

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE			Beckfoot School			
Assessor/ Person(s) assisting with the assessment		Suzanne Wahed/ Simon Wade / Darren Cooley			DATE	17/05/2021 V10
TASK / ACTIVITY (Include duration and frequency of task activity)		Beckfoot Trust – Risk Assessment Update for Return 8th March 2021 THIS DOCUMENT SUPPLEMENTS AND DOES NOT REPLACE DfE Guidance: Actions for schools during the coronavirus outbreak (COVID-19) (10/5/21). See the end of this document for a full list of the guidance used to compile this RA. Quotes from the guidance appear in italics.				

Likelihood of Occurrence	Severity of Outcome					Persons / groups at risk			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	A		E	
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	B	Employees	F	General Public / Pupils
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	C	New Employees	G	Visitors
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	D	Contractors / Sub-Contractors	H	Volunteers
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	Likelihood of occurrence X Severity of outcome = Risk Rating Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)			
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)				

The Department of Education have made clear their expectation that all schools will be open for all pupils from September. The guidance contains a PHE-Endorsed 'system of controls' (**numbered and bold in the base control measures below**), which build on the previous Hierarchy of Controls used in the summer term. Where something is essential for public health reasons, the guidance uses the word 'must'. Schools must comply with health and safety law and put in place proportionate control measures to protect staff, students and others.

Schools must apply the system of controls in a way that reduces risk to the lowest, reasonably practicable level, in a way that works for their school, and allows them to deliver a broad and balanced curriculum for pupils.

The overriding principle is to reduce the number of contacts between children and staff through reduced mixing (through consistent groups) and increasing social distancing between individuals. The balance between these 2 options for reducing contacts will vary between schools depending on the ability of students to distance, the layout of the school and the requirement to provide a broad and balanced curriculum. In most circumstances, staff can maintain 2m social distancing between themselves and others they should do so.

Part B

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
Decision to alter opening arrangements against national scientific advice & government policy	ALL	4 x 4 = 16	Schools will re-open to all pupils from 8th March. There is an expectation that the system of controls will keep infection spread / Covid-19 cases in school to a low level. School will work closely with the Trust, the Local Authority, Public Health England and the DfE to ensure that any cases/outbreaks are managed carefully and all appropriate guidelines are followed.	Continue to monitor DfE, PHE, LA, HSE guidance, amend risk assessment and take any decision to close accordingly.	1 x 4 = 4
Spread of Covid-19 between pupils; staff; families of pupils/ staff.	ALL	4 x 4 = 16	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 N.B. There will always be residual risk from those who are asymptomatic.	Communicate with pupils and staff that if they feel unwell or have tested positive for Covid-19 in the last 10 days they must not attend school. Communicate with parents that if pupils feel unwell or have tested positive for Covid-19 in the last 10 days they must not attend school. Communicate with staff, students and others that if they are displaying symptoms, they should get tested for Covid-19. <ul style="list-style-type: none"> • Parent/ Carer guidance booklet updated for March and provided to parents. • Staff training on RA and procedures 4 & 7 September 2020 and uploaded to Carval self-serve for staff. • Updated March RA and guide provided to staff. • Staff and parents to adhere to updated guidance on symptoms https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Communicate with parents to inform pastoral/attendance team, as a matter of urgency, if there is anyone in their household displaying symptoms. • Update and share Risk assessments periodically with staff and parents. 	2 x 4 = 8

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				<p>Communicate with visitors and contractors, that access to site is only possible with no symptoms, by following school procedures and practices and where appropriate carrying out a separate risk assessment.</p> <ul style="list-style-type: none"> Visitors to site by arrangement of the HT only No contractors allowed in occupied areas while students in the building unless essential maintenance, and must be accompanied at all times and not displaying symptoms. No other visitors to site except emergency services Posters displayed regarding entry to school in reception. <p>Publicise the 'Guidance for Households with Possible Coronavirus Infection', and communicate to students, staff and parents that household should isolate for 10 days if someone in the household displays symptoms or they are told to by NHS Track and Trace</p> <ul style="list-style-type: none"> Parents / Staff to inform SLT as soon as they display symptoms and test to be booked. Test and trace system to be followed. Implement LFT system as per DFE and PHE guidance 	
		5 x 4 = 20	<p>Take Steps to identify asymptomatic cases amongst staff in school to reduce potential infection routes. Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.</p> <p>See Trust procedure on "Dealing with Confirmed or Suspected Cases</p> <p>Fully co-operate with the Government's rapid (LFD) testing programme. Tests will largely be undertaken at home by staff and pupils. The first three tests for pupils will take place in school.</p>	<p>Follow Trust guidance 'Dealing with confirmed or Suspected Cases' (v3 as at 2/11/20). This is available on the 'Trust Matters' Share-Point. If you cannot access this, you can request a copy by e-mailing becamv@beckfoot.org</p> <ul style="list-style-type: none"> Staff home LFD tests to be undertaken twice weekly from 8 March. Students to have 3 LFD tests on return to school 8 March – 15 March. First test to be taken on rota basis prior to first attendance (info provided to parents in 'Opening Guide') Student LFD tests to be undertaken at home twice weekly from 22 March. Follow guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Parents/carers to be informed that they must be available 	3 x 4 = 12

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				<p>during the day, to collect a child if required.</p> <ul style="list-style-type: none"> • Staff to be aware to recognise if symptoms arise or student becomes unwell and call for first aider. • First Aid to follow Trust guidance and use PPE supplied and where possible keep 2m distance at all times. • Child to be removed from class to isolation outside main entrance – follow Trust guidance on Dealing with Confirmed or Suspected Cases • SLT to ring parents/carers for immediate collection • Request that a test is undertaken drive to test (rather than home testing) unless unable to do so and that they inform school of results asap https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ • Amey to respond to thoroughly clean areas used by student. • If confirmed case, contact PHE for advice on whether to close the bubble. • Follow government track and trace system. 	
		3 x 4 = 12	<p>2. Clean hands thoroughly more often than usual Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Only use alcohol hand rub or sanitiser if soap and water not available.</p>	<p><i>Schools must ensure that all pupils and staff to wash hands regularly: when they arrive at school, when they return from breaks, when they change rooms and before and after eating, and after coughing or sneezing.</i></p> <p>Promote handwashing through posters and regular reminders and building it into school routines and behaviour expectations.</p> <p>Demonstrate good hygiene practice.</p> <p>Make use of resources from e-bug and other sources.</p> <p>Provide alcohol rub where a sink is not readily available, and supervise it given the risks around ingestion.</p> <p>Ensure pupils who need supervision and/or help whilst washing hands receive it.</p> <ul style="list-style-type: none"> • Students to wash hands on entry to school. 	2 x 4 = 8

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				<ul style="list-style-type: none"> Hand sanitiser to be used on entry to classrooms especially when returning from the toilets. Regular routine washing of hands promoted by staff ensuring soap and hand towels available. Hand wash posters displayed in all areas. Teachers to ensure hand hygiene followed at the end of the school day. 	
		3 x 4 = 12	3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Implement the 'catch it, bin it, kill. it' approach.	Refresh posters. <ul style="list-style-type: none"> Updated posters displayed in all areas. When going to the bin maintain social distancing, where possible, dispose of the tissue and use hand sanitiser then return to desk. <p><i>Schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. Talk to all pupils and staff about respiratory and hand hygiene.</i></p> Regular emptying of bins. <ul style="list-style-type: none"> Class hygiene packs provided including tissues, anti-bac wipes, hand sanitiser. If coughing / sneezing - use tissues provided, place in bin and sanitise hands. No lids on bins to ensure no touch policy. Bins to be emptied during lunch breaks. <p><i>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.</i></p>	2 x 4 = 8
		3 x 4 = 12	4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Identify surfaces that are regularly touched – such as desks, chairs, keyboards, handles, light switches etc. Instruct and ensure supervision of cleaning staff accordingly. <p><i>Points to consider and implement:</i></p>	2 x 4 = 8

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				<ul style="list-style-type: none"> • <i>putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</i> <ul style="list-style-type: none"> ○ <i>more frequent cleaning of rooms / shared areas that are used by different groups.</i> ○ <i>frequently touched surfaces being cleaned more often than normal.</i> • <i>different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i> <ul style="list-style-type: none"> • Staff to clean touch points in classroom on entry to classes using wipes provided. • Shared areas to be cleaned between use. Times to be provided to Amey. • Teachers to use anti-bac wipes on keyboard and desk prior to use. • Amey cleaners to provide enhanced cleaning at the end of the day using cleaning schedule provided. • Amey day cleaner cleaning schedule to match the lunch breaks / outside times for toilets. • Cleaning signs to display toilets out of use when being cleaned. • Only to clean areas when no children / staff are in the area. • Teacher desks / sinks / areas to be kept clear of clutter in order to allow thorough end of day clean including chairs, door surrounds, door panels and floors to mopped or vacuumed. • Amey to ensure PPE available for cleaning staff. <p>Prop doors open so they don't have to be touched. However, don't leave fire doors propped open and unattended, and must be shut in the case of a fire alarm.</p> <ul style="list-style-type: none"> • Class windows to be open to allow ventilation and doors propped open to reduce touch points. • Staff to close door on exit if fire evacuation or in case of Invacuation. • Students to be allowed to wear coats due to temperatures if deemed necessary by the member of staff. 	

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		3 x 4 = 12	5. Minimise contact between individuals and maintain social distancing wherever possible. Different elements of minimising contact and maintaining distancing are detailed by activity below.	<i>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i>	2 x 4 = 8
		3 x 4 = 12	a) Grouping Children (Bubbles) <i>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</i>	At Primary and KS3 aim to implement class sized bubbles <ul style="list-style-type: none"> • Gates to be opened at 8am and managed by staff. • Year groups to enter school in separate entrances. <ul style="list-style-type: none"> ○ Year 7 - Back of Atrium entrance ○ Year 8 - Library entrance ○ Year 9 - North entrance ○ Year 10 - South entrance ○ Year 11 - Back of DT entrance ○ Sixth form - Creativity entrance (between 8.25 – 2.40 use of north entrance) KS3 students will be directed straight into their class bubble with staff supervision. At KS4/5 groups are likely to need to be the size of whole year groups. <ul style="list-style-type: none"> • To ensure that every KS4/5 student can still follow their personalised curriculum pathway, Year 10 and Year 11 will be year group bubbles. • Post 16 (Year 12 & 13) will be treated as one bubble. • Each year group bubble will have a designated area of the school. <ul style="list-style-type: none"> ○ Year 10 - Science area ○ Year 11 - DT and Languages area ○ Post 16 – Creative Arts Block & AP area Groups should be kept apart from other groups.	2 x 4 = 8

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				<p>Older children encouraged to keep distance within groups.</p> <p>Where capacity allows, limit interaction and sharing of rooms and social spaces between groups.</p> <p>The objective should be to maximise the opportunities to maintain 2m distance and keep groups separate. Benefits exist even if separating groups and maintaining distance can only be partially implemented.</p>	
		3 x 4 = 12	<p>b) Measures within the classroom Avoid close face to face contact and minimise time spent within 1m of anyone.</p> <p>From 17th May face coverings will no longer be a requirement for pupils in classrooms. Face coverings will also no longer be a requirement for staff in classrooms. We continue to require that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>All pupils and staff can wear face coverings at any time if they chose to do so.</p>	<p>Keep desk workstations as far apart as possible (1m+)</p> <p>Face coverings can be worn in classrooms by all staff and students</p> <ul style="list-style-type: none"> • Staff maintain 2m distance and wear face coverings when working in proximity to students. • All pupils and staff can wear face coverings at any time if they chose to do so. <p>Staff to stay 2m away from pupils for as much of the time as possible. This should be a priority when deciding on classroom layout. This is especially important if teachers are moving between bubbles.</p> <ul style="list-style-type: none"> • Staff to maintain 2m distance while facing students at front of classroom. • If staff assess that educational needs dictate, they may move to the side of students, but not facing. • To allow face to face support in MFL lessons Perspex screens have been put in classrooms. Staff will sit across a double table to ensure 2 m distance and the screen will mean masks not needed. • To allow peri teaching to start again Perspex screens have been put in the two large practice rooms. Staff will sit across a double table to ensure 2 m distance and the screen will mean masks not needed. Peri staff trained in cleaning between lessons. • To allow Connexions interviews to start again Perspex screens have been put in her office. Careers staff will sit across a double table to ensure 2 m distance and the screen will mean masks not needed. Careers staff trained 	

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				<p>in cleaning between lessons.</p> <p>Make small adaptations to the classroom to support distancing where possible. That should include seating pupils' side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <ul style="list-style-type: none"> Classrooms arranged with forward facing desks and students sat side by side as per guidance. Desks positioned as far apart as possible. <p>Encourage pupils to use the toilet before/after lessons to avoid circulation.</p> <p>Manage toilet facilities so that they don't become overcrowded. They should be cleaned after each break, after lunchtime and at the end of the school day.</p> <ul style="list-style-type: none"> During lunch and break times each year bubble will be allocated separate designated toilets. Students and staff will wear face coverings. Signage up to indicate area for use of each year group. Cleaning of toilets will take place after breaks and lunchtimes. <p>Consider allowing toilet access throughout the day to reduce overcrowding.</p> <ul style="list-style-type: none"> Students will have access to toilets in designated bubble areas during teaching time. <p>Keep groups consistent. Avoid pupils mixing in 'streamed' groups for different subjects. Teachers to stay with same group (as far as possible).</p> <p>Consider teaching lessons outside if possible.</p> <p>Clean rooms between bubbles if they need to be shared.</p>	

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				<ul style="list-style-type: none"> KS4/5 Staff to clean touch points with wipes provided on entry to classrooms. Students to use hand sanitiser when moving to another classroom. <p>Adopt clear and comprehensive cleaning schedules.</p>	
		4 x 4 = 16	c) Measures elsewhere i) corridors <i>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</i>	<p>Suggest one-way systems are implemented as far as possible.</p> <p>Strict adherence to single file and keeping to the left on corridors that are two meters wide. Consider closing corridors or implementing a system of timed one way.</p> <ul style="list-style-type: none"> Stairs and corridors clearly designated by signage for use by individual year groups. Minimised mixing of bubbles due to year groups kept in designated zones. Students to walk in single file at all times wearing face coverings. <p>Keep groups consistent. Avoid pupils mixing in 'streamed' groups for different subjects. Teachers to stay with same group (as far as possible).</p> <ul style="list-style-type: none"> Year 11 students placed to have access to specialised rooms and equipment needed to complete their courses. Students in K4/5 will move classrooms in designated areas for subjects. At sixth form we have ensured students have access to the rooms and equipment they will need in each of their option subjects. Minimised mixing of bubbles as all bubbles kept in designated classroom or PE. <p>Entry and exit to classrooms from outside door if possible (negating use of corridors).</p> <p>Floor / wall markings used to indicate 2m gaps.</p> <p>Pupils will not be asked to queue on corridors but should enter rooms immediately and go to their allotted desk.</p>	2 x 4 = 8

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		4 x 4 = 16	ii) break-times	<p>Stagger breaks so that fewer pupils outside at any one time. See separate parental booklet 'March Opening Guide'.</p> <ul style="list-style-type: none"> Breaks staggered KS3 (10.30-10.55) KS4/5 (10.55-11.20) Face coverings to be worn. <p>Make sure pupils go straight outside.</p> <ul style="list-style-type: none"> Students will be encouraged to go outside during breaks. <p>Indoor breaks to be avoided, but if necessary, pupils should stay in socially distant classroom and go to toilet by themselves.</p> <p>Encourage socially distant activities where pupils stay two metres apart (passing rather than contact football etc.)</p> <ul style="list-style-type: none"> Indoor and outdoor areas supervised by staff at all times in designated zones for year bubbles. Face coverings to be worn inside. <p>Do not use outdoor equipment unless it has been sanitised between each group using it.</p> <p>Encourage children to stand two metres apart whilst talking outside (temporary playground markings?)</p> <ul style="list-style-type: none"> Signage displayed and staff supervision to encourage 1m + distancing. 	2 x 4 = 8
		4 x 4 = 16	iii) lunchtimes	<p>Consider delivering lunches to classrooms.</p> <p>Consider staggered lunches.</p> <ul style="list-style-type: none"> Lunch staggered Y7/8 (12.20-12.50), Y9 (12.50-1.20) KS4/5 (1.20-1.50) Face coverings to be worn inside. <p>Increase the number of service points and dining facilities.</p> <ul style="list-style-type: none"> Zoned areas to separate year groups assigned including increased designated serving points, indoor area to eat food, and outdoor areas. 	2 x 4 = 8

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				<p>Queuing and eating together in canteens are very high risk and maintaining meaningful social distancing in this circumstance is not practical. Once food is eaten break-time outside to be managed as above.</p> <ul style="list-style-type: none"> Hot and cold food and drinks to be provided at break and lunch time for all students. Changes to options to ensure a range of 'fast-track' pre-wrapped/portioned options. Seating areas used by more than one bubble will be cleaned between use. 	
		3 x 4 = 12	iv) school start/end	<p>Parents to be asked to keep two metres apart when collecting / dropping off pupils.</p> <p>Stagger start/ finish times.</p> <p>Use as many entrances as practical rather than 'funneling' through one entrance.</p> <ul style="list-style-type: none"> Year groups to enter and leave school at separate designated entrances. All entrances to have staff supervision at start and finish times. Face coverings to be worn. <p>Parents should not congregate around doorways.</p> <p>Consider other steps to control social mixing at pick-up and drop-off.</p> <p>Staff must adhere to 2m social distancing rule when arriving / departing school.</p> <p>Encourage parent-staff communication via technology (phone, app, email...), and if a face-to-face conversation is needed arrange by prior appointment and ensure social distancing arrangements are adhered to.</p> <ul style="list-style-type: none"> Parents informed to contact pastoral team via email or telephone - we will not be able to accept visitors into school. 	2 x 4 = 8

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		5 x 4 = 20	v) large events/assemblies	Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group. <ul style="list-style-type: none"> KS5 Assemblies in creative area on Monday and Thursday Assemblies for KS3/4 via TEAMS Further information will be via tutor time Under no circumstances should physical meetings / assemblies occur with pupils from more than one bubble.	2 x 4 = 8
		3 x 4 = 12	vi) Educational Visits Educational trips, both day and residential, may recommence to destinations in the UK. Overseas trips will not take place until after 5th September 2021 at the earliest.	A thorough risk assessment will be completed for all trips, having reference to the full guidance (page 47-49) and annex C of that guidance. Advice will be sought from the Trust Compliance Officer and/or the Outdoor Education Team at the Council.	
		3 x 4 = 12	6. Where necessary, wear appropriate personal protective equipment (PPE) (See separate risk assessment for student LFD Testing)	<i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used PPE for providing intimate care provided in normal circumstances First Aid to follow guidance and use PPE supplied and where possible keep 2m distance at all times. Face coverings to be worn in communal areas 	2 x 4 = 8
		3 x 4 = 12	7. Dilute the concentration of any air-borne virus in a building.	Ensure ventilation is kept to a maximum. (artificial or natural). Set heating/ventilation systems accordingly, open windows. Staff/pupils to wear warm clothing (if necessary) to facilitate this. Select classrooms or spaces which allow for maximum ventilation whilst maintaining thermal comfort	1 x 4 = 4
		4 x 4 = 16	8. Response to infection Engage with NHS Track and Trace	Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. 	2 x 4 = 8

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				<ul style="list-style-type: none"> provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.</p> <p>If anyone displays symptoms whilst in school they should follow the Trust procedure "dealing with confirmed and suspected cases"</p>	
		4 x 4 = 16	<p>9. Manage confirmed cases of Coronavirus amongst the school community</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>Schools must contact the Local Authority on the number provided. Each case will be logged and referred to Public Health England (as appropriate).</p> <p>Schools should also Contact the Trust Covid Operations Team for support</p>	<p>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. Individuals are classed as infectious for 48 hours before they display symptoms (or 48 hours before a positive test was taken if they are asymptomatic).</p> <p>Close contact means:</p> <ul style="list-style-type: none"> 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) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person <p>Secondary schools will normally identify close contacts using information on classroom seating plans and by identifying social groupings and contacts. Depending on circumstances whole classes or year groups will need to self-isolate.</p> <p>In primary schools the whole bubble (normally a class or year group, depending on circumstances) will have to self-isolate.</p>	2 x 4 = 8
		4 x 4 = 16	<p>10. Contain any outbreak by following local health protection team advice</p> <p><i>If schools have two or more confirmed cases</i></p>	<p><i>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have</i></p>	2 x 4 = 8

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			<i>within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</i>	<i>identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</i> Contact the Trust Covid Operations team for support	
		3 x 4 = 12	<p>11. School Workforce <i>Under the current restrictions, the expectation is that staff should work from home where possible. School leaders are best placed to determine the workforce that is required in school, taking into account the updated guidance for those staff who are clinically extremely vulnerable. The expectation is that those staff not attending school will work from home where possible. We [the DfE] have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow.</i></p> <p><i>Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are clinically vulnerable (CV). We expect this will allow most CV staff to return to the workplace, although we advise those in the most at risk categories to take particular care.</i></p> <p><i>Follow HR guidance to undertake or update individual risk assessments of those in a CV group. Risk assessments completed with all relevant staff</i></p> <p><i>These staff should be considered if there is a school outbreak in any bubble/local lockdown..</i></p>	<p><i>It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate.</i></p> <p>Staff who are not pupil facing/directly operational to work from home wherever possible.</p> <p>Staff who are considered to be clinically extremely vulnerable to work from home from 05.01.21 until a change in national guidance. If unable to work from home, they are not to come into work.</p> <p>Staff who are considered to be clinically vulnerable to have an up to date, reactive risk assessment for working in school (including diabetic and asthmatic staff)</p> <ul style="list-style-type: none"> CV staff individual RAs to be updated prior to students returning on 8 March <p>Consider allowing teaching staff to use PPA time at home Using rotas and partial occupancy of office spaces.</p> <ul style="list-style-type: none"> Rota for office-based staff to ensure 2m distancing in office spaces and working from home at other times unless screening has been provided. Keep to the guidance noted in this risk assessment & documents. Only one member of staff at the reception desk at a time Reception desk staff to clean area before use, including all touch point, phones etc - staff to be provided with hygiene pack Chairs to be named for individual staff use To use own equipment e.g. PCs, laptop 	1 x 4 = 4

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				<ul style="list-style-type: none"> Reception area glass to be closed when visitors arrive to limit face to face contact Windows are to be shut and locked when reception staff are not dealing with staff/external visitors in the reception area. A safety box taped out on the floor for any staff/external visitors who wish to speak to the receptionist - 2 metres from the receptionist Window may be open only when the staff/external visitor is in the safety box. When the receptionist opens the window, they should wear a visor and a mask to protect themselves from any staff/external visitor moving closer. Wash/gel hands before leaving office area. Staff must adhere to the 2m social distancing at all times, when using toilets and staffrooms Non office-based staff should not enter offices. Use telephone communications. 	
		3 x 5 = 15	11. Protect staff with medical vulnerabilities / living with vulnerable people.	<p>Staff who are considered to be clinically extremely vulnerable to work from home from 05.01.21 until a change in national guidance</p> <p>Advice for those who clinically-vulnerable, including pregnant women is available.</p> <p>Follow HR guidance to undertake or update individual risk assessments of those in a Clinically Vulnerable group.</p> <p>These staff should be considered if there is a school outbreak in any bubble/local lockdown.</p> <ul style="list-style-type: none"> Review of individual RAs 	2 x 4 = 8
		3 x 5 = 15	12. Protect pupils with clinical vulnerabilities	<p>The parents of pupils with vulnerabilities should seek medical advice before the pupil attends school.</p> <p>The above must be clearly communicated to (and discussed with if necessary) to all parents.</p> <p>These pupils should be considered if there is a school outbreak in any bubble/local lockdown.</p>	2 x 4 = 8

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
		4 x 4 = 16	13.Minimise office use by staff, and social distancing applied when they must be used.	<p>If office staff are needed in the building they should maintain social distancing in the office (2m, or 1m with risk mitigation where 2m is not viable). This will mean some desks cannot be used, or changes to office layouts will be required.</p> <ul style="list-style-type: none"> Screening is provided in some offices <p>Hot-desking is also to be avoided. If it cannot be avoided the desk, phone and IT equipment etc. should be cleaned down after use and before use (with appropriate cleaning products). No personal belongings what so ever should be left on a desk which will be used for hot-desking.</p> <p>Follow Government guidance for Office Workers: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p>	1 x 4 = 4
		3 x 4 = 12	14. Visitors, agency staff, peripatetic teachers <i>Schools can continue to engage supply teachers and other supply staff during this period.</i>	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</i></p> <p>Only essential visitors to be allowed by appointment only. Records to be kept of who has been on site and who they had contact with.</p> <ul style="list-style-type: none"> Visitors to be provided with Covid protocol before entry to school. 	1 x 4 = 4
		3 x 4 = 12	Keep equipment separate / clean between uses.	<p>Remove soft furnishings and soft toys as far as is possible.</p> <p>Avoid sharing IT equipment or practical equipment; consider assigning it to named individuals</p> <ul style="list-style-type: none"> Students in bubbles to be assigned individual equipment to be used during a lesson IT equipment to be wiped by student at start of lesson Limited use of PE equipment and to be cleaned between use 	2 x 4 = 8

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				<p>Wash any equipment that is going to be used by different pupils between uses. Use a chlorine based product. (Take care when washing IT/Electrical equipment - try to use a preparatory product designed to clean such equipment and never allow ingress of fluids into the equipment).</p> <p>Avoid sharing stationery.</p> <ul style="list-style-type: none"> Students to bring own stationery as expected No sharing of stationery School shop will not be open <p>If no obvious contamination a 72hr quarantine of equipment (with hard surfaces) reduces the risk.</p> <p>Avoid sending any resources home with pupils or staff that are shared.</p> <ul style="list-style-type: none"> Staff marking of student books to be completed in school Subject textbooks essential for curriculum teaching to remain for use within a bubble and not to go home No plastic books covers to be used Handouts to be kept to a minimum <p>Minimise the number of handouts/printouts</p>	
		4 x 4 = 16	<p>19. Travel to School - Encourage parents and pupils to follow guidance on safe travel.</p> <p>Only one parent should accompany children who need accompanying.</p> <p>Travel should be by foot or bike if possible.</p> <p>Face coverings should still be worn by pupils over 11 years of age on public transport. Pupils will be reminded about this</p>	<p>Promote active travel</p> <p>Contact travel providers and discuss what precautions / risk assessments they have in place. Encourage:</p> <ul style="list-style-type: none"> Bubbles sitting together Handwashing/sanitising before getting on and after getting off Pupils wearing a face covering on the bus <ul style="list-style-type: none"> All students who live close enough to walk or ride a bike into school safely should do so. Students who need to be driven to school should be dropped off at the normal drop off Only students contacted by SENCO and provided with a car pass will have access to the front of school car park. 	2 x 4 = 8

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				<ul style="list-style-type: none"> School buses will be running as normal. West Yorkshire Combined Authority and the DfE have advised schools that students using School Designated Transport <u>must</u> wear a face mask. Students using school buses should avoid sitting with students who are not in their bubble. Students should use the designated school bus service where possible. If students travel on public buses <u>must</u> wear face masks and comply with any rules set by the bus company. 	
		3 x 4 = 12	<p>20. Evacuation / Invacuation protocols – consider how to manage both evacuation and Invacuation.</p> <p>Fire drills to be carried out immediately after the Spring Bank Holiday (unless inappropriate in the context of Government guidance). Think about escape routes and muster points. Use same routes and muster points as for entry.</p> <p>Establish protocols to try to achieve social distancing, as far as is reasonably practicable, in an emergency. Invacuation drills only to be undertaken when school is satisfied that local infection rates are low and restrictions are such that they can happen safely.</p> <p>Advice will be sought from the Trust Compliance Officer as appropriate</p>	<p>Consider if drills will undermine social distancing. Think about escape routes and muster points. Establish protocols to try to achieve social distancing, as far as is reasonably practicable, in an emergency.</p> <p>Evacuation</p> <ul style="list-style-type: none"> HT/DHT to be fire assembly manager Teachers in each bubble to be fire marshal and follow normal evacuation procedures Wear face coverings if immediately to hand Classroom doors to be closed on exit Support staff to provide registers to tutors Registers to be completed in bubble 'tutor' groups at designated muster points and handed to office staff HT/DHT to follow fire evacuation procedures Sweep of building to be conducted by designated staff (training 4 Sept) and email reminder March 2021 Covid fire procedures including sweep to be resent to individual staff members on 3 March 2021 <p>Invacuation –</p> <ul style="list-style-type: none"> Staff and students to remain in classrooms. Close windows and door and follow normal Invacuation procedures Await all clear given by HT/DHT/AHT before returning to normal day. 	1 x 4 = 4

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
Staff physical and mental wellbeing adversely affected	A	3 x 3 = 9	21. Consider staff wellbeing.	<p>How will staff take comfort breaks / access food and drink?</p> <p>Information provided to all staff via Carval w/c 13/7/20 and training provided on 7 September 2020</p> <ul style="list-style-type: none"> Extra designated rooms available for breaks & lunches to ensure 2m distancing. Staff to keep to 2m distancing at all times. If possible staff bring own lunch, or use facilities available <p>Staff Toilets</p> <ul style="list-style-type: none"> No wellbeing items kept in the staff toilets <p>Cleaning</p> <ul style="list-style-type: none"> Staff to clean shared equipment and touching surfaces before use using hygiene pack provided. Surfaces to be cleaned after lunchtime by day cleaner. <p>Staff Wellbeing</p> <ul style="list-style-type: none"> Referral for counselling or signpost from MHFA if required Weekly updates from SLT Trust matters well-being page Staff bulletin provided periodically by Nikki Sullivan <p>Are existing systems to support staff wellbeing well publicised / understood?</p> <ul style="list-style-type: none"> Extra training day provided on 7 September to ensure staff fully briefed and confident in procedures for full opening Staff provided with updated guidance prior to full opening in March 	1 x 3 = 3
Children's physical and mental wellbeing adversely affected	E	3 x 3 = 9	22. Consider pupil wellbeing	<p>Staggered return for students to begin on Monday 8th March to facilitate LFD testing and support well-being on return to school.</p> <ul style="list-style-type: none"> Online well-being videos provided to students <p>Further support for well-being provided by;</p> <ul style="list-style-type: none"> Tutor time to be used to provide support to students for well being Pastoral teams in designated area with Year groups during the day 	2 x 3 = 6

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				<ul style="list-style-type: none"> Continue to use CPOMS to alert DSL / Safeguarding of any concerns re child welfare / anxiety etc that needs to be picked up with parents/carers. Regularly reassuring students, positive reinforcement Staff aware of family circumstances and support with other agencies a priority Staff and student bereavement is managed in line with the Bereavement document forwarded by Trust / Special Schools. 	

Beckfoot School Risk Summary Table

Hazard	Affected Group	Risk Rating before controls	Category of control measures	Residual Risk Rating
Decision to alter opening arrangements against national scientific advice & government policy	ALL	4 x 4 = 16	<i>During the period of national lockdown, schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend</i>	2 x 4 = 8
Spread of Covid-19 between pupils; staff & families of pupils/staff.	ALL	4 x 4 = 16	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 x 4 = 8
		5 x 4 = 20	<p>Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.</p> <ul style="list-style-type: none"> Follow guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Parents/carers to be informed that they must be available during the day, to collect a child if required. Staff to be aware to recognise if symptoms arise or student becomes unwell and call for first aider First Aid to follow Trust guidance and use PPE supplied and where possible keep 2m distance at all times. Child to be removed from class to isolation outside main entrance – follow Trust guidance on Dealing with Confirmed or Suspected Cases SLT to ring parents/carers for immediate collection Request that a test is undertaken drive to test (rather than home testing) unless unable to do so and that they inform school of results asap https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ Amey to respond to thoroughly clean areas used by student If confirmed case contact PHE for advice on whether to close the bubble. Follow government track and trace system 	3 x 4 = 12
		3 x 4 = 12	2. Clean hands thoroughly more often than usual	2 x 4 = 8
		3 x 4 = 12	3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach	2 x 4 = 8
		3 x 4 = 12	4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	2 x 4 = 8
		3 x 4 = 12	5. Minimise contact between individuals and maintain social distancing wherever possible	2 x 4 = 8
		3 x 4 = 12	a) Grouping Children (Bubbles)	2 x 4 = 8
		3 x 4 = 12	b) Measures within the classroom	2 x 4 = 8

		4 x 4 = 16	c) Measures elsewhere	2 x 4 = 8
		4 x 4 = 16	i) corridors	2 x 4 = 8
		4 x 4 = 16	ii) break-times	2 x 4 = 8
		4 x 4 = 16	iii) lunchtimes	2 x 4 = 8
		3 x 4 = 12	iv) school start/end	2 x 4 = 8
		5 x 4 = 20	v) large events/assemblies	2 x 4 = 8
		3 x 4 = 12	vi) meetings	2 x 4 = 8
		3 x 4 = 12	6. Where necessary, wear appropriate personal protective equipment (PPE)	2 x 4 = 8
		3 x 4 = 12	7. Dilute the concentration of any air-borne virus in a building.	1 x 4 = 4
		4 x 4 = 16	8. Engage with NHS Track and Trace	2 x 4 = 8
		4 x 4 = 16	9. Manage confirmed cases of Coronavirus amongst the school community	2 x 4 = 8
		4 x 4 = 16	10. Contain any outbreak by following local health protection team advice	2 x 4 = 8
		3 x 4 = 12	11. School Workforce	1 x 4 = 4
		3 x 5 = 15	Protect staff with medical vulnerabilities / living with vulnerable people.	2 x 4 = 8
		3 x 5 = 15	Protect pupils with clinical vulnerabilities	2 x 4 = 8
		4 x 4 = 16	Minimise office use by staff, and social distancing applied when they must be used.	1 x 4 = 4
		3 x 4 = 12	Visitors, agency staff, peripatetic teachers	1 x 4 = 4
		3 x 4 = 12	Keep equipment separate / clean between uses.	2 x 4 = 8
		4 x 4 = 16	Travel to School - Encourage parents and pupils to follow guidance on safe travel.	2 x 4 = 8
		3 x 4 = 12	Evacuation / Invacuation protocols – consider how to manage both evacuation and Invacuation.	1 x 4 = 4
Staff physical and mental wellbeing adversely affected	A	3 x 3 = 9	Consider staff wellbeing.	2 x 3 = 6
Children's physical and mental wellbeing adversely affected	E	3 x 3 = 9	Consider pupil wellbeing	2 x 3 = 6

Part C

Links to other risk assessments and or safe working instructions - please state	Individual staff clinically vulnerable risk assessments Fire Evacuation Strategy – Sept 2020	
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Suzanne Wahed	Date
		14/7/2020

Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.

For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?
Please record any changes required and or action taken, then date and sign

Reviewer Name & Date	Suzanne Wahed 17/7/20	Notes	Summary table completed
Reviewer Name & Date	Suzanne Wahed 28/8/20	Notes	Updated guidance on local lockdown and face coverings
Reviewer Name & Date	Suzanne Wahed/ Darren Cooley 18/9/20	Notes	Updated occupancy of faculty workrooms. Post 16 movement during daytime changed to North Entrance.
Reviewer Name & Date	Darren Cooley 9/10/20	Notes	Updated exam room arrangements to allow greater occupancy, updated classroom spaces regarding Perspex screens for Connexions, peris and MFL speaking
Reviewer Name & Date	Darren Cooley / Suzanne Wahed	Notes	Updates for new national restrictions in force from 5/11/20. CEV staff to work from home.
Reviewer Name & Date	Darren Cooley 17/11/2020	Notes	Updated guidance for reception area
Reviewer Name & Date	Suzanne Wahed / Darren Cooley 21/01/21	Notes	Updated for January National Lockdown with Trust info
Reviewer Name & Date	Suzanne Wahed/ Darren Cooley	Notes	Updated for 8 March opening. Return to September arrangements with addition of students wearing face-covering in lessons and LFD testing.
Reviewer Name & Date	Suzanne Wahed/ Darren Cooley	Notes	Updated from guidance May 2021 from DfE and Local PHE regarding wearing of face masks in classrooms and type of educational visits allowed. Hand Driers to be brought back into use.

Documents used to help compile this R/A:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Bradford Council Covid Risk Assessment Tool v4

Unite/GMB/Unison/NEU – Planning Guide for Schools – Commentary and Checklist – Coronavirus Crisis Workplace Checklist NEU 1866/0520

School Approach to high risks

[To be completed should any residual risks remain high] – Trust to provide wording.

Beckfoot Trust Five key Tests for Opening			
Test	Criteria	School Yes/No	Trust Yes/No
1. 1. Is there a satisfactory and agreed risk assessment in place for the school?		Yes	Yes
2. Is there a satisfactory plan in place to ensure the safety of pupils?	<ul style="list-style-type: none"> Numbers in school Cluster arrangements Social distancing Induction Hand washing and cleaning 	Yes	Yes
3. Is there a satisfactory plan in place to ensure the safety of staff?	<ul style="list-style-type: none"> Numbers in school Cluster arrangements Social distancing Induction Hand washing and cleaning 	Yes	Yes
4. Is the site ready to welcome back pupils and staff?	<ul style="list-style-type: none"> Risk Assessments Passed a re-opening check Cleaning arrangements in place. Medical provision including PPE Social Distancing provision Quality assurance of external contractors Additional procurement 	Yes	Yes
5. Is there confidence that the plan is sustainable?		Yes	Yes