

## **COVID -19 School Risk Assessment**

Steeton Primary School

Date: 11/1/21

### **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 11/1/21

## 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: Sue West

This is RA Version: 4

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

On the following date: 30/11/20

The RA review date is: 18/12/20

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	\$1,200,000
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 Sponsor, Project Team, and End Users.
Project Communication	Weekly status reports, bi-weekly meetings, and a dedicated project portal.
Project Governance	Project Charter, Project Management Plan, and Project Communication Plan.
Project Monitoring	Regular status reports, risk assessments, and performance metrics.
Project Control	Change management process, budget control, and resource management.
Project Closure	Final project review, project handover, and project closure.

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

Area of concern: Specific variations from C1 - C17 in order to further protect Key Worker & Vulnerable children and Staff members on site during Spring 21 lockdown	IF THE VARIATION IS NOT LISTED IN BLUE BELOW IT WILL STILL TAKE PLACE DURING SPRING 2021 LOCKDOWN AS IN OTHER COVID SENSITIVE TIMES.
---	--

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
Staff, pupils, parents and visitors can enter the site safely and are able to social distance.		KW/V children will be capped at 20 per phase to allow for social distancing measures to be implemented effectively. 10 children per class in classrooms with Inter connecting doors. Children sat at separate spaced out desks and are not allowed to move freely around the classroom. This is to ensure Social Distancing and Health and Safety of staff and children		SLT				
		Parents can drop their children in school from 8.45. Children can be collected from 3.00pm All vulnerable / key worker children to enter and exit school through the main entrance. Line up in separate designates areas of the playground and are escorted to their classrooms. Class bubbles kept separate once on school premises.		SLT	Feb-21	Early Years children stay in one classroom (Max 12). Tape on carpet to keep children Social Distanced from direct teaching staff during carpet time sessions.		
		Lessons for the majority of pupils will take place over zoom and school will provide ICT equipment and workbooks as necessary for those families who need it.		SLT	Feb-21			
		Teachers will be placed on a rota in order to reduce the number of direct contacts within school. One teacher per phase will teach via Zoom in school in a separate classroom from KW/V children.		SLT	Feb-21			
		LSAs will work on a rota within school to reduce the number of direct contacts within school in order to facilitate the supervision of KW/V children.		SLT	Feb-21			
		school staff will wear a face covering during any face to face contact within school.		SLT	Feb-21			
		Office staff to wear face coverings or visors when speaking to parents face to face		SLT	Feb-21			
		Teaching staff or support staff not to meet face to face with parents unless permission given by EHT/HOS and a safe meeting environment is established.		SLT	Feb-21			
		Staff are encouraged to wear face visors / masks in classrooms when face to face with children and other adults in school.		SLT/ All staff	Feb-21			
The risk of infection spreading amongst staff, pupils and parents due to cleaning guidance not being followed.		All used classrooms, toilets and shared areas to be fogged at the end of each day.		SLT	Feb-21			
Parent and teacher communication		Parents are requested to communicate with their child's class teacher/ SLT via email as there will be no face to face contact.		SLT/Teachers	Feb-21			
Increased numbers for pupils needing support in relation to wellbeing		Staff to quickly identify pupil needs and use CPOMS to record and identify support.		SLT/ All staff	Feb-21			
		Teaching staff to register children who are attending their zoom lessons including KW/V children.		Teachers/Ta's	Feb-21			
		Children who have not attended school or Zoom call will receive a phone call from allocated staff to check on their well being (Problems with ICT will be resolved if applicable).		SLT/IWO/ Teachers	Feb-21			
Pupil accessing full curriculum while isolating		In the event of KW/V children having to self isolate during the Spring 21 lockdown work packs and online learning link which link to the learning in school will be sent home.		Teachers/Ta's	Feb-21			
Pupil accessing full curriculum while KW.V group closes due to close contact.		Classes and bubbles self isolating will be taught by their class teacher online. They will receive 3 online lesson a day. Families with lack on ICT equipment will be provided with this.		Teachers/Ta's	Feb-21			
Pupil wellbeing may be of higher risk due to not attending school		KW/SK to carryout home visit of all vulnerable pupils over the Spring 21 lockdown where necessary taking all social distancing precautions. Class teacher and all staff to look for signs of abuse and report immediately to IL.		SLT	Feb-21			
Contact with families of vulnerable children&FSM		All families of children eligible for a free school meal will be contacted via Ping and telephone to see if they would like a Bradford council food parcel.		SLT	Feb-21			
Children vulnerable to not learning due to insufficient ICT resources at home.		All families to receive PING to ask about ICT requirements. Those families where children have not been registered online will receive a telephone call to have their needs assessed and equipment delivered to them.		SLT	Feb-21			
Children traveling on the school bus		School bus children will be collected from the bus and brought into the playground. They will then wait in a classroom at the end of the day before getting on the bus.		SLT	Feb-21			

Shared with	Yes, N/A	Date shared	Int or risk assessment links
Governors	Yes	11/01/2021	
SLT	Yes		
Teaching Staff	Yes		
Support staff	Yes		
All staff	Yes		
Parents	Yes		
Children (child friendly version)	Yes		
Website	Yes		

**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 relevent policies
Policies do not reflect unprecedented Covid 19 Pandemic		Annex to Policies including Key Actions and this updated RA		SLT	Feb-21	Update specific EYFS RA to reference this RA		
		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	Feb-21			
		Staff informed of changes to structure by letter and in person		SLT	Feb-21		Staff Informed and given protocols for change in Bubble structure 4th January 2021 and implemented 5th January 2021	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links					
Governors		Jan-21						
SLT		Jan-21						
Teaching Staff		Jan-21						
Support staff		Jan-21						
All staff		Jan-21						
Parents		Jan-21						
Children (child friendly version)								



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. Masks to be worn in all inside sgared areas. PPE advised to be worn in class if prolonged contact with a child/staff member where physical distancing can not take place. All Teaching and TA staff on phased rotas for time in school to limit mixing of households. On site ready to start for 8:30am. Staff will not enter classrooms outside their bubble. Staff to exit buildings by 3:30pm to allow fogging/cleaning procedure.. No physical whole staff meetings/training as unable to secure Social Distancing in limited space. Kitchen staff use Kitchen entrance.		SLT	12/02/2021		
		All vulnerable / key worker children to enter and exit school through the main entrance.Line up in separate designates areas of the playground and are escorted to their classrooms. Class bubbles kept separate once on school premisis.		SLT	Feb-21		
		Signs for the one way system and 2 metre distance lines have been marked around the school grounds and buildings where appropriate.		SLT	Feb-21		
		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 main gate under staff supervision.To fill in Covid Contact Form		SLT	Feb-21	Reception Parents stay off the premisis. Same arrangemnt for all Year groups.	
		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. To fill in Covid Contact Form		SLT	Feb-21		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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	Feb-21	
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 June20)		SLT/ES	Feb-21	
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	Feb-21	
Removal of equipment to reduce risks in relation to infection control		Soft furnishings and unnecessary equipment removed in June 20		SLT/All staff	Feb-21	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>				
Governors		Jan-21				
SLT		Jan-21				
Teaching Staff		Jan-21				
Support staff		Jan-21				
All staff		Jan-21				
Parents		Jan-21				
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	Feb-21	
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	Feb-21	
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	Feb-21	
Poor ventilation in enclosed spaces can enhance potential infection spread		Windows to be open in classrooms /dinner Hall / offices as much as possible throughout the day		SLT/ES/All staff	Feb-21	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>				
Governors		Jan-21				
SLT		Jan-21				
Teaching Staff		Jan-21				
Support staff		Jan-21				
All staff		Jan-21				
Parents		Jan-21				
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 revacuation 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	Feb-21	
		Fire alarms/smoke alarms/panic and accessible-toilet alarms. Ongoing		ES	Feb-21	
		Fire-door mechanisms		ES	Feb-21	
		Emergency lighting		ES	Feb-21	
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	Feb-21	
Fire Drill		Staff will be informed(and children) when fire drill will take place in order to complete within Social Distancing guidelines. Fire Drill took place on 20/10/20. Need to reappoint lining up places for each class to maintain SD.		KW/CR/ES	Feb-21	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>				
Governors		Jan-21				
SLT		Jan-21				
Teaching Staff		Jan-21				
Support staff		Jan-21				
All staff		Jan-21				
Parents		Jan-21				
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. Need to reappoint lining up places for each class to maintain SD.		KW/CR/ES	Feb-21	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>				
Governors		Jan-21				
SLT		Jan-21				
Teaching Staff		Jan-21				
Support staff		Jan-21				
All staff		Jan-21				
Parents		Jan-21				
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	Feb-21	Fogged daily as per other classrooms
		Enhanced cleaning schedule		SLT/SITE	Feb-21	
		All classrooms to be cleaned down at the end of the day using designated staff.		SLT/SITE Manger	Feb-21	
		All staff are to be trained and responsible for enhanced cleaning		SLT/SITE Manger	Feb-21	
		Additional supplies to be ordered		SLT/SITE Manger	Feb-21	
		Pupils and staff to wash hands/use sanitizer on entry, break, lunch, afternoon break and home time		SLT/SITE Manger	Feb-21	
		Each phase will use own toilet block		SLT/SITE Manger	Feb-21	
		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	Feb-21	
		Extra Deep Clean Friday pm All rooms including offices		SLT/SITE Manger	Feb-21	
		Each room cleaned every morning as per current cleaning schedule.		SLT/SITE Manger	Feb-21	
		Equipment (eg Maths weighing scales) to be used by another bubble to be left on floor in classroom to be fogged. Otherwise if to be used the same day to be wiped down with sanitizer.		SLT/SITE Manger	Feb-21	
		All shared equipment ie photocopiers/ guillotine to be wiped down with sanitizer after use		SLT/SITE Manger	Feb-21	

Shared with	Yes, N/A	Date shared
Governors		Jan-21
SLT		Jan-21
Teaching Staff		Jan-21
Support staff		Jan-21
All staff		Jan-21
Parents		Jan-21
Children (child friendly version)		

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

Shared with	Yes, N/A	Date shared
Governors		Jan-21
SLT		Jan-21
Teaching Staff		Jan-21
Support staff		Jan-21
All staff		Jan-21
Parents		Jan-21
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	Feb-21		
		Designated gates for drop off/pick up		SLT	Feb-21		
		Lunch will be eaten in the hall except for Yr 5/6. The tables and chairs will have to be cleaned down after each bubble has used it. Also in the Yr5/6 classrooms.		SLT	Feb-21		cleaning materials
		Break and lunch times to be staggered and each class has its own area to play in. Muga/Upper Bottom Playground/Top Playground		SLT	Feb-21		
		Lunch staggered over two hours 4 X45 min slots in bubbles. With Yr5/6 eating in classrooms allows ten minute intervals between class bubbles in other phases in the dining hall.		SLT	Feb-21		staff training
		Break times staggered over morning and afternoon. One class per area. Due to Yr5/6 having an Early lunch at 11:30am they will now have an afternoon play rather than morning.		SLT	Feb-21		
		Staff area to be used in year group bubbles. Areas to be cleaned down after each bubbles use.		SLT	Feb-21		staff training
		Signage for 2m distancing		SLT	Feb-21		signage
		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	Feb-21		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.Reminders on parents newsletter.		SLT	Feb-21	Reception parents to use top gate and queue with 2m social distancing to drop children at the door.	
School Bus		School Mybus service is back and running (but not on Friday afternoon during lockdown)		SLT	Feb-21		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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	Feb-21		
		Use PSHE resources to provide guidance and support for all children		SLT / Inclusion Manager	Feb-21		
		Discreet PSHCE lessons		SLT / Inclusion Manager	Feb-21		
		Zoom Assemblies by SLT		SLT / Inclusion Manager	Feb-21		
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	Feb-21		
		Put pupil in isolation with a member of staff PPE equipment will be provided and will be kept in a central place for each class. See Appendix Coronavirus risk assessment 'Ill health'		SLT / Inclusion Manager	Feb-21		
		The area where the child(ren) has been will be thoroughly cleaned.		SLT / Inclusion Manager	Feb-21		
		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	Feb-21		
		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	Feb-21		

		<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				Feb-21		
		<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				Feb-21		
		<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 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p>		SLT / Inclusiuon Manager				Feb-21		
		<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				Feb-21		
		<p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p>		SLT / Inclusiuon Manager				Feb-21		
		<p>travelling in a small vehicle, like a car, with an infected person</p>		SLT / Inclusiuon Manager				Feb-21		
		<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				Feb-21		

		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 10-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			
		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	Feb-21		
		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 10-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	Feb-21		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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	Feb-21		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	Feb-21		
		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	Feb-21		
		All areas of school where the staff member has been will be cleaned before being used again.			Feb-21		
Staff work load and expectations		PPA to be on Friday PM for all teaching staff		SLT/Govs	Feb-21		
		Flexible working hours due to possible childcare issues.		SLT/Govs	Feb-21		
		Negotiate with staff Lunchtime and playtime cover		SLT/Govs	Feb-21		
		Negotiate with support staff change of time to start earlier in the morning with time off Friday afternoon		SLT/Govs	Feb-21		
Staff Mental Health		Regular check up with staff by SLT.		SLT/Govs	Feb-21		
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.			Feb-21		PPE Equipment
Staff Meetings (Ensure no unnecessary meetings that can cause worry/stress to staff)		Library /Green Room to be used for physical planning meetings in phases using Social Distancing guidelines. No time restriction Monday - Thursday. No physical whole staff meetings/training as unable to secure Social Distancing in limited space.		SLT	Feb-21		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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)

[illegible]

**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	Feb-21		
Curriculum Access		One to one allocated support allocated to them on return. Use PPE where desired.		SLT/Inclusion Officer/Senco	Feb-21		
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	Feb-21		
					Feb-21		
Contact with Parents of children not returning to school		Phone calls from school		SLT/Inclusion Officer/Senco	Feb-21		
Home Visits		Last resort using Social Distancing Guidelines		SLT/Inclusion Officer/Senco	Feb-21		
Pupils accessing full curriculum learning on site		Pupils will be taught in their usual classes. Each class will become a bubble based on maths groups. All other subjects taught by class teacher. No movement between classes by children or staff.Designated teacher and support to each class.		SLT/ ALL STAFF	Feb-21		
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 seesions set up for two week isolation see Programme Outline		SLT/ ALL STAFF	Feb-21	EYFS to use an adapted model	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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	Feb-21		
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/IWO/ALL STAFF	Feb-21		
Attendance		Ensure existing Attendance procedures are maintained.		SLT/IWO	Feb-21		
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/IWO	Feb-21		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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		Monitor who has not seen ping messages.		SLT/ Class teacher/ Admin/ IWO	Feb-21		
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	Feb-21		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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	Feb-21		
Visitor displaying syptoms of Coronavirus		Follow procedures in Anex D2		SLT/Site Manager/Ad min Staff	Feb-21		
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	Feb-21		
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	Feb-21		
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	Feb-21		
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	Feb-21		
General Public		No access as per Safeguarding Procedures		SLT/Site Manager/Ad min Staff	Feb-21		
Social Workers, Police etc		To follow Safeguarding Policy and Social Distancing guidelines		SLT/Site Manager/Ad min Staff	Feb-21		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors	y	Jan-21					
SLT	y	Jan-21					
Teaching Staff	y	Jan-21					
Support staff	y	Jan-21					
All staff	y	Jan-21					
Parents		Jan-21					
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	Feb-21		
School Bus		Out of our control. To discuss with YellowBus Co Risk Assesement sent to school.		SLT	Feb-21		
		To revert to Yellow Mybus in January		SLT	Feb-21		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors		Jan-21					
SLT		Jan-21					
Teaching Staff		Jan-21					
Support staff		Jan-21					
All staff		Jan-21					
Parents		Jan-21					
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:

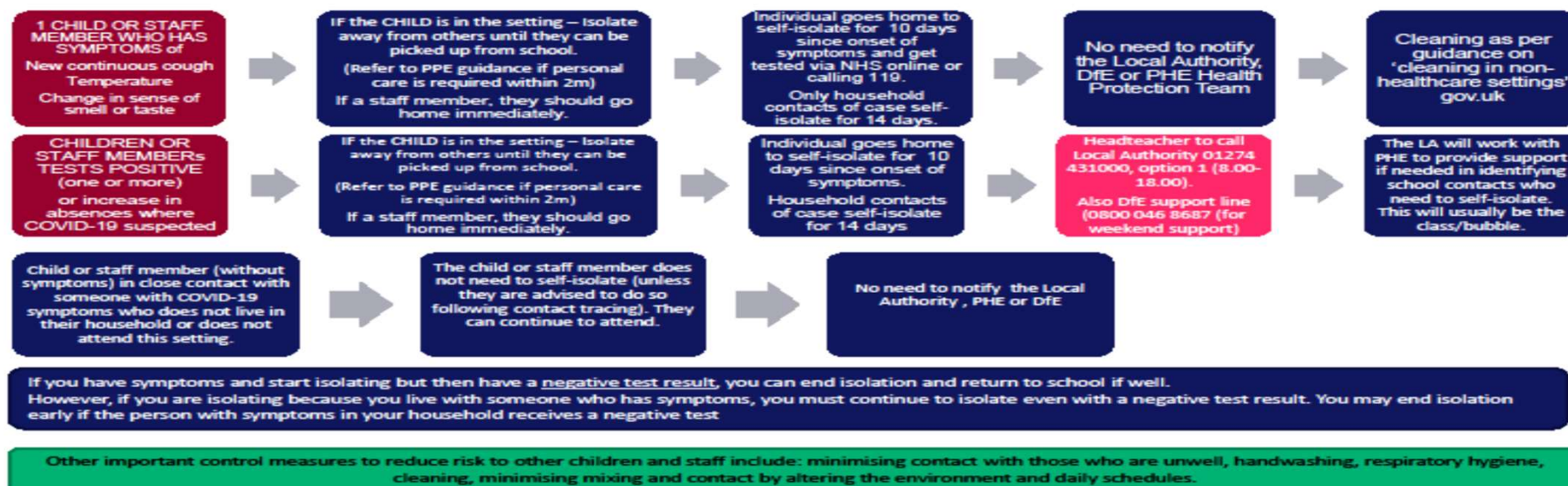
- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, 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 cases of COVID-19 in your school



Information required when you call the Local Authority and Health Protection Team

1. The name and address of the educational establishment .
2. The name and phone number of the head teacher.
3. The number of children, teachers and other staff members that have confirmed coronavirus (i.e. confirmed cases have tested positive for coronavirus).
4. The number of children, teachers and other staff members that have been sent home to isolate.
5. If you plan to close, or have already closed the school.

## CONTACT DETAILS FOR LA

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

## 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