

# Coronavirus (COVID-19): risk assessment for pupils



## BEP Academy

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

Assessment conducted by

**Kelly Sims, Executive Headteacher, Jo Green, Principal**

Date of assessment

**August 2020**

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"> <li>• 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"> <li>- <b>School Operating Procedure</b></li> <li>- <b>Covid Addendum to Safeguarding Policy</b></li> <li>- <b>Covid Addendum to Behaviour Policy</b></li> <li>- <b>Covid Addendum to Staff Conduct Policy</b></li> </ul> </li> <li>• The school has conducted a <b>Coronavirus (COVID-19): Risk Assessment for Full Opening in September</b>, which considers all areas of risk relating to coronavirus.</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'</li> </ul> </li> <li>• Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> </ul>	Y	Executive Headteacher	2 Sept 2020	M

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Informing parents and students	M	<ul style="list-style-type: none"> <li>Parents receive information on where to find <b>Opening information for Parents</b>, which explains the measures that are in place to ensure the safety of the school community, on our website.</li> <li>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.</li> </ul>	Y	Executive Headteacher	4 Sept 2020	L
Cleaning	H	<ul style="list-style-type: none"> <li>The <b>site manager</b> creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>Frequently touched surfaces being cleaned more often than normal.</li> <li>Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> <li>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.</li> </ul>	Y	Finance Manager	27 Aug 2020	L
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> <li><b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school.</b></li> <li>Parents are informed via <b>letter</b> 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.</li> <li>Instances of pupils displaying coronavirus are managed in line with local and national guidance and any unwell individuals are sent</li> </ul>	Y	Executive Headteacher	27 Aug 2020	M

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		<p>home as soon as possible.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff and any pupil who displays any symptoms is immediately sent home.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• 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.</li> <li>• 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.</li> <li>• PPE is worn by supervising staff if they cannot maintain a distance of two metres.</li> <li>• 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.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The area around the unwell individual is cleaned with normal</li> </ul>				

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		<p>household bleach after they have left the premises.</p> <ul style="list-style-type: none"> <li>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <b>Administering Medications Policy</b>.</li> </ul>				
Test and trace	<b>M</b>	<ul style="list-style-type: none"> <li>Parents are informed, via <b>letter</b>, 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"> <li>Book a test if they (or their child) display symptoms.</li> <li>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.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>Parents of pupils who display coronavirus symptoms are encouraged to get their child tested.</li> <li>If available, the school provides parents with a home testing kit for their child if they develop symptoms.</li> <li>Parents are asked to inform the school immediately of test results.</li> <li>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.</li> <li>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 loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>	<b>Y</b>	<b>Principal</b>	<b>27 Aug 2020</b>	<b>L</b>

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Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> <li>• Parents are informed, via <b>letter</b>, of how the school responds to confirmed cases of coronavirus.</li> <li>• Where an individual in the school community tests positive for coronavirus, the <b>Principal</b> contacts the local HPT immediately.</li> <li>• The school works with the local HPT to manage the response.</li> <li>• 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"> <li>- 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)</li> <li>- Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• If required, all parents are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>• 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.</li> <li>• If the school has two or more confirmed cases of coronavirus</li> </ul>	Y	Principal	27 Aug 2020	L

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		within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.				
Hygiene practice	<b>H</b>	<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to in accordance with the <b>Infection Control Policy</b> and relevant guidance from the DfE and PHE.</li> <li>• 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.</li> <li>• Posters are displayed throughout the school reminding pupils to wash their hands regularly.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• 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.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• In line with current government guidance, face coverings are not recommended in education settings, e.g. the classroom. It is, however, at the discretion of the headteacher if staff and pupils are to wear face coverings in communal areas where the layout makes it particularly difficult to maintain social distancing, and where permitting their use would provide additional confidence to parents to support a full return of pupils.</li> </ul>	<b>Y</b>	<b>Executive Headteacher</b>	<b>27 Aug 2020</b>	<b>M</b>

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		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the <b>Behavioural Policy</b>.</li> </ul>				
Social distancing	<b>M</b>	<ul style="list-style-type: none"> <li>Social distancing measures are implemented.</li> <li>Visual aids are used to display social distancing measures.</li> <li>We are operating as a single bubble across both sites.</li> <li>Pupils' educational and care support plans are provided as normal.</li> <li>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.</li> <li>Pupils queue two metres apart at entrances and exits.</li> <li>Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases.</li> <li>The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if</li> </ul>	<b>Y</b>	<b>Executive Headteacher</b>	<b>27 Aug 2020</b>	<b>L</b>

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		<p>they require extra support to follow these measures.</p> <ul style="list-style-type: none"> <li>• Where necessary, school transport is restricted to essential use only.</li> <li>• Where school transport is essential, infection control and social distancing measures are implemented.</li> <li>• 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.</li> <li>• Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.</li> <li>• Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the <b>Behavioural Policy</b>.</li> <li>• 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.</li> </ul>				
Resources	<b>H</b>	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• 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).</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones.</li> <li>• Pupils are permitted to bring bags to school.</li> </ul>	<b>Y</b>	<b>Executive Headteacher</b>	<b>27 Aug 2020</b>	<b>L</b>

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		<ul style="list-style-type: none"> <li>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.</li> </ul>				
Communication	<b>M</b>	<ul style="list-style-type: none"> <li>The school keeps pupils and parents updated about any changes to school procedures as necessary.</li> <li>The school communicates with parents via <b>letter</b> 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.</li> <li>Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>The <b>SLT</b> is actively present around the school to provide additional support, advice and reassurance.</li> </ul>	<b>Y</b>	<b>Principal</b>	<b>27 Aug 2020</b>	<b>L</b>
Mental health, wellbeing and safeguarding	<b>M</b>	<ul style="list-style-type: none"> <li>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the <b>child protection hub</b>.</li> <li>Staff are sensitive to pupils' needs and worries.</li> <li>Pupils who are new to the school are provided with the appropriate support.</li> <li>The <b>Principal</b> (who is also the DSL) and/or <b>Designated Teacher</b> liaise with LAs to determine what additional support is available for pupils who are suffering with their mental health once they</li> </ul>	<b>Y</b>	<b>Principal</b>	<b>27 Aug 2020</b>	<b>L</b>

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		<p>return to school.</p> <ul style="list-style-type: none"> <li>• The <b>Principal</b> and the <b>Designated Teacher</b> 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.</li> <li>• Safeguarding issues are managed in line with the <b>Child Protection and Safeguarding Policy</b>.</li> <li>• The <b>DSL</b> liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</li> <li>• The <b>DSL</b> ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• The <b>DSL</b> ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>• Bereavement is managed in line with the <b>Bereavement Policy</b>.</li> <li>• Where needed, the school carries out a <b>Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils</b>.</li> </ul>				
Access to learning	<b>M</b>	<ul style="list-style-type: none"> <li>• The <b>Principal</b> and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>• The <b>Principal</b> and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.</li> <li>• The <b>Principal</b> 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.</li> <li>• Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> <li>• Measures to reduce the risk of infection during music lessons are</li> </ul>	<b>Y</b>	<b>Principal</b>	<b>27 Aug 2020</b>	<b>L</b>

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		<p>implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</p> <ul style="list-style-type: none"> <li>PE lessons take place outside where possible and pupils are kept in consistent groups.</li> </ul>				
Behaviour expectations	<b>H</b>	<ul style="list-style-type: none"> <li>The school's <b>Addendum to the Behavioural Policy</b> sets out behaviour expectations for pupils.</li> <li>Expectations are communicated clearly to pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately by relevant staff.</li> </ul>	<b>Y</b>	<b>Principal</b>	<b>4 Sept 2020</b>	<b>L</b>
Attendance	<b>M</b>	<ul style="list-style-type: none"> <li>Parents are informed, via <b>letter</b>, that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the <b>Attendance Policy</b>.</li> <li>In line with the most recent shielding advice, pupils that have been shielding can attend the school site.</li> <li>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.</li> <li>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.</li> <li>Any concerns from parents and pupils about being on school site are discussed between appropriate individuals.</li> <li>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> <li>The school uses additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in</li> </ul>	<b>Y</b>	<b>Principal</b>	<b>4 Sept 2020</b>	<b>M/L</b>

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		place measures for those families who need additional support to secure pupils' regular attendance.				
Emergencies	<b>M</b>	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as possible in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date <b>First Aid Policy</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy.</li> <li>The <b>Executive Headteacher</b> reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly.</li> </ul>	<b>Y</b>	<b>Executive Headteacher</b>	<b>27 Aug 2020</b>	<b>L</b>
Contingency planning		<ul style="list-style-type: none"> <li>There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> <li>Our on-line learning platform will be maintained on an on-going basis to ensure the continuity of learning for all pupils.</li> <li>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).</li> </ul>				