

COVID -19 School Risk Assessment

Steeton Primary School

Date: 28th May 2021

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

k Wheeler



will ensure that the control measures are undertaken.

I confirm that I have read this document and

Date: Updated 1/9/21

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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

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

<p>Unacceptable Action must be taken immediately to reduce risk. External, professional advice should be sought to mitigate and alleviate the prescribed risks of harm</p>	<p>Substantial Further action should be taken immediately to reduce the risk of harm. Setting may wish to engage the services of external professionals.</p>	<p>Moderate If it is reasonably practicable to do so then additional controls should be put into place to further reduce the risk.</p>	<p>Trivial and Acceptable No action is required for the risk rating. All documents should be kept for future reference.</p>
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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
All staff aware of relevant policies,procedures and guidelines		Risk assessment to be reveiwed		SLT	Oct-21		Staff Training	
		Staff to read COVID risk assessment, Implementing protective measures in education and childcare settings, Key List actions, Coronavirus risk assessment, Emergancy Plan Guidance for full opening		SLT	Oct-21			
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links					
Governors	Yes,	Sep-21						
SLT	Y	Sep-21						
Teaching Staff	Y	Sep-21						
Support staff	Y	Sep-21						
All staff	Y	Sep-21						
Parents	Y	Sep-21						
Children (child friendly version)	N	Procedures explained to Children in class and assembly 01/09/2021						

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	Amber	Staff enter school via the main entrance. All Teaching and TA staff on site ready to start for 8:30am. Kitchen staff use Kitchen entrance.	Green	SLT	01/09/2021		
	Amber	Each phase enters/ exits school using their own entrance. 4 Gate system. Some family groups/child care groups allocated a specific gate for collection	Green	SLT	01/09/2021		
	Amber	Parents are allowed in the playground before school. Gates open at 8:30am and playgrounds are staffed. Parents encouraged to leave children at gate under staff supervision. No parents to enter playground at 3:00pm. Parents queue at designated gate and staff hand children over.	Green	SLT	22/10/2021	Reception Parents allowed in on child's first day	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Sep-21					
SLT		Sep-21					
Teaching Staff		Sep-21					
Support staff		Sep-21					
All staff		Sep-21					
Parents		Sep-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	Amber	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	Green	SLT/ES	22/10/2021	
PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Amber	Completed June21	Green	SLT/ES	22/10/2021	
Staff Room Kitchen Facilities	Amber	Staff Kitchen is not to be used as refurbishment is to take place. Staff room can be used until refurbishment starts.	Green	JC	22/10/2021	

Shared with	Yes, N/A	Date shared
Governors		Sep-21
SLT		Sep-21
Teaching Staff		Sep-21
Support staff		Sep-21
All staff		Sep-21
Parents		Sep-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//ES	22/10/2021	
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//ES	22/10/2021	
Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		Checked with Aqua Trust/ES/KW - all serviced up to date and will continue		SLT//ES	22/10/2021	
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	22/10/2021	
Shared with	Yes, N/A					Date shared
Governors						Sep-21
SLT						Sep-21
Teaching Staff						Sep-21
Support staff						Sep-21
All staff						Sep-21
Parents						Sep-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 reevacuation if there evacuation procedure is planned, explained and practiced as soon as school reopens.

Identified Risk	RAG	Control measures	RAG	Owner	Review date
Faulty Alarm Systems	Amber	New company (Regal Fire and Security) employed from August 21. All alrms checked and serviced up to date.	Green	ES	22/10/2021
	Amber	Fire alarms/smoke alarms/panic and accessible-toilet alarms. Ongoing	Green	ES	22/10/2021
	Amber	Fire-door mechanisms	Green	ES	22/10/2021
	Amber	Emergency lighting	Green	ES	22/10/2021
Evacuation Plan does not take into account Social Distancing	Amber	Use pre Covid Evacuation Plan	Green	KW/CR/ES	22/10/2021
Fire Drill	Amber	Use pre covid Fire Drill procedures one displayed for each room door.	Green	KW/CR/ES	22/10/2021

Shared with	Yes, N/A	Date shared
Governors		Sep-21
SLT		Sep-21
Teaching Staff		Sep-21
Support staff		Sep-21
All staff		Sep-21
Parents		Sep-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.	Amber	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. As pre Covid	Green	KW/CR/ES	22/10/2021	

Shared with	Yes, N/A	Date shared
Governors		Sep-21
SLT		Sep-21
Teaching Staff		Sep-21
Support staff		Sep-21
All staff		Sep-21
Parents		Sep-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'		SLT/SITE Manger	22/10/2021	Fogged weekly as per other classrooms
		Each room cleaned every morning as per current cleaning schedule.		SLT/SITE Manger	22/10/2021	
		Site manager/trained cleaner to use a fogger to disinfect all class rooms /toilet blocks/cloakrooms/dining hall. Each building to be done once per week corresponding with each phase PPA. If incidents of Covid/other sickness bugs rise, the frequency may need to be increased.		SLT/SITE Manger	22/10/2021	
		Each phase will use own toilet block except Rowan who will use same toilets a yR5/6		SLT/SITE Manger	22/10/2021	
		Pupils and staff to wash hands/use sanitizer on entry, break, lunch, afternoon break and home time		SLT/SITE Manger	22/10/2021	
		Additional supplies to be ordered		SLT/SITE Manger	22/10/2021	
Shared with	Yes, N/A	Date shared				
Governors		Sep-21				
SLT		Sep-21				
Teaching Staff		Sep-21				
Support staff		Sep-21				
All staff		Sep-21				
Parents		Sep-21				
Children (child friendly version)						

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 phase. 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	22/10/2021	
2. Spreading virus through Talking, Coughing and Sneezing		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	22/10/2021	
Lack of Hygiene resources for staff.		Ensure have appropriate pre ordered resources		SLT/ Site management	22/10/2021	
Staff Training		Ensure all staff are trained using the Government guidance 'Implementing protective measures in education and childcare settings'		SLT/ Site management	22/10/2021	
Lunch Time		Lunch will be eaten in the hall		SLT	22/10/2021	
Bubbles		Class bubbles no longer required. If outbreaks occur will follow Bradford Council/DFE recommendations for partial reinstatement of bubbles		SLT	22/10/2021	
Shared with	Yes, N/A	Date shared				
Governors		Sep-21				
SLT		Sep-21				
Teaching Staff		Sep-21				
Support staff		Sep-21				
All staff		Sep-21				
Parents		Sep-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	Yellow	Read, Adhered to and implemented Government guidance on 'Implementing protective measures in education and childcare settings' See appendix	Green	SLT	22/10/2021		
	Yellow	Designated gates for drop off/pick up	Green	SLT	22/10/2021		
School Bus	Yellow	Masks being worn on the bus and bus company still socially distancing groups of children	Green	Bus Company	22/10/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Sep-21					
SLT		Sep-21					
Teaching Staff		Sep-21					
Support staff		Sep-21					
All staff		Sep-21					
Parents		Sep-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	Amber	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	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	Use PSHE resources to provide guidance and support for all children	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	Discreet PSHCE lessons	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	Assemblies by SLT	Green	SLT / Inclusion Manager	22/10/2021		
A pupil falls ill on site	Amber	Ensure all staff are trained using the Government guidance 'Guidance for full opening- schools'	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	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'	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	The area where the child(ren) has been will be thoroughly cleaned.	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	If pupils are showing symptoms of the virus- they will be sent home along with their siblings and asked to take a coronavirus test.	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	If someone tests negative, if they then feel well 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.	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	<u>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.</u>	Green	SLT / Inclusion Manager	22/10/2021		
	Amber	In the event of a positive test: The NHS Test and Trace will do an assessment to confirm who has been in close contact with the person, if they need to isolate or take a PCR test.	Green	SLT / Inclusion Manager	22/10/2021		

		The health protection team will work with schools in this situation to guide them through the actions they need to take. were infectious. Close contact means:		SLT / Inclusiuon Manager	22/10/2021		
		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)		SLT / Inclusiuon Manager	22/10/2021		
		proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual		SLT / Inclusiuon Manager	22/10/2021		
		travelling in a small vehicle, like a car, with an infected person		SLT / Inclusiuon Manager	22/10/2021		
Shared with	Yes, N/A		Date shared	Policy, document or risk assessment links			
Governors			Sep-21				
SLT			Sep-21				
Teaching Staff			Sep-21				
Support staff			Sep-21				
All staff			Sep-21				
Parents			Sep-21				
Children (child friendly version)							

Area of concern: Staff Wellbeing

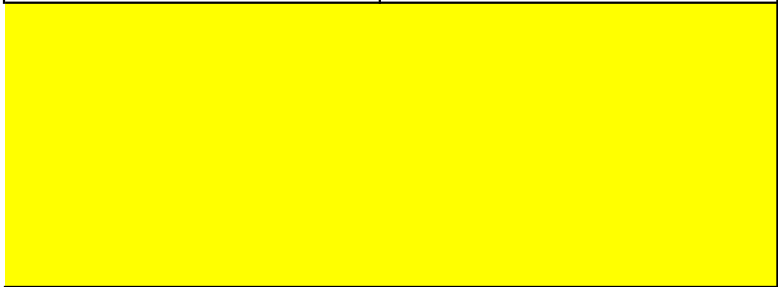
Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Additional support for staff who are shielding. School leaders, supervision and supp

Identified Risk	RAG	Control measures	RAG	Owner	Review date
All staff need to be trained in changes to schools policies and procedures		All staff to attend staff meetings where required		SLT/Govs	22/10/2021
Staff fall ill in school		Ensure all staff are trained using the Government guidance 'Guidance for full opening - schools'		SLT/Govs	22/10/2021
		Staff member to be sent home to isolate, book a PCR test. If negative return to work as advised, if positive act on advice given by NHS Test and Trace		SLT/Govs	22/10/2021
		All areas of school where the staff member has been will be cleaned before being used again.			22/10/2021
Staff work load and expectations		PPA back to pre covid phases		SLT/Govs	22/10/2021
Staff Mental Health		Regular check up with staff by SLT.		SLT/Govs	22/10/2021
Staff Meetings		Keep rooms well ventilated but allow face to face meetings		SLT/Govs	22/10/2021
Lateral Flow Testing		Staff provided with Lateral Flow Tests and advised to take them twice weekly		SLT/Govs	22/10/2021
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links		
Governors		Sep-21			
SLT		Sep-21			
Teaching Staff		Sep-21			
Support staff		Sep-21			
All staff		Sep-21			
Parents		Sep-21			
Children (child friendly version)					



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Adaptations for Early Years	Additional resourcing required
	Staff training,



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
Parents do not understand how different operating conditions of school will be. Parents do not understand can not enter school	Amber	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:	Green	SLT	22/10/2021	
If working from home not safe for staff to use own phones to contact parents	Amber	SLT to be given a school mobile. Ideally staff to contact parents using ping and email and to deliver remote learning over Zoom.	Green	SLT/	22/10/2021	
Communication from Sept 20	Amber	All school communication is sent out using school PING.	Green	SLT	22/10/2021	
	Amber		Green	SLT	22/10/2021	
	Amber	Families that can not be contacted are to be followed up with a home visit bySLT/IWO	Green	SLT	22/10/2021	
	Amber	Families that do not have access to PING will be contacted by the school office or IWO by phone and notify of school changes.	Green	SLT	22/10/2021	
	Amber		Green	SLT	22/10/2021	
	Amber	All payments to school will now be through ParentPay	Green	SLT	22/10/2021	
Parents needing to come into school office	Amber	By appointment/request/invitation	Green	SLT/JS	22/10/2021	
Shared with	Yes, N/A		Date shared	Policy, document or risk assessment links		
Governors			Sep-21			
SLT			Sep-21			
Teaching Staff			Sep-21			
Support staff			Sep-21			
All staff			Sep-21			
Parents			Sep-21			
Children (child friendly version)						



Additional resourcing required

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SLT iPhones

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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)	Amber	One to one allocated support allocated to them on return.	Green	SLT/Inclusion Officer/Senco	22/10/2021		
Curriculum Access	Amber	One to one allocated support allocated to them on return.	Green	SLT/Inclusion Officer/Senco	22/10/2021		
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.	Amber	SENCO, Inclusion Officer and SLT will work closely with families' and one to one support staff allocated as needed.	Green	SLT/Inclusion Officer/Senco	22/10/2021		
Contact with Parents of children not returning to school	Amber	Phone calls from school	Green	SLT/Inclusion Officer/Senco	22/10/2021		
Home Visits	Amber	As pre Covid	Green	SLT/Inclusion Officer/Senco	22/10/2021		
Pupils accessing full curriculum learning on site	Amber	Pupils will be taught in their usual classes.	Green	SLT/ ALL STAFF	22/10/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Sep-21					
SLT		Sep-21					
Teaching Staff		Sep-21					
Support staff		Sep-21					
All staff		Sep-21					
Parents		Sep-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
Safeguarding	Amber	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.	Green	SLT/IWO/ALL STAFF	22/10/2021 22/10/2021		
Attendance	Amber	Ensure existing Attendance procedures are maintained.	Green	SLT/IWO	22/10/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Oct-21					
SLT		Oct-21					
Teaching Staff		Oct-21					
Support staff		Oct-21					
All staff		Oct-21					
Parents		Oct-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	Amber	Monitor who has not seen ping messages. Phone calls from school so staff can use school phone system remotely. Home visits.	Green	SLT/ Class teacher/ Admin/ IWO	22/10/2021		
Lack of communication to parents	Amber	All school communication is sent out using school PING and where possible on the website.	Green	SLT/ Class teacher/ Admin/ IL	22/10/2021		
Shared with	Yes, N/A		Date shared	Policy, document or risk assessment links			
Governors			Sep-21				
SLT			Sep-21				
Teaching Staff			Sep-21				
Support staff			Sep-21				
All staff			Sep-21				
Parents			Sep-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:	Yellow	Visitors must be inducted once they arriving on site. Site manager,SLT to run through procedures with before they can start work.	Green	SLT/Site Manager/Admin Staff	22/10/2021		
Visitor displaying syptoms of Coronavirus	Red	Follow procedures in Anex D2	Green	SLT/Site Manager/Admin Staff	22/10/2021		
Service Visits/ Educational Support Staff	Yellow	No restrictions	Green	SLT/Site Manager/Admin Staff	22/10/2021		
Unplanned Visits	Yellow	Initially no access as per Safeguarding Procedures. Dynamic risk assessment taken to determine if visit can be allowed.	Green	SLT/Site Manager/Admin Staff	22/10/2021		
General Public	Yellow	No access as per Safeguarding Procedures	Green	SLT/Site Manager/Admin Staff	22/10/2021		
Social Workers, Police etc	Yellow	To follow Safeguarding Policy	Green	SLT/Site Manager/Admin Staff	22/10/2021		

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors	y	Sep-21	[Yellow background]
SLT	y	Sep-21	
Teaching Staff	y	Sep-21	
Support staff	y	Sep-21	
All staff	y	Sep-21	
Parents		Sep-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 associated risks		Ensure written permission has been given by families allowing children to walk home.		SLT	22/10/2021		
School Bus		Masks being worn on the bus and bus company still socially distancing groups of children		School Bus Company	22/10/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Sep-21					
SLT		Sep-21					
Teaching Staff		Sep-21					
Support staff		Sep-21					
All staff		Sep-21					
Parents		Sep-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:

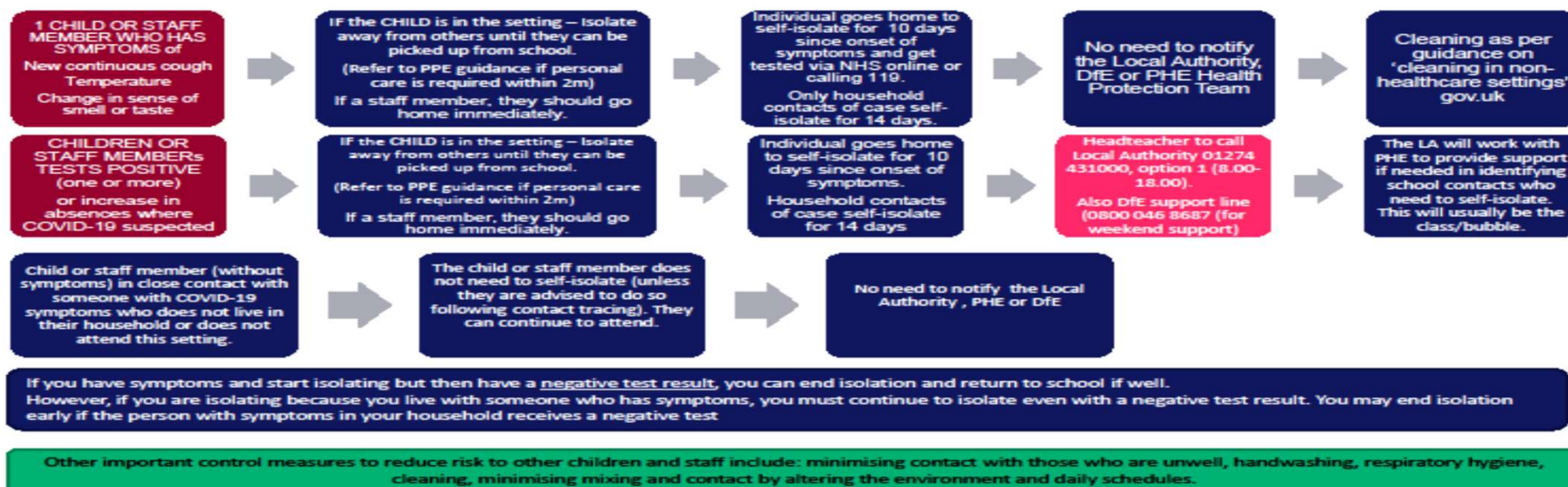
- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it,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