Inclusion Officer/Senco	Oct-20		
				SLT/Inclusion Officer/Senco	Oct-20		
Contact with Parents of children not returning to school		Phone calls from school		SLT/Inclusion Officer/Senco	Oct-20		
Home Visits		Last resort using Social Distancing Guidelines		SLT/Inclusion Officer/Senco	Oct-20		
Pupils accessing full curriculum learning on site		Pupils will be taught in their usual classes. Each phase will become a bubble allowing staff to move between groups and for children to be set for Maths and Phonics.		SLT/ ALL STAFF	31/10/2020	Children will have a 2 week transition into school.	
Pupils not accessing the curriculum in the event of bubbles having to collapse		Staff and pupils will be trained in the use of zoom. Programme of zoom sessions set up for two week isolation see Programme Outline		SLT/ ALL STAFF	31/10/2020	EYFS to use an adapted model	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Safeguarding

Responsibilities in respect of safeguarding haven't changed, referral routes should remain the same.

Consider heightened risks to children in the context of COVID -19.

Inform any changes of provision arrangements to Social Workers to allow for a reassessment of risk.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Covid 19 not considered in original Policy		See annex to policy to cover Covid 19 especially around children not on site.		SLT	Oct-20		
Pupil wellbeing may be of higher risk due to not attending school		Class teacher and all staff to look for signs of abuse and report immediately to DSL using existing protocol. All to be recorded on CPOMS.. All staff to have completed new safeguarding training before September. Usual referral protocol implemented.		SLT/IW0/ALL STAFF	Oct-20		
Attendance		Ensure existing Attendance procedures are maintained.		SLT/IW0	31/10/2020		
Not knowing when children should return after absence for symptoms or Self Isolation		Maintain a Covid attendance register on a daily basis. Reason for absence. Start date of absence. Notified by? Action taken. Test results. Return date.		SLT/IW0	31/10/2020		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Communication

How does communication need to change? Parents/children without IT access.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Not able to contact parents if not accessing Ping or emails		Phone calls from school and Primary T set up ZOIPER so staff can use school phone system remotely. Home visits.		SLT/ Class teacher/ Admin/ IWO	Oct-20		
Lack of communication to parents		All school communication is sent out using school PING and where possible on the website.		SLT/ Class teacher/ Admin/ IL	Oct-20		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

Area of concern: Visitors on site

Managements of planned and unplanned visits to site

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Planned Visits:		Visitors must be inducted once they arriving on site. Site manager, SBM, SLT to run through new procedures with before they can start work. This includes pre vist contact and health (Covid) form.		SLT/Site Manager/Ad min Staff	Oct-20		
Visitor displaying syptoms of Coronavirus		Follow procedures in Anex D2		SLT/Site Manager/Ad min Staff	Oct-20		
Risk of virus spreading from contaminated delivery items		Quarentine drop off area for deliveries and subsequent sterilising procedure. Delivery personel to follow Social Distancing guidelines		SLT/Site Manager/Ad min Staff	Oct-20		
Parental vists		Parents are not allowed on school premises unless permission granted by SLT in exceptional circumstances(They will be informed of Social Distancing guidance and expectations)and will leave and collect children from the allocated gates under staff supervision.		SLT/Site Manager/Ad min Staff	Oct-20	Reception parents will be allowed in in groups of 5 during transition process.	
Service Visits/ Educational Support Staff		Service personel Educational Support Staff to follow Social Distancing guidelines, handwashing and hygeine guidelines. Usual safeguarding procedures.		SLT/Site Manager/Ad min Staff	Oct-20		
Unplanned Visits		Initially no access as per Safeguarding Procedures. Dynamic risk assessment taken to determine if visit can be allowed.		SLT/Site Manager/Ad min Staff	Oct-20		
General Public		No access as per Safeguarding Procedures		SLT/Site Manager/Ad min Staff	Oct-20		
Social Workers, Police etc		To follow Safeguarding Policy and Social Distancing guidelines		SLT/Site Manager/Ad min Staff	Oct-20		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors	y	Jul-20					
SLT	y	01/07/2020					
Teaching Staff	y	01/07/2020					
Support staff	y	01/07/2020					
All staff	y	01/07/2020					
Parents							
Children (child friendly version)							

Area of concern: Travel to school

Consider advice to families: Walk to school where possible, households who don't live together shouldn't travel together in private vehicles, mitigation of risk, refer to system of controls.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Families choose understand the concerns around travel and are informed of how to reduce risks of infection.		School will ensure families are aware of the government guidance on traveling to school. This will be sent out to parents in a COVID 19 handbook		SLT	Oct-20		
School Bus		Out of our control. To discuss with YellowBus Co Risk Assesement sent to school.		SLT	Oct-20		
		No afternoon service due to time change.Min bus service engaged for PM. Risk assessment done. Awaiting DBS Clearance. Documents and schedule to be completed over the summer.		SLT	Oct-20		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							

The System of controls **must** be followed to support prevention and response for schools

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

Prevention:

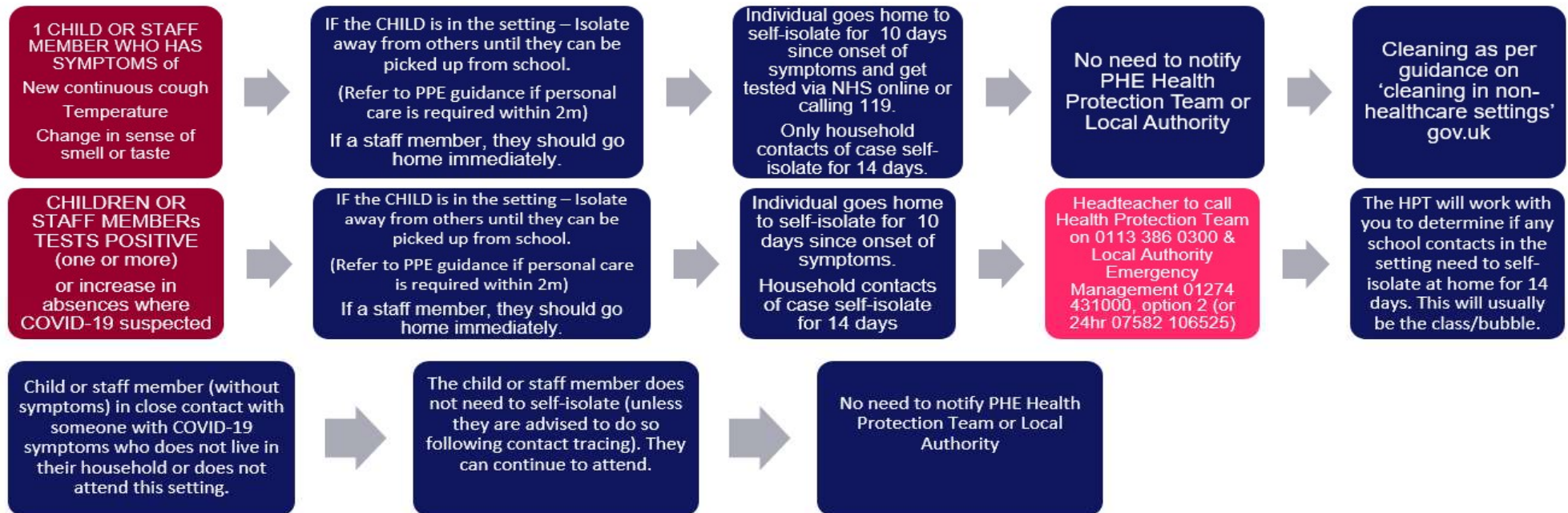
- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

- **Numbers 1 to 4 must be in place in all schools, all the time.**
- **Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.**

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

What to do if you have a case of COVID-19 in your school



If you have symptoms and start isolating but then have a negative test result, you can end isolation and return to school if well. However, if you are isolating because you live with someone who has symptoms, you must continue to isolate even with a negative test result. You may end isolation early if the person with symptoms in your household receives a negative test

Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.

CONTACT DETAILS FOR LA

Name	Role	Email	Phone number
Danielle Wilson	Interim Strategic Manager, Education Safeguarding	danielle.wilson@bradford.gov.uk	07967 772544
Emma Hamer	Strategic Manager, Intelligence and Sufficiency	emma.hamer@bradford.gov.uk	7582102545
Jane Hall	Strategic Manager, SEND Transformation & Compliance	jane.hall@bradford.gov.uk	07971 577232
Lynn Donohue	Strategic Manager, Specialist Teaching and Support Service	lynn.donohue@bradford.gov.uk	07582 109266
Marium Haque	Deputy Director, Education and Learning	marium.haque@bradford.gov.uk	7970004628
Niall Devlin	Strategic Manager, SEN Assessment Team and Educational Psychology	niall.devlin@bradford.gov.uk	07971 757960
Rachel Phillips	Strategic Manager, Admissions	rachel.phillips@bradford.gov.uk	07582 100546
Sue Lowndes	Strategic Manager, School Standards and Performance	sue.lowndes@bradford.gov.uk	07773 221727
OTHER USEFUL CONTACT DETAILS			
	Health Protection Team	0113 3860300	
	Local Authority		
	Occupational Safety Team	occupational.safety@bradford.gov.uk	01274 431007
	Children's Initial Contact Point	childrens.Enquiries@bradford.gov.uk	01274 435600
	Emergency Duty Team	childrens.Enquiries@bradford.gov.uk	01274 431010
	Educational Psychology Team	ruth.dennis@bradford.gov.uk	01274 439444
	Education Safeguarding Team	EdSafeTeam@bradford.gov.uk	01274 437043
	FM school meals enquires	chris.morton@bradford.gov.uk	01274 433565
	PPE supply	www.gov.uk/guidancelocal-resilience-forums-contact-details#england	
	DFE COVID Support for schools		0800 0468687
	Edenred	https://www.edenred.co.uk/reward-recipients/Free-School-Meal-Vouchers/	
	Testing log in for Headteachers	portalservicedesk@dhsc.gov.uk	

STAFF TESTING REFERRAL FOR SYMPTOMATIC STAFF/FAMILY ONLY - FOR REFERRALS TO NATIONAL TESTING CENTRES PLEASE REFER TO SUPPORTING GUIDANCE

Date of Referral	Is person to be tested within first 1-4 days of symptoms? Yes/No <i>(If no worker is not eligible for test)</i>	Service Manager Name	Bradford Council Service Area or Commisioned Service Provider Name	Person to be tested Forename	Person to be tested Surname	Staff Member or Family Member with symptoms?	If Family/Household Member - Name of Key Worker & Job Title	Job Title of person to be tested	DOB of person to be tested	Car Registration on the day of Attendance <i>(if no vehicle provide home address in column O)</i>	Mobile Number of person to be tested	E-mail address of person to be tested	Comments e.g. Home address if no vehicle
------------------	--	----------------------	--	------------------------------	-----------------------------	--	---	----------------------------------	----------------------------	---	--------------------------------------	---------------------------------------	--

If you are collecting data from a family/household member of the key worker you must ensure that when obtaining the information you provide the person with an overview of this statement. You can read them this verbally over the phone or you can attach to an email where you have requested this data. This process must be followed to ensure we remain GDPR compliant "The Secretary of State for Health & Social Care has given notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 that the Council is required to process and share necessary health and social care data for the COVID-19 pandemic. This will involve the processing of personal data (such as name, address etc.) of individuals including in many cases sensitive, 'special category' personal data such as data relating to health information. Data protection law does not stand in the way of the provision of healthcare and the management of public health issues; therefore we take important considerations into account specifically for Coronavirus (COVID-19) when handling personal data in these circumstances, particularly health and other sensitive data. These measures will be proportionate and processed for specific purposes only. In some circumstances we would need to share information lawfully, without consent, if it is in the public or vital interests."

**Notes for completing the referral form*

It is really important that all details on the referral form are completed and all fields should be considered mandatory. The data being captured is critical to running the process as efficiently as possible and any missing information may result in delays in getting your key worker/family member tested.

It is also really important that the fields are completed correctly with the correct contact information for the person to be tested including email and phone number. Where you are submitting a family/household member for the test you must provide their details on the form and include the key worker name and job title

If your key worker or family/household member **does not have access to a household vehicle** and requires an alternative testing process please put "no vehicle" in field that asks for vehicle details and enter address details in comments box at the last column

If the person to be tested is a **child under 18 and over 5 years** old you must provide the CONTACT details of the parent/guardian who will performing the test on the child.

The **date that symptoms first presented** is critical to the management of this process. Staff who will be over day 5 at the time they arrive at the test centre will NOT be tested and will be referred back to the Council

If the key worker is beyond the first 4 days of symptoms at the time of making the referral they will not be eligible for a test.

If the key worker does not currently have any symptoms then they are classed as "Asymptomatic" and further separate instruction will be provided for such referrals