

COVID-19 Risk assessment – Return to school for all pupils

Please refer to notes below for links to government guidance and legislation

All changes to the risk assessment are in blue.

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Academy / School	Henleaze Junior School	Assessment No.	V9 23 June 2021
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Site	Henleaze Junior School	Location	Park Grove, Bristol BS9 4LG		
Subject of Assessment	Return to school for all pupils from 8 th March 2021 and transition arrangements				
Assessed by	N O'Brien, SLT, Governors	Date	23 June 2021	Review date	As required by DfE
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected (Who may be harmed)	
				Students, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of	<ul style="list-style-type: none"> From 8th March 2021, all children are expected to return to school full time. The school has informed parents, students, carers, employees and visitors not to enter the school if 	High	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<p>they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> • Parents receive guidance on school times for their child and protocols set out for attending the school • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for return of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation's details are available to staff including confidential employee helplines and information that can be provided to students; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Staff who work from home will be provided with suitable training to ensure appropriate equipment, workstation set up and working arrangements are in place. • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications 		

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		<ul style="list-style-type: none"> Individuals who are identified as clinically extremely vulnerable should refer to updated guidance: <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>. Shielding has been paused with effect from 1 April 2021. Staff who are clinically extremely vulnerable are requested to discuss their plans to return to the work place with their consultant/clinician prior to any return and to make the school aware of any additional measures required. Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance. An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required Staff that travel abroad during the holidays will follow the current government guidance regarding quarantine on their return. Where it is not possible to avoid a member of staff having to quarantine 		

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		<p>during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home</p> <ul style="list-style-type: none"> • Staff are requested to wear face coverings in all communal areas in school. • All staff working in school are encouraged to leave the school to work from home once their duties have been completed. <p>Communication with contractors:</p> <ul style="list-style-type: none"> • The school has detailed discussions with contractors to ensure all of the schools COVID controls measures are understood and followed. This includes hygiene and social distancing measures. • Where possible, site visits are made outside of school working hours. • A record of all contractors/visitors is kept in order that NHS Test and Trace measures can be adhered to. 		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Drop off</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Waiting areas for each year group have been designated on the lawn outside the playground fence and children are required to congregate in the designated area until a member of staff calls them in to school. 	medium	

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		<ul style="list-style-type: none"> Parents are asked to not congregate on the school grounds before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to wait on the lawn in the area designated for their youngest. Adults are asked to maintain a 2m distance from other adults while waiting. Parents and carers are required to wear face coverings whilst on school premises. Start times have been staggered for lower juniors and upper juniors in order to prevent large numbers of parents in the playground/on school grounds; Start times are designed to enable one group of parents to leave the site before the next group arrive; Parents are reminded to leave the site once their children have entered the fenced area of the playground; Only one parent/guardian per child is permitted on site; If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. <p>Entry to the school:</p> <ul style="list-style-type: none"> Students will be met at the designated classroom door / entrance by their Teacher; Parents/Guardians are NOT permitted to enter the 		

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		<p>school buildings;</p> <ul style="list-style-type: none"> Entrance doors are held open, reducing the number of occupants touching the doors; Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; Good hand washing signage to instruct students how to do this effectively is displayed; Help is available for children and young people who have trouble cleaning their hands independently; Hand washing demonstrations have been provided to students on how to adequately wash their hands. Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points. 		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Pick up</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Waiting areas for each year group have been designated on the lawn outside the playground fence. Parents are asked to wait in the designated area. Children who are being collected will be supervised within the fenced playground by staff until they can see their waiting adult Children who go home unaccompanied are asked to leave the site directly and not to linger on the lawn 	Medium	

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		<p>or meet up with friends from other year groups.</p> <ul style="list-style-type: none">• Parents and carers are required to wear face covering whilst on the school premises.• Parents are asked to not congregate in the school grounds for longer than 5 minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the grounds, in the designated area for their youngest child, keeping 2m away from other adults);• Finish times have been staggered for upper juniors and lower juniors in order to prevent large numbers of parents on school grounds;• Parents are reminded to leave the site once their children have been collected;• Only one parent/guardian per child is permitted on site;• If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. <p>Leaving the school:</p> <ul style="list-style-type: none">• Exit doors are held open, reducing the number of occupants touching the doors;• Students are reminded to wash hands as they leave the school building;• Help is available for children and young people who have trouble cleaning their hands independently;		

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		<ul style="list-style-type: none"> Hand washing demonstrations have been provided to students on how to adequately wash their hands; Good hand washing signage to instruct students how to do this effectively is displayed. 		
4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no large gatherings such as assemblies or collective worship with more than one group/‘bubble’.</p> <ul style="list-style-type: none"> Class sizes are restricted to a normal number of students (approximately 30), 1 teacher and LSA if required (specific needs of class); The class group will not interact with other groups within the school buildings; Hand washing is completed on entrance to the class and between specific activities; Students are given their own bag of stationery and are asked not to share; Frequently used equipment such as pencils and pens must not be shared; Staff and pupils have their own items; Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces; Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); Outdoor equipment is more frequently cleaned; The school limits the amount of equipment students 	Medium	

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		bring to school to only essentials such as lunch boxes, hats, coats, reading book <ul style="list-style-type: none"> Students are regularly reminded not to touch their or other students faces; Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable suitable social distancing and successful and effective cleaning of all surfaces; Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; Where possible classes/activities will be completed outside; Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group; The same Teacher and LSA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; 		
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<ul style="list-style-type: none"> Separate lunch breaks are designated for each year group (bubble). Students will stay in these groups while eating lunch; Each year group eats in their own space – either the Hall or the Dining Hall. Within that space, children sit at tables with other members of their own class. 	Medium	

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		<ul style="list-style-type: none">• 2m spacing is maintained between the tables of adjacent classes.• Windows are open in the Hall and Dining Hall.• Children collect their lunch from the servery and their cutlery from a container on the table. They serve themselves to water from the jug on their table.• After each sitting, tables, benches or chairs and the water jug are cleaned and the unused cups and cutlery container are changed.• Tables are wiped clean with an appropriate disinfectant before and after lunch;• Students wash their hands before and after eating lunch. <p>Moving around the school:</p> <ul style="list-style-type: none">• Movement to different areas within the school is reduced as much as possible;• External doors are used to move students from one area to another, effectively creating external corridors in the open air;• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;• Additional furniture, coats, bags are not permitted in the school corridor;• Corridors are kept as clear as possible;• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible;		

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		<ul style="list-style-type: none">• Times are allocated for each group to reduce the need to pass one another in open spaces;• Where possible students will move with their group only and will not mix with other groups;• Staff will generally manage student movement but keep a suitable social distance from students and other staff; <p>Face coverings:</p> <ul style="list-style-type: none">• Staff are requested to wear face coverings in all communal areas of the school.• Year group bubbles are maintained at all times including when students move throughout the school <p>Break-times / playgrounds:</p> <ul style="list-style-type: none">• Separate times or areas (at a safe distance using government guidance) are issued for each separate year group (bubble).• Students are only permitted to complete suitable activities with their year group;• Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented;• Daily inspection and enhanced cleaning programs are in place for external areas and equipment;• Outside play equipment and toys will be used in rotation;• Equipment is cleaned before use by each designated		

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		<ul style="list-style-type: none"> class group; Outside play equipment and toys have been reduced; This is designed to enable successful and effective cleaning of all outside toys / play equipment. 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> Hand washing stations are positioned at each student entrance to the school; hand sanitiser is available at all other entrances All those entering the school are required to wash/sanitise their hands; Hand washing stations are located on each floor and within each classroom Hand washing sinks are located within each toilet provision; Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; Students and staff have been shown how to wash hands properly; Help is available for children and young people who have trouble cleaning their hands independently; Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ When returning from breaks ➤ Before and after eating; ➤ On entry and exit from each classroom. 	Medium	

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		<ul style="list-style-type: none"> • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have single-use paper towel for drying hands. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; • Classrooms will be cleaned after or before school; • Toilets will be cleaned before or after school and during lunch; • Common areas will be cleaned once a day; • Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject 	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning in non-healthcare settings .		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other; • Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; excess furniture has been removed, and staff have been instructed not to bring in additional chairs. • Staff are encouraged to bring a packed lunch or order a school meal and use the larger dining areas, keeping a suitable distance from other occupants; • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with Government guidance. 	Medium	
9.	Spread/contraction of COVID-19 due to	<ul style="list-style-type: none"> • A specific First aid needs assessment has been 	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<p>completed – see other 'First Aid Needs assessment – COVID-19;</p> <ul style="list-style-type: none"> • The First Aid Needs assessment takes into account numbers and ages of students, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of students. • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision. • The school has a specific room/area dedicated for suspected cases of COVID-19; • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 metre social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with 		

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		<p>appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal.</p> <ul style="list-style-type: none"> • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 		

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		<ul style="list-style-type: none"> The first aid room is cleaned frequently and after each use (when first aid care has been provided). Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 		

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		<ul style="list-style-type: none"> If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
10.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel People hiring the premises. 	<ul style="list-style-type: none"> Parents are not permitted to enter the school, except by appointment and subject to adherence to safety measures; Parents have been informed to call the school office or email if they have any questions or concerns; Parents and carers are required to wear face coverings when on school premises. If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; The SLT are able to meet via video link parents if face to face meetings are required; For those who have to enter the school reception, screens have been installed to reduce the risk to school staff; Signage at the entrance advises visitors that only one person at a time is allowed inside the lobby. Visitors will only be permitted into the school if they have an appointment; A record of all visitors, including contractors, to site will be kept and maintained; Visitors will only be permitted at their designated 	Low	

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		<p>time and will be asked to wait outside of the school building until their school contact is available;</p> <ul style="list-style-type: none">• The school contact is required to attend reception in good time to meet their visitor;• Meetings with visitors will be via video conference or phone where possible;• If not possible social distancing measures will be adhered to at all times;• Face to face meetings in small rooms or within 2m are not permitted;• Premises’ contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;• Deliveries will be accepted at designated quiet times only;• Delivered items will be left outside of the school building for staff to collect;• The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school’s risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.• Peripatetic teachers will complete a risk assessment for the lessons they deliver, the school will review these to ensure distancing requirements are maintained where appropriate and efforts are made to reduce the number of groups taught and locations worked in.		

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11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> Toilet use protocols are managed by Teachers if located adjacent to classrooms; Toilets are cleaned at the start or end of the day and during lunchtime; 	Medium	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times; 	Low	
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence; The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 	Low	

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		<p>'Managing Premises Functions' separate risk assessment has been completed;</p> <ul style="list-style-type: none"> • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 		
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low	
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly points for occupants following social distancing requirements; ➤ Safe exit via the nearest available final exit; ➤ Training occupants of any changes to 	Low	

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		evacuation; ➤ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; ➤ Use of the school has been reduced to enable safe sweeping and evacuation. • All other fire system testing and maintenance has continued as normal.		
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	• The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) • The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus	Low	
17.	Spread/contraction of COVID-19 during an educational visit.	• In line with Government advice, educational visits will not be carried out.	Low	
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	• If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</p> <ul style="list-style-type: none"> The school has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT The school keeps informed of Government and Department for Education guidance and updates To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. 		
19.	Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions or national lockdown requirements apply.	<ul style="list-style-type: none"> Students (year 7 and above) and staff are required to wear face coverings when moving through communal areas when and if the school is under local area government local intervention measures; Face coverings are not required in classrooms; The school has measures in place to contact staff and parents in good time should local restrictions result in face coverings being required. Parents and carers are required to wear a face covering whilst on the school premises. 	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
20.	Spread of coronavirus from playing musical instruments during instrument lessons	<p>Lessons in school will be delivered by employees of Bristol Plays Music, and only after BPM risk assessment is approved by the school.</p> <p>If lessons are taught in person in school, the school requires that:</p> <ul style="list-style-type: none"> • Students will be taught in the dining room where 2m social distancing can be achieved • Children will only be taught in year group bubbles • Windows and doors will remain open to ventilate the space • Teachers will wear face coverings moving about the school • Seats, music stands and tables will be cleaned by the teacher between year groups • When not in use, instruments will be kept in the hall on tables allocated to each class 	medium	
21.	Spread of coronavirus from playing musical instruments during class music lesson	<ul style="list-style-type: none"> • Students will wash hands before the lesson • Instruments will be shared by the class to provide an opportunity for each child to play, maximum of 2 per instrument • No wind or brass instruments to be played in class • Teacher will clean each instrument after use • Children will wash hands after the lesson 	medium	
22.	Spread/contraction of COVID-19 during out-of-hours activities, and wraparound childcare.	<ul style="list-style-type: none"> • Out-of-school activities may only continue if their primary purpose is providing registered childcare, or where offering other childcare activities, where this necessary to enable parents to work or search for work or to undertake training or education. • Wrap around sessions and after school clubs can only 	low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>be attended by pupils of the school where sessions are run</p> <ul style="list-style-type: none"> All such activities follow the COVID-19 management procedures set out above for all school activities. See Wraparound risk assessment for full controls / detailed assessment. 		
23.	Spread/contraction of COVID-19 during performing events	<ul style="list-style-type: none"> There will be no live performances in school in front of an audience, other than within class bubbles. Live streaming and recorded performances (subject to the usual safeguarding considerations and parental permission) will be made available. Music and singing will follow current guidance and detailed specific risk assessment. https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing 	low	
24.	Spread of covid-19 during transition activities (transferring to next year group) Year 2 children moving to Year 3 in September (transition and Shuffle Up day)	<ul style="list-style-type: none"> Year 2 children who are feeling unwell must not attend school Any adults supporting the year 2 children in the transition activity must not attend school if they are unwell. Adults accompanying year 2 children will have recently carried out a lateral flow test as part of the infant school testing protocol. Children will go to the toilet, fill water bottles and wash hands in their current classrooms Adults accompanying the children are required to 	low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>wear face coverings and sanitise hands on arrival at the junior school.</p> <ul style="list-style-type: none"> Adults will clean desks and chairs in junior school classrooms ready for the Year 2 children's arrival Classrooms will be ventilated by opening windows and doors Year 2 children will attend activities at the junior school in their existing class bubbles and will not mix with other bubbles Children will be escorted through school to their classroom by a Year 3 teacher using the covid safe routes through the school. Children must follow instructions from adults and observe the 2m Teacher zone Children will wash hands on arrival in the classroom resources required for any activities will be given to each child – children will not share resources children will be escorted back to the infant school using the covid safe routes through the school. Any junior school resources used for the activity must be quarantined or cleaned after use 		
	Spread of covid-19 during transition activities (transferring to next year group) Years 3 to 6	<ul style="list-style-type: none"> Children who are unwell must not attend school Class bubbles are allowed to mix with the other classes in the year group, to facilitate transition arrangements. In particular year 4 classes will be shuffled to create the new year 5 classes. Year 6 classes will work on the Year 6 production together 	low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		Shuffle Up day <ul style="list-style-type: none"> Children will register in their current class, go to the toilet, fill water bottles and wash hands Adults will clean desks and chairs ready for new class' arrival Classrooms will be ventilated by opening windows and doors Adults will wear face coverings when moving through the school Adults will escort the children to their new classroom using the covid safe routes through the school Children must follow instructions from adults and observe the 2m Teacher zone resources required for any activities will be given to each child – children will not share resources Any resources used for the activity must be quarantined or cleaned after use 		
	Spread of covid-19 during transition activities (transferring to next year group) Children from other schools	<ul style="list-style-type: none"> Children who are unwell must not attend school Parents/carers will have completed an admissions form for each child to provide contact details, for track and trace On arrival at the school office, children will sanitise hands and be escorted to their new class by an adult using the covid safe routes through the school Adults are required to wear face covering when moving about the school At the end of the session, children will be escorted back to the school office to be collected by 	low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		parent/carer waiting outside		

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

NOTES:

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from 8th March 2021.

The link to reviewed guidance is as follows:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

The overall government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

The system of controls:

Protective measures

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.