

Coronavirus (COVID-19): risk assessment for pupils, staff and visitors



BEP Academy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Version Control

20 August 2020	KS	Version 1 issued.
2 September 2020	KS	Version 2 – Use of face coverings in school added, in line with latest guidance.
4 January 2021	KS	Minor alterations.
28 February 2021	KS/JG	Major updates in preparation for full reopening – 8 March 2021 Highlighted in yellow
24 August 21	KS/JG	Major updates in preparation for September 2021 opening highlighted in Green (previous control measures have been 'struck through')

Assessment conducted by

Kelly Sims, Executive Headteacher, Jo Green, Principal

Dates of assessment

August 2020, February 2021, August 2021

Review interval

Ongoing, with gov guidance

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including existing and temporary policies, but not limited to, the following: <ul style="list-style-type: none"> - School Operating Procedure - Covid Addendum to Safeguarding Policy - Covid Addendum to Behaviour Policy - Covid Addendum to Staff Conduct Policy • The school has conducted a Coronavirus (COVID-19): Risk Assessment for Full Opening in September (revised and updated August 21), which considers all areas of risk relating to coronavirus. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools coronavirus (COVID-19) Operational Guidance' • Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) 	Y	Executive Headteacher	2 Sept 2020 Updated 28 Feb 2021 Updated 24 Aug 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Informing parents and students	M	<ul style="list-style-type: none"> Parents receive information on where to find Opening information for Parents, which explains the measures that are in place to ensure the safety of the school community, on our website. Pupils are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around schools. 	Y	Executive Headteacher	4 Sept 2020	L
Cleaning	H	<ul style="list-style-type: none"> Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance. The site manager creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place. Sufficient time is available for the enhanced cleaning regime to take place. Waste disposal process in place for potentially contaminated waste, including testing waste. Waste created as part of testing known as 'Testing Waste' is no 	Y	Finance Manager	27 Aug 2020 Updated 28 Feb 2021 Updated 24 Aug 21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>longer considered hazardous and can be disposed of in usual waste (black bags)</p> <ul style="list-style-type: none"> - Process in place for safe removal and/or disposal of face masks. - Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately. • Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly. • Non-essential equipment or resources which are not easily washable or wipeable have been removed. • Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles. 				
Classrooms	M	<ul style="list-style-type: none"> • Where possible, classrooms have appropriate ventilation arrangements. • Windows open before and after lessons, and during lessons when temperatures allow. 				
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school. • Parents are informed via letter not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus. • Instances of pupils displaying coronavirus are managed in line with local and national guidance and any unwell individuals are sent home as soon as possible. 	Y	Executive Headteacher	27 Aug 2020 Updated 24 Aug 21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, high temperature/persistent cough/loss of taste or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area that is at least two metres away from others. Depending on the age and needs of the pupil, they are supervised if needed. • If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE is worn by supervising staff if they cannot maintain a distance of two metres. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. 				

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		<ul style="list-style-type: none"> Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 				
Test and trace	M	<ul style="list-style-type: none"> Parents are informed, via letter, that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> Book a test if they (or their child) display symptoms. Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. Self isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. Close contacts are now identified by NHS test and trace following a confirmed case. Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead. Parents of pupils who display coronavirus symptoms are encouraged to get their child tested. If available, the school provides parents with a home testing kit for their child if they develop symptoms. Parents are asked to inform the school immediately of test results. If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or 	Y	Principal	27 Aug 2020 Updated 24 Aug 21	L

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		<p>loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</p>				
Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> • Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the Principal contacts the local HPT immediately. • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> — Direct close contacts — face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) — Proximity contacts — extended close contact (within one to two metres for more than 15 minutes) with an infected individual — Travelling in a small vehicle, like a car, with an infected person • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. • If required, all parents are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • The school has developed an Outbreak Management Plan to help respond if the school has two five or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence 	Y	Principal	27 Aug 2020 Updated 24 Aug 21	L

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		where coronavirus is suspected, the school will work with the local HPT to manage the response.				
Hygiene practice	H	<ul style="list-style-type: none"> • Infection control procedures are adhered to in accordance with the Infection Control Policy and relevant guidance from the DfE and PHE. • Pupils are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. • Posters are displayed throughout the school reminding pupils to wash their hands regularly. • Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas. • Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils clean their hands after they have coughed or sneezed. • In line with current government guidance, face coverings are to be worn in education settings, e.g. the classroom and in communal areas where the layout makes it not possible to maintain social distancing, except in cases of exemption where a lanyard will be worn. 	Y	Executive Headteacher	27 Aug 2020 Updated 28 Feb 2021 Updated 24 Aug 21	M

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		<ul style="list-style-type: none"> In the event of a local lockdown, staff and pupils wear face coverings when moving around in areas where it is difficult to maintain social distancing, e.g. corridors. Clear instructions are provided to staff and pupils on how to correctly wear, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission. The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures. Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behavioural Policy. 				
Social distancing	M	<ul style="list-style-type: none"> Social distancing measures are implemented. In the event of an emergency evacuation, arrangements are in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. Consideration has been given and a process is in place for any deliveries to site. Arrangements are in place for any visitors or contractors on site are in place and expectations have been shared. Visual aids are used to display social distancing measures. We are operating as a single bubble across both sites. Pupils' educational and care support plans are provided as normal. 	Y	Executive Headteacher	27 Aug 2020 Updated 28 Feb 2021 Updated 24 Aug 21	L

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		<ul style="list-style-type: none"> • Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Pupils queue two metres apart at entrances and exits. • Parents are briefed on new provision for the drop-off and collection of their children. • The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases. • The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures. • Where necessary, school transport is restricted to essential use only. • Where school transport is essential, infection control and social distancing measures are implemented. • Pupils are reminded to wear face coverings on public and school transport. • Public transport to and from school is minimised as far as possible. Where it is totally necessary, pupils are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible. • Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. • Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the Behavioural Policy. 				

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		<ul style="list-style-type: none"> Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children. 				
Resources	H	<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. Resources that are shared, e.g. sports equipment, are cleaned before they are used by a different class or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics). Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones. Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation in relation to using the resources is put in place. 	Y	Executive Headteacher	27 Aug 2020 Updated 28 Feb 2021	L
Communication	M	<ul style="list-style-type: none"> The school keeps pupils and parents updated about any changes to school procedures as necessary. <p>The school communicates with parents via letter regarding any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe. This includes but is not limited to:</p> <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Outbreak management plans 	Y	Principal	27 Aug 2020 Updated 28 Feb 2021	L

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		<ul style="list-style-type: none"> • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Transport • Behaviour • Asymptomatic testing and consent • Test and trace • Staggered start and end times • Expectations when in school • Contingency plans • Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene. • Pupils are kept up to date with changes to timetable, staggered start times and expectations when in school and when completing school work at home • The SLT is actively present around the school to provide additional support, advice and reassurance. • Updated Risk Assessment is published on the school website 				
Mental health, wellbeing and safeguarding	M	<ul style="list-style-type: none"> • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Staff are vigilant in discerning pupil mental health and report any concerns to the child protection hub. • Staff are sensitive to pupils' needs and worries. 	Y	Principal	27 Aug 2020 Updated 28 Feb 2021	L

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		<ul style="list-style-type: none"> • Pupils who are new to the school are provided with the appropriate support. • The Principal (who is also the DSL) and/or Designated Teacher liaise with LAs to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The Principal and the Designated Teacher identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • The DSL liaises with the necessary personnel and parents to manage and address any new and on-going safeguarding concerns relating to the school opening, e.g. on-going bullying. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staffs have the appropriate training to support pupils and staff who require pastoral care. • Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission. • Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning. • Bereavement is managed in line with the Bereavement Policy. • Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils. 				

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Access to learning	M	<ul style="list-style-type: none"> The Principal and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. The Principal and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. Each activity is risk assessed and will not be run unless the risks can be mitigated. Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. PE lessons take place outside where possible and pupils are kept in consistent groups. 	Y	Principal	27 Aug 2020 Updated 28 Feb 2021	L
Behaviour expectations	H	<ul style="list-style-type: none"> The school's Addendum to the Behavioural Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to pupils and parents. Pupils who are struggling to reengage with school are supported appropriately by relevant staff. 	Y	Principal	4 Sept 2020 Updated 28 Feb 2021	L
Attendance	M	<ul style="list-style-type: none"> Parents are informed, via letter that the usual rules on school attendance apply from March 8th 2021 – this means parents have a duty to ensure that their child attends regularly. 	Y	Principal	4 Sept 2020 Updated 28 Feb 2021	M/L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. • In line with the most recent shielding advice, pupils that have been shielding can attend the school site. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from parents and pupils about being on school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. • The school uses additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. 			Updated 24 Aug 21	
Emergencies	M	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as possible in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy. 	Y	Executive Headteacher	27 Aug 2020	L

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		<ul style="list-style-type: none"> The Executive Headteacher reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly. 				
Contingency planning		<ul style="list-style-type: none"> There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. Our on-line learning platform will be maintained on an on-going basis to ensure the continuity of learning for all pupils. All key staff, including pastoral, teaching and safeguarding staff are able to access the school's systems remotely including the file servers, email, database and communications systems (telephones). 				
Testing	M	<p>Staff and students are aware of how to safely take and process the test and has been added to the school's operating procedure.</p> <p>Shared the following :</p> <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if they have queries A dedicated testing site has been organised, signage and cleaning processes are in place. A Process for reporting incidents is in place. Staff and students are aware of how to report their test results to school and to NHS Test and Trace. Staff and students are aware of how to report any incidents both clinical and non clinical. Test kits are stored securely and distributed to staff and students. A process is in place to monitor and replenish test supplies 	Y	Executive Head Teacher	Updated 28 Feb 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Staffing	H	<ul style="list-style-type: none"> • Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT and office/admin staff. • Arrangements are in place for any externally employed adults delivering learning in school e.g Music tutors and protocols and expectations have been shared. • The approach to staff absence reporting and recording is in place and all staff are aware. • Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified. • Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. • Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. • A revised approach for meetings and staff training is in place. • Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision have been agreed and communicated. • Consideration has been given to the options for redeployment of staff to support the effective working of the school. • If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with. • Staff are aware of the support that is in place in regards to wellbeing, mental health and resilience, including bereavement support for staff and pupils. • Arrangements for accessing testing are in place. Staff are clear on how and when to access a test. 	Y	Executive Head Teacher	Updated 28 Feb 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Vulnerable Groups	M	<ul style="list-style-type: none"> • Staff, pupils, parents and other visitors who are: <ul style="list-style-type: none"> ○ in receipt of a letter from a relevant authority informing them that they are Clinically Extremely Vulnerable (CEV) will be shielding and should not attend site. ○ deemed to be Clinically Vulnerable must follow the 'System of Controls' as outlined in this Risk Assessment and in DfE/PHE guidance. ○ otherwise at increased risk of Coronavirus must follow the 'System of Controls' as outlined in this Risk Assessment and in DfE/PHE guidance. 	Y	Executive Head Teacher	Updated 28 Feb 2021 Updated 24 Aug 21	L
Catering	M	<ul style="list-style-type: none"> • Arrangements are in place to provide food to CYP on site, including the requirement of universal free school meals. • Arrangements are in place for the continued provision of Free School Meals for eligible children not attending school due to shielding or self-isolation. • Arrangements for food deliveries are in place. 	Y	Principal	Updated 28 Feb 2021	L
Outbreak Management Plan	M	<ul style="list-style-type: none"> • Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. • Communicated with parents and students regarding when this would come into place and how they would be informed if required. 	Y	Principal	Updated 24 Aug 21	L