

# Risk assessment – Belmont Academy for Full Opening during Covid-19

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Risk rating	Additional controls to reduce risk
<b>General:</b> Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils	Staff and pupil concerns not taken into account. Concerned about return to work and school	Staff and pupils	<b>This risk assessment should be read in conjunction with the Action Plan which details all control measures in this risk assessment.</b>	2 Unlikely	Clear communication with staff.  Continued implementation of safety measures to reassure.  Individual meetings with staff presenting as incredibly anxious/ concerned about reopening of school.  Whole school INSET on 2 <sup>nd</sup> Sept to go over implemented measures and opportunity for staff to ask questions/seek clarification and reassurance.

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating	Additional controls to reduce risk
Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission	Staff, children and families	To minimise risk, all elements of the system of control measures in this risk assessment must be put in place and remain in place until the pandemic ceases. School Leaders should ensure that systems are implemented to ensure the control measures are followed and any breaches recorded.  As required under health and safety legislation, risk assessments must be subject to consultation with staff and findings published to staff. It is best practice to share the risk assessment also with parents.	3 Possible	Please refer to the action plan which details measures put in place and shared with all staff, parents and pupils to reduce the risk of COVID-19 transmission within the school community.  The risk assessment and action plan will be shared on the school website for the perusal of parents.

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p><b>Guidance for schools from February 2021:</b> The following 9 control measures must all be met:</p> <p>Prevention</p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.</li> <li>2) Where recommended, the use of face coverings in schools. All visitors to site to wear face masks including parents/carers collecting from outside areas</li> <li>3) Clean hands thoroughly more often than usual.</li> <li>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. To include a midday clean of frequently touched surface areas.</li> <li>6) Minimise contact between individuals and maintain social distancing wherever possible. Continue to operate in bubble groups using staggered start/finish times throughout the day.</li> <li>7) Where necessary, wear appropriate personal protective equipment (PPE).</li> <li>8) Always keeping occupied spaces well ventilated. Windows to be open, where drafts exist, open windows to be at a higher level</li> <li>9) Where necessary, wear appropriate personal protective equipment (PPE). PPE to be worn when administering any first aid or personal care.</li> <li>10) Engage with the NHS Test and Trace process. Staff regularly attending site to engage in the programme when reporting twice weekly LFT results.</li> <li>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>12) Contain any outbreak by following local health protection team advice. Numbers 9 to 11 must be followed in every case where they are relevant.</li> </ol>	3 Possible	<p>Please refer to the action plan which details measures put in place and shared with all staff, parents and pupils to reduce the risk of COVID-19 transmission within the school community.</p> <p>The risk assessment and action plan will be shared on the school website for the perusal of parents.</p> <p>Parent letter sent to all families and staff on 20/7/20 detailing measures to be implemented in September.</p> <p>Frequent updates provided to parents as guidance changes and through fortnightly newsletter.</p> <p>Ensure staff not regularly attending site and not engaging in the LFT programme, wear face masks and follow restrictions closely.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should arrange to have a test)</li> </ul>

			<p>From 25/1/21 staff regularly attending site will be asked to opt in to the twice weekly lateral flow testing available to primary staff. Testing began in school from 25<sup>th</sup> January and staff report their results to the office via Parent Mail and to the NHS track and trace on line reporting system.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household will be advised to (including any siblings) self-isolate starting from the day the individual’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p> <p>Letters will be sent to all individuals identified as close contacts informing them of a confirmed positive case and setting out the guidance for self-isolation.</p>		<ul style="list-style-type: none"> <li>• they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from a LFD test as part of a community or worker programme.</li> </ul>
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Measures for Prevention of spread & response to discovery of ill health in school or geographic-ally	Risk of Covid-19 transmission	Staff and children	<p><b>The return of pupils who are shielding or self-isolating</b></p> <p>A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus.</p>	3 Possible	<p>See action plan for preventative measures that will be implemented to minimise risk for all pupils, staff and families.</p> <p>Inclusion Leader Kate Law, to update risk assessments for specific pupils identified as most vulnerable due to medical conditions.</p>

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			<p>This means that those on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a> (7-7-20)</p> <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p>		<p>Additional risk management measures will be implemented for pupils who require close contact for personal care, medical support including:</p> <p>Full use of PPE Discussions with parents regarding timings/frequency of personal care/administration of medication</p> <p>Where a pupil continues to shield due to medical issues and vulnerability home learning packs will be prepared and delivered for completion.</p>
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Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning.	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry with paper towels thoroughly.</p> <p>Switch off hand dryers which can spread microbes.</p> <p>Review the <a href="#">NHS guidance on hand hygiene</a> Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Supervise use of hand sanitisers around the risk of ingestion. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Consider use of posters on hand hygiene.</p>	3 Possible	<p>Hand washing is embedded within the daily timetable for pupils and they are directed to wash their hands at regular intervals across the school day.</p> <p>Staff are expected to demonstrate good hygiene and are provided with the necessary cleaning tools to be able to do this including soap, hand towels and anti-viral hand gel.</p>

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			<p>Small children with complex needs may need support so skin-friendly wipes may be an alternative.</p> <p>Children are encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Provide tissues in classrooms and lidded bins. Ensure that bins for tissues are emptied throughout the day.</p>		<p>Hand sanitiser stations are set up at the two points of entry into the school.</p> <p>Premises and cleaning staff are responsible for replenishing supplies and check these on a daily basis.</p> <p>Where pupils have sensitive skin, they are permitted to bring in their own anti-allergy soap/hand sanitiser for use. This is kept in their tray for their own use.</p> <p>Bins in all areas are pedal bins that do not require direct touch.</p> <p>Bins are changed x3 a day to support good hygiene.</p>
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<p>Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning (continued)</p>	<p>Risk of Covid-19 transmission</p>	<p>Staff, children, visitors and contractors</p>	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Normal personal hygiene and washing of clothes following a day in an educational or childcare setting is sufficient and it is possible for children to wear school uniforms.</p> <p>Public Health England does <u>not</u> recommend the necessity for face coverings in schools as misuse could accidentally increase the risk of transmission (however see public transport requirements below).</p> <p>Pupils wearing face coverings must be told not to touch the front of their face covering when removing it and wash their hands upon arrival.</p> <p>Covered bins should be provided for disposable face coverings and pupils reminded to put their re-usable face coverings in plastic bags to take home to wash every evening.</p>	<p>2 Unlikely</p>	<p>Staff PDM on 2/9 to go over expectations to support and manage risk of transmission.</p> <p>Clear direction that windows are open throughout the school day for ventilation. Classroom doors to also remain open to reduce the need to push/pull and reduce cross contamination.</p> <p>Parents informed that hygiene including clean uniform is essential.</p>
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<p>Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhance cleaning. (Continued)</p>	<p>Risk of Covid-19 transmission</p>	<p>Staff and children</p>	<p>Teachers and SEND support staff could plan a routine for pupils with SEND to help them understand requirements whilst they are in school, with the aid of pictures and story-telling.</p>	<p>2 Unlikely</p>	<p>Visual prompts displayed around school including above every sink to support pupils with their understanding.</p> <p>Visual timetable within the classroom incorporates handwashing.</p> <p>Where deemed necessary social stories developed for specific pupils to reinforce.</p>
<p>Contact between individuals</p>	<p>Risk of Covid-19 transmission</p>	<p>Staff and children</p>	<p>Schools must reduce the number of contacts and mixing which occurs whilst at school whilst delivering a broad curriculum. This is done by reducing contact between children and staff via 'bubbles' and socially distancing in primary schools where possible.</p> <p>The ability to socially distance depends on the age of the child, the layout of teaching areas and, for secondary schools, the feasibility of keeping groups apart in the curriculum. Therefore, social distancing is the main key control measure for secondary schools.</p> <p>During the period of national lockdown (December 2020 onwards), the small number of pupils attending school will form phase bubbles as follows:</p> <p>Nursery and Reception Year 1 and Year 2 Year 3 and Year 4 Year 5 and Year 6</p>	<p>2 Unlikely</p>	<p>Please refer to action plan for measures to be implemented.</p> <p>Pupils to operate in year group bubbles with each phase accessing the playground but using different areas of the playground to minimise mixing outside of year group.</p> <p>Social distancing signage on display around school. Pupils to have own desks/chairs and stationary packs.</p> <p>Parents informed of the measure and asked to adhere to.</p>

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Contact between individuals (continued)	Risk of Covid-19 transmission from visitors and parents	Staff and pupils in contact with visitors and parents	<p>Reception tell visitors and contractors to socially distance and follow good hygiene upon entry to building and use of notices to remind visitors. A record should be kept of all visitors.</p> <p>Visitors and contractors are by appointment only, and only allowed into the building for essential services.</p> <p>All visitors to wear face masks.</p> <p>Visitors to be kept to an absolute minimum. Remote communication is 100% advised where possible.</p> <p>Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in.</p> <p>Revise signing in procedure so that Reception can sign the person in, to avoid the sharing of pens. Consider how visitor passes will be cleaned after each use if they are the variety that hangs around the neck.</p>	2 Unlikely	<p>No volunteers or visitors are invited to come into school unless it is deemed essential.</p> <p>Parents/carers advised to correspond via email and telephone.</p> <p>Any necessary visitors including professionals from other agencies to follow the schools implemented hygiene measures on entry including use of hand sanitiser on entry, socially distanced during meeting, use of conference room (large enough to facilitate socially distanced meeting).</p> <p>Meetings will take place remotely using Zoom.</p> <p>Electronic signing in system used and cleaned following touch.</p>
	Use of supply teachers or specialist travelling teachers	Staff and pupils in contact with visiting teachers	Supply teachers, visiting 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. Visiting teachers must comply with the site rules for Covid-19 controls and be shown the school risk assessment. Where possible, retain the same supply teacher in the same bubble.	1 Highly unlikely	Belmont does not use ad-hoc supply staff or visiting teachers. In addition to the teaching team the only other member of staff in school with be Lewis Brown from All Stars. Lewis has supported throughout the pandemic and is clear on procedures and measures in place.

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			Where supply staff are long term, they will be expected to adhere to the same restrictions as permanent staff and will be given access to the same resources including the LFT programme.		
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Use of PPE	Incorrect use of PPE putting user at risk of catching Covid-19	Staff, children with special needs	<p>The majority of staff in schools will not require PPE unless it is recommended for a particular task such as to assist children with intimate, special or medical care needs. A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, protective mask, goggles and apron that will be required. The following PPE must be provided for first aiders who cannot socially distance from IPs:</p> <p>Goggles, face mask, apron and gloves.</p> <p>Please note these videos on putting on and taking off PPE and the <a href="#">poster guide</a>.</p> <p>Putting on – <a href="https://youtu.be/ozY50PPmsvE">https://youtu.be/ozY50PPmsvE</a></p> <p>Taking off – <a href="https://youtu.be/ozY50PPmsvE">https://youtu.be/ozY50PPmsvE</a></p> <p>Face coverings may be beneficial for short periods indoors where risk of close social contact with people you do not usually meet and where social distancing cannot be kept, for example on public transport or in some shops but are not required inside schools.</p> <p>Face coverings are to be worn by all staff, parents/carers, siblings over the age of 11 and visitors to the school at all times including outdoor areas.</p>	2 Unlikely	<p>PPE to be worn when personal care is given including personal care changes.</p> <p>PPE to be worn for all first aid administration and to be available in year group first aid packs.</p> <p>Guidance re the use of PPE to be in each first aid pack and displayed in personal care change room and medical room.</p>
Emergency arrangements for First Aid provision and CPR, Fire procedures	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	<p>School must update its First Aid Needs risk assessment (available on <a href="#">BSN</a>).</p> <p>Two-metre social distancing not applicable. First Aiders issued with PPE (goggles, gloves, mask and</p>	2 Unlikely	<p>See above.</p> <p>Basic first aid to be administered using full PPE.</p>

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			apron). Do not carry out mouth to mouth resuscitation, just chest compressions. See guidance video from Resuscitation Council UK <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>		In the event of a more serious first aid need emergency services to be contacted.
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Emergency arrangements for First Aid provision and CPR, Fire procedures (continued)	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	All emergency personnel must practice good sanitation measures afterwards including washing hands. <a href="#">There is guidance for first responders.</a> Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. Must socially distance in groups at any assembly points during fire evacuation.	2 unlikely	Following the administration of first aid, first aider to follow hygiene practices and wash hands thoroughly and dispose of PPE correctly using pedal bin.
Use of public transport or use of school coaches/ Mini busses	Risk of Covid-19 transmission	Children, accompanying staff and 3 <sup>rd</sup> party drivers of transport	Encourage staff and the parents with their children to walk or cycle to school where possible and encourage staggered start times to take account of peak travel and limits on number of passengers allowed on public transport.  Reduce any unnecessary travel on public transport where possible. Applying the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>  Ensure that transport arrangements cater for any changes to start and finish times. Ensure transport provided by the school or 3 <sup>rd</sup> parties is Covid-safe and keep groups of passengers in their usual bubbles. Distance within vehicles where possible.		Refer to action plan.  Staggered start/end of day times introduced and shared with parents.  Strict rule of no congregating on site and one adult to drop off/collect a pupil.  Signage on gates promoting walking and cycling to school.  No pupils use additional transport to come to school.  Reminder to be sent out to parents at the start of next term.

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			Children over the age of 11 could wear face coverings.  Avoid unnecessary school trips.		All school trips suspended until spring term.
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Use of public transport or use of school coaches/ Mini busses (continued)	Risk of Covid-19 transmission	Children, accompanying staff and 3 <sup>rd</sup> party drivers of transport	When transporting children with complex needs who need support to access the vehicle or fasten seatbelts, PPE may be required. Assessment of the availability of school transport, including transport for pupils with special needs is required.	1 Highly unlikely	No pupils in school use transport service.
Behaviour policy and attendance expectation. Anxiety about return to school.	Risk of Covid-19 transmission	Staff and children	Behavior policies must be updated to include the importance of not breaking the rules on Covid-19 controls and communicated to parents. Examples are deliberately breaking respiratory hygiene by sneezing across the room, making deliberate contact with other pupils or not following one-way systems. Parents must be told the importance of the behaviour policy to discuss it with their children.  All children are expected to return to school unless a medical professional has advised against this or if geographical lock downs or bubble group isolations occur, in which case please continue to support home working.	2 Unlikely	Behaviour policy was updated at the start of school reopening and shared with parents (June 2020).  This will be reviewed and any additional amendments made and shared with parents again in September 2020.  Explicit reference to behaviours that could increase the risk of cross contamination. Zero tolerance approach adopted.  Attendance of all pupils from September was clearly communicated in parent letter sent 20/7.

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating	Additional controls to reduce risk
Behaviour policy and attendance expectation. Anxiety about return to school (continued)	Risk of Covid-19 transmission	Staff and children	Schools must discuss concerns of any staff or pupils who are anxious about the return to school (for example if previously shielded or from the BAME group). The risk assessment should be discussed and reassurances given that risk is as low as reasonably practicable. Support can be sought from the Head Teacher and the Education Team at London Borough of Bexley if in any doubt. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available. The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.	3 Possible	Risk assessments for specific staff members who are deemed to be in a vulnerable category to be reviewed in September.  Regular communication with staff to reassure and ease anxiety. Access to school counsellor for staff who are presenting with high anxiety.
Communication to parents	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	Refer to Government publication on <a href="#">what parents and carers need to know</a>  Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus ( <a href="#">following the COVID-19: guidance for households with possible coronavirus infection</a> )  Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child.	2 Unlikely	Regular and clear communication with parents regarding processes/ what to do if they or child present with symptoms.  Letter dated 20/7 included clear instructions around not bringing pupils to school if they have symptoms and what they need to do to have a test.  This message will continue to be communicated regularly through fortnightly newsletters, website and Parent Mail.

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					Office staff aware of processes and these are communicated to parents who call.
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Communication to parents (continued)	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	<p>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Ensure parents and older children who may travel alone are aware of recommendations on transport to and from education or childcare settings (including avoiding peak times). <a href="#">Read the Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.</p> <p>Any parents who need to attend the school during the day to administer medication to their child, must be isolated from the other children and consider use of a separate room to administer. Any arrangements would need to be agreed beforehand.</p>		<p>Refer to action plan.</p> <p>Parent letter sent 20/7 and reminder to go out at the start of September. Staggered times introduced and staggered return for year groups.</p> <p>Signage at front of school discourages congregating of parents/carers. This is reiterated in parent letter sent 20/7</p> <p>PDM scheduled for 2/9 with staff to go over guidance shared with parents and measures implemented.</p>

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Incident reporting procedures	Risk of Covid-19 transmission during incidents where social distancing is not met by accident or deliberately	Staff and children	<p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR. The <a href="#">Corporate Health and Safety team</a> can assist with RIDDOR-reporting.</p> <p>For Community Schools, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 and is not themselves displaying any symptoms, should undertake a test and trace test within 5 days as per for government guidance and await the results before returning to school.</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms. School head asks staff to monitor their own health for symptoms.</p>	3 Possible	School to follow procedures set out by PHE and shared by Bexley LA and Trust.
Re-opening of classrooms/ teaching areas	Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death Lifts not meeting LOLER requirements resulting in a serious injury or death Risk of poor site welfare provision affecting staff and children's wellbeing	Staff, children, visitors and contractors	<p>Review arrangements for routine maintenance of any part of the premises which has not yet opened in particular for gas supply, water hygiene, kitchen equipment and fire-fighting equipment and warning systems.</p> <p>Ensure any contractors visiting the school are Covid-19 Secure and you may ask for a copy of their Covid-19 risk assessment.</p> <p>Establish supplies with cleaning and catering contractors and the enhance cleaning regime which may include additional hours.</p>	2 Unlikely	<p>Refer to action plan.</p> <p>Guidance from DfE followed – classrooms to have forward facing desks, pupils assigned to a desk/chair for every lesson, individual stationary packs provided to pupils.</p> <p>Fire procedures reviewed and practice undertaken in June following reopen. Follow up to take place at the start of autumn term.</p> <p>Guidance for contractors/visitors to be created for sharing from</p>

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					<p>September which will include clear guidance and expectations to support the measures implemented by school</p> <p>Cleaning to take place x2 a day and include enhanced cleaning of surface areas.</p> <p>Each classroom to have their own cleaning pack for use.</p> <p>Premises staff responsible for safety checks which are undertaken to expected schedule and reports to Senior Leaders.</p>
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