

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE			Beckfoot School			
Assessor/ Person(s) assisting with the assessment		Suzanne Wahed/ Alex Denham			DATE	29/6/2021
TASK / ACTIVITY (Include duration and frequency of task activity)		Beckfoot Trust – Risk Assessment Y7 Transition Day 7/7/21 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)
Spread of Covid-19 between Y6 students and Beckfoot pupils; staff;.	Y6	4 x 4 = 16	Beckfoot School Covid Risk Assessment to be followed https://www.beckfoot.org/seecmsfile/?id=3314	Communicate with Primary Schools, that access to site is only possible with no symptoms.	2 x 4 = 8
		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> All Y6s to wear coverings in communal areas e.g. corridors, indoor break-out spaces	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>	Primary Y6 students in school bubbles <ul style="list-style-type: none"> All Y6s from larger feeders will be in their own bubbles. This includes: Trinity, Eldwick, Cottingley, Myrtle Park, Priesthorpe and Crossflatts Shipley CE to join with Heaton. All feeders with 1 or 2 students coming to us to form their own bubble. All bubbles will be based in science rooms apart from the feeders with 1 or 2 students coming to us. They will be based in the hall to allow for ventilation and social distancing. Front field as outside space throughout the day. 	2 x 4 = 8
		3 x 4 = 12	b) Measures within the classroom Avoid close face to face contact and minimise time spent within 1m of anyone. From 17th May face coverings will no longer be a requirement for pupils in classrooms.	Keep desk workstations as far apart as possible (1m+) Face coverings can be worn in classrooms by all staff and students <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 	

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>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>they chose to do so.</p> <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> <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 break time use Science area toilets. During lunch time use the Y11 allocated Superloos <p>Consider allowing toilet access throughout the day to reduce overcrowding.</p> <ul style="list-style-type: none"> Allow toilet access in Science area during the day Students will have access to toilets in designated bubble areas during teaching time. 	
		4 x 4 = 16	c) Measures elsewhere i) corridors	<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"> Students to walk in single file at all times wearing face coverings. 	2 x 4 = 8
		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"> Y6 dismissed for break one bubble at a time. They go to the front field via the south stairs/south entrance. Cookie and drink provided. If weather is poor, they will remain in their bubble base. SLT will be present. 	2 x 4 = 8

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		4 x 4 = 16	iii) lunchtimes	Consider staggered lunches. <ul style="list-style-type: none"> 12.10am: Y6 dismissed for lunch one bubble at a time. They go to the front field via the south stairs/south entrance. They can use the Y11 dining area. Packed lunch only (unless FSM) Drinks provided. If weather is poor, they will remain in their classroom. SLT will be present. 	2 x 4 = 8
		3 x 4 = 12	iv) school start/end	Parents to be asked to keep two metres apart when collecting / dropping off pupils. <ul style="list-style-type: none"> Parents collecting students to wear face coverings Use the one-way system in bus bay Bus-bay to be manned by staff/ 6th form students Stagger start/ finish times. 1pm: Collections by the feeder or parents begin from the bus bay area as all students are on front field. <ul style="list-style-type: none"> 1pm: Myrtle (feeder) 1.05: Cottingley (parents) 1.10: Eldwick (parents) 1.15: Shipley, Heaton (parents) 1.20: Trinity (feeder) 1.25: Crossflatts (parents) 1.30: Hall students (parents) 1.40: Priestthorpe (feeder) 	2 x 4 = 8
		3 x 4 = 12	20. Evacuation / Invacuation protocols – consider how to manage both evacuation and Invacuation.	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. Evacuation <ul style="list-style-type: none"> Assembly point for Y6 is the Front Field Invacuation – <ul style="list-style-type: none"> Staff and students to remain in bubble classrooms. 	1 x 4 = 4

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 coverings 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>

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