

# Risk Assessment Form Version: 1

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the most likely impact (I) the accident might have,

Task / Activity Covered by the assessment	<b>RETURN TO SCHOOL during COVID-19 PANDEMIC – STEP 4 (WEF Autumn term, September 2021)</b>		Likelihood (L)	X	Impact (I)	
Workplace	<ul style="list-style-type: none"> <li>To be read in conjunction with Government guidance - <a href="#">Schools Covid-19 - Operational guidance</a> and BHCC's <a href="#">dedicated COVID-19 page on BEEM</a> for schools.</li> </ul>		Almost Impossible	1	Insignificant (minor injury, no time off)	
Date of Assessment	WEF Autumn term, September 2021	Date Assessment to be reviewed	Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Person Completing	Euan Hanington	Manager/ Head teacher	Possible	3	Moderate ((injury causing more than 7 days off)	
Staff involved in assessment	James Lewin, Sarah Kirby		Likely	4	Major ((death or serious injury)	
	Sept 9 <sup>th</sup>		Almost Certain	5	Catastrophic (multiple deaths)	
			<b>Low</b> = 1 - 3	<b>Moderate</b> = 4-7	<b>Significant</b> = 8-14	<b>High</b> = 15-25

## How to use this Risk Assessment:

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken.
- To calculate Risk Rating (R): assess the likelihood (L) of a member of staff/others contracting COVID-19, taking into account the control measures that will be in place against the **most** likely impact (I) of contracting COVID-19 might have **L x I = R**
- This risk assessments should be completed in consultation with all relevant union colleagues not just individual unions. As a minimum this must always include Unison, the GMB and the NEU. This will ensure that all your staff who are part of a union have been fully consulted on the issues.

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
			L	I	R		L	I	R	
1 <b>School Site</b>  Site not prepared for pupils/staff return from summer break	Pupils/ staff	<ul style="list-style-type: none"> <li>Risk assessment(s) regularly reviewed as circumstances change in school and in-line with PH advice. Shared with staff, Governors and safety representatives.</li> <li>Usual building checks to ensure school safe and extra considerations (e.g. <u>Legionella</u> water checks, working hot water/heating systems, operating doors/windows, alarms) etc.</li> <li>School thoroughly cleaned before re-opening in line with <u>Cleaning in non-healthcare settings</u></li> <li>Bins in classrooms/other locations.</li> <li>Soap and hot water in every toilet and classrooms.</li> <li>Sanitising wipes for cleaning of equipment.</li> <li>Hand sanitiser available in appropriate locations.</li> <li>Ensure good ventilation throughout by opening windows/doors etc. – <b>see 3 below.</b></li> <li>Individual &amp; frequently used equipment (ideally) not shared and/or cleaned regularly.</li> <li>Review on-site signage to reflect current guidance/Covid arrangements.</li> <li>Review and share Covid-19 and essential induction information with all staff, pupils, visitors (including contractors, peripatetic/supply staff, parents &amp; carers).</li> </ul>	<b>2</b>	<b>1</b>	<b>2</b>	Premises walk through prior to opening				
2 <b>Communication</b>  SLT/staff not up to date with PHE/Government /DfE & LA/PH team advice/guidance	All Staff/ Pupils/ Parents/ Outside Agencies	<ul style="list-style-type: none"> <li>SLT to read, review and share PHE/DfE/Government information and advice from LA/PH team ensuring all staff/governors/parents/carers are kept up to date, including: <ul style="list-style-type: none"> <li>- Emails from Education &amp; Skills</li> <li>- <u>Links to Gov.uk information</u></li> <li>- <u>BEEM</u></li> </ul> </li> <li>Heads PA / designated staff member to check LA <u>website</u> daily and notify SLT -</li> <li>Emergency procedures regularly updated and shared with all staff following updated guidance from Public Health England/DfE/Government and LA.</li> </ul>	<b>1</b>	<b>1</b>	<b>1</b>	SLT met during summer break to review latest guidance and made appropriate changes in line with.  RA reviewed regularly: staff informed of any changes in weekly Staff Newsletter and families through weekly School Newsletter.				

3	<b>Ventilation</b>  Lack of adequate ventilation and/or impact of ventilation on indoor temperatures	All	<ul style="list-style-type: none"> <li>Well ventilated/comfortable teaching environment maintained as far as possible.</li> <li>Windows/internal doors opened to improve natural ventilation and assist with creating a throughput of air – windows with ‘restrictors’ to prevent full opening for other safety reasons should not be overridden.</li> <li>Where natural ventilation is relied upon, windows opened ahead of the start of the working day, wherever possible.</li> <li>Poorly ventilated areas <b>*identified</b> and practical steps taken to improve fresh air flow – extra consideration when holding events/others on site.</li> <li>CO2 monitors will also be provided to all state-funded education settings from September 2021, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</li> <li>Mechanical ventilation systems adjusted to increase the ventilation rate wherever possible and only fresh outside air is circulated - ventilation started ahead of the working day and continued after classes have finished (where possible) as cleaners and other (maintenance) staff may work in those rooms.</li> <li>Where full fresh air setting is not possible, system operated as normal – <b>as long as within a single room</b> – and supplemented by outdoor air supply.</li> <li>Fans – use of fans discouraged, as can spread contaminated air from one person onto another – and only used after considering other ventilation and heat reducing measures. Sited (e.g. under/in an open window) so drawing and pushing fresh air around a room (up in to an unoccupied space) and not directed/blowing air from one person to another.</li> <li>Opening internal doors to assist with creating a throughput of air and use of DorGuards or Mag-lock devices linked to the fire alarm system.</li> <li>Fire doors NOT wedged open.</li> <li>External opening doors used (as long as they are not fire doors and where safe to do so).</li> <li>Rooms cleaned regularly to reduce recirculation of any virus deposited on surfaces – see CLEANING ARRANGEMENTS at 7 (below).</li> </ul>	2	3	6	<p><i>Further advice can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a></i></p> <p><b>*These can be indicators of poor ventilation:</b></p> <ul style="list-style-type: none"> <li>- Areas which smell stuffy or smell unpleasant.</li> <li>- Areas without either natural ventilation – e.g. openable windows and doors - or mechanical ventilation.</li> <li>- Blocked airbricks.</li> <li>- Windows which require attention to properly operate.</li> <li>- Dirty ventilation grids.</li> <li>- Where ventilation facilities are blocked by furniture, curtains/blinds.</li> </ul> <p><i>All teachers to open windows upon arrival at school and assign monitors to ensure that windows are open with a steady air flow present</i></p>				
---	--	-----	--	---	---	---	--	--	--	--	--

4	<p><b>Transmission of the virus/developing symptoms (at the setting) leading to:</b></p> <ul style="list-style-type: none"> <li>• Reduced pupil attendance</li> <li>• Impact on learning</li> <li>• Reduced staffing</li> <li>• Insufficient supervision ratios</li> <li>• Insufficient trained staff</li> <li>• Possible outbreak</li> </ul>	<p>Infection to Staff, children, families, visitors and contractors</p>	<p><b>SYMPTOMATIC INDIVIDUALS:</b></p> <ul style="list-style-type: none"> <li>• Symptomatic people must get a <a href="#">PCR test</a> and self-isolate (in line with <a href="#">guidance</a>).</li> <li>• *School tell staff, children, parents, carers or any visitors (including suppliers/providers) <i>not</i> to come in to school if they are displaying any symptoms of coronavirus, have tested positive or been told to self-isolate or required to quarantine.</li> <li>• Staff to notify SLT as early as possible if they are presenting symptoms and to follow <a href="#">guidance</a>.</li> <li>• School to request that staff/parents/carers of children closely monitor themselves and children for signs of <a href="#">Covid-19 symptoms</a>.</li> <li>• Staff instructed to let SLT know and children instructed to let staff know (immediately) if they start feeling unwell with any of the main Covid-19 symptoms (however mild).</li> <li>• Procedure in place to be followed if staff or children become unwell/symptomatic on site and need to go home – e.g. <b>shortest route taken out of the building etc.</b></li> <li>• Individuals with symptoms avoid using public transport and arrange to be collected by member of same household (where possible).</li> <li>• Pupil/staff awaiting collection left in Covid Isolation Room opposite office with window open, on their own (if possible) and safe to do so. Room and other potentially contaminated areas ventilated and surfaces cleaned and disinfected after use, in line with <a href="#">guidelines</a>.</li> <li>• Sensory Room will be Isolation Room on Monday mornings and Friday mornings when Messy Mondays and Family Fridays re-start.</li> <li>• If it is not possible to isolate child, moved to an area, which is at least 2 metres from others.</li> <li>• Symptomatic child to use a separate toilet (in lobby) - thoroughly cleaned after - in line with <a href="#">guidelines</a>.</li> <li>• Supervising staff to appropriate PPE if close contact is necessary – see <a href="#">Use of PPE guidance</a> – and wash their hands thoroughly afterwards.</li> <li>• Symptomatic person’s household (including any siblings) should follow the <a href="#">PHE: Stay at home guidance</a>.</li> </ul> <p>If you live in the same household as someone with COVID-19, you should stay at home and self-isolate. However, from 16/8/21, if you are fully vaccinated or aged under 18 years and 6 months <u>you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19</u> if you are not symptomatic/unwell with suspected Covid-19 and advised to have a PCR test ASAP and help</p>	3	3	9	<p>Note: the main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b></li> <li>• <b>a new, continuous cough</b></li> <li>• <b>a loss or change to your sense of smell or taste</b></li> </ul> <p>*Close contacts who are exempt from isolation are advised to limit contact with anyone who is clinically extremely vulnerable for the ten days from exposure and wear a face covering outside of educational settings. Face coverings may be advised for staff and secondary/FE provider students in outbreak situations and as contacts if there are extremely clinically vulnerable people in the setting. Further <b>guidance on this and other precautionary measures they can take can be found <a href="#">here</a></b>.</p> <p><b>Soft starts and ends to the day to continue.</b></p> <p><b>One way system on Chalkland Rise continues</b></p> <p><b>Although bubbles no longer a requirement, year groups together for break and lunch times when indoors. Mixed when outside</b></p> <p><b>Unless exempt, staff to wear face coverings when transitioning through school. Optional for staff to wear face covering when outside.</b></p>				
---	---	---	---	---	---	---	---	--	--	--	--

protect others by following the [guidance on how to stay safe and help prevent the spread](#).

- Use reasonable judgment to refuse child entry when they appear to have symptoms to protect other pupils and staff from possible infection with COVID-19.

**ASYMPTOMATIC LATERAL FLOW DEVICE (LFD):**

- LFD testing recommended for all (phases) staff and secondary pupils, twice weekly.
- [Report](#) all LFD test results – positive, negative and void – to NHS.
- Where self-swabbing may cause significant concerns for some SEND children/young people, not tested unless informed consent given by appropriate person. Testing is voluntary.
- Staff recommended to undertake twice weekly LFD home tests when on site – reviewed at end of September.
- All secondary school (and new Year 7) pupils to receive 2 on-site LFD tests, 3 to 5 days apart, on their return in the autumn term – then, twice weekly LFD testing at home until the end of September.
- Secondary schools to retain a small LFD asymptomatic testing site (ATS) to offer testing to pupils unable to test at home.
- Staff and pupils with a positive LFD test result must self-isolate in line with the [Stay at Home Guidance](#) and get a [PCR test](#) to check if they have COVID-19. **Whilst awaiting PCR test result, they must continue to self-isolate.**
- If PCR test is taken within 2 days of the positive LFD test - and is negative - it overrides the LFD test and the person can return to school, as long as they have no COVID-19 symptoms.
- If you are notified by NHS Test and Trace of a subsequent positive PCR test result you must complete your full isolation period in line with [Stay at Home Guidance](#) and NHS Test and Trace instruction.

**STAFFING LEVELS:**

- Member of SLT on site each day and will establish daily supervision levels and contact local authority (Education & Skills) if unable to operate safely – e.g. concerns over staffing levels, where usual interventions and provision cannot be provided etc.
- Parents/carers informed (as early as possible) in the event of (partial) closure.

**ALL POSITIVE (LFD & PCR TEST) CASES:**

All school Staff continue with Wed and Sun LFTs informing Sarah – DHT – if positive result and then isolate and take PCR test

- School to be notified of all positive LFD or PCR test results.
- Positive LFD test result [reported](#) to NHS.
- Follow [Guidance](#) in PHE South East Educational Settings Pack for Educational Settings.
- School can call dedicated advice service - **DfE helpline: 0800 046 8687 (Option 1)** / [dfecoronavirushelpline@education.gov.uk](mailto:dfecoronavirushelpline@education.gov.uk) if they require advice about single or multiple cases for assistance with undertaking risk assessments or are concerned they might have an outbreak - who may escalate issue to the local health protection team to advise any additional action required, such as implementing elements of the outbreak management plan.
- \*For **confirmed cases relating to staff who were infectious whilst in work** refer to: [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](#). Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.
- School notify (to be reviewed end of September 2021)  
**ALL positive LFD & PCR test cases to:**  
**BHCC Education & Skills team by email:**  
[educationandskills@brighton-hove.gov.uk](mailto:educationandskills@brighton-hove.gov.uk)  
**BHCC Local Public Health team by email:**  
[Publichealth@brighton-hove.gov.uk](mailto:Publichealth@brighton-hove.gov.uk)
- Liaise with H&S team where a positive **staff case** is believed to be linked to transmission within the school.

**CLOSE CONTACT TRACING:**

- From Step 4, close contacts identified and informed via NHS Test and Trace (T&T) and not by education settings, unless contacted in exceptional cases to help identify close contacts.
- Contacts of a person (notified via T&T) who has tested positive for COVID-19 need to follow [Guidance for contacts of people with possible or confirmed coronavirus \(Covid-19\) infection who do not live with the person](#)
- Close contacts advised to get a PCR test and follow (T&T) advice.
- From 16 August 2021, children below the age of 18 years & 6 months and double/fully vaccinated adults are no longer required to self-isolate if contacted by NHS T&T as a close contact of a positive COVID-19 case. Instead, children/adults will be contacted and

\*Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered

informed by NHS T&T, they have been in close contact with a positive case and advised to take a PCR test.

- Register of all visitors/contractors kept.

**OTHER:**

- Face coverings are **no longer mandatory\*** for pupils, staff and visitors either in classrooms or in communal areas\*\*. The government has removed the requirement to wear face coverings in law **but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.**
- Avoid **\*\*overcrowding** as far as possible in all areas where staff and pupils congregate.
- Additional operational guidance followed for [special schools, special post-16 providers and other specialist settings](#) where appropriate.
- Emergency cover arrangements in place – e.g. key holder, safeguarding, first-aid, cleaning, administration etc. to ensure safe opening/operation.
- Flexibility amongst teaching staff to teach/lead different year.
- School to check that external providers/contractors (e.g. catering providers) have robust COVID-19 arrangements in place.
- Ensure key **\*\*\*contractors/visitors** etc. are aware of the school's control measures and ways of working.
- Continue to maximise use of outdoor space for learning/meetings/events, where possible.

with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate where required. NHS Test and Trace will also ascertain the vaccination status of the contact to assess whether the contact is exempt from isolation or not.

\* Schools have the option to adopt a more precautionary approach to face coverings in their environment, based on their own assessment of risk and be supportive of those/people who wish to continue to wear them. See also (6. Local Outbreak) below for situations where the temporary re-introduction of face-coverings may be required.

\*\* Consider using approaches such as one-way systems and avoiding whole school events indoors, where necessary.

							<p>***Schools to take a sensible and pragmatic approach to additional controls that may seem necessary in their environment based on their own risk assessment.</p> <p>After HT communication with Kipling Lions, families can use Downs Valley Road entrance and exit commencing 13.9.21</p>			
5	<p><b>Clinically Extremely Vulnerable (CEV) and</b></p> <p><b>Priority groups for vaccination (PGFV)</b></p> <p><b>Exposure to Covid-19</b></p>	CEV/CV	<ul style="list-style-type: none"> <li>School and CEV staff/pupils advised to follow medical advice and latest government <a href="#">CEV Guidance</a>.</li> <li>CEV &amp; PGFV staff attend work subject to agreed Individual Risk Assessment (RA) in place/reviewed - see also (HSE) guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a></li> <li>CEV people continue to consider additional precautions they can continue to take.</li> <li>School support/encourage vaccine take up and enable all staff who are eligible for a vaccination to attend booked vaccine appointments, where possible.</li> <li>All CEV children and young people attend school unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend – see also <a href="#">Supporting pupils with medical conditions</a>.</li> <li>*Pregnant women are advised to follow <a href="#">guidance</a> from the Royal College of Gynaecologists and take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. (An individual RA should be in place).</li> <li>Some people with characteristics who may be at comparatively increased risk from COVID-19 can attend school, subject to Individual RA. Further information is available <a href="#">here</a>.</li> </ul>	2	1	2	<p>Staff to request individual RAs from James - SBM - if vulnerable</p> <p>* There are specific recommendations for pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus.</p>			



6	<p><b>Local Outbreak</b></p> <p><b>Note:</b> several confirmed cases within 10 days, may be considered an outbreak</p>	<p>Pupils/ Staff/ Parents/ Carers etc.</p>	<ul style="list-style-type: none"> <li>- Aware of and follow the <a href="#">Contingency Framework</a> for managing local outbreaks of COVID-19 and the thresholds used as an indication for when to seek public health advice if concerned: <ul style="list-style-type: none"> <li>• For most education and childcare settings, whichever of these thresholds is reached first: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> <li>• For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.</li> </ul> </li> <li>- Follow any <b>additional local measures/restrictions</b> put in place by the local authority (BHCC), Director of Public Health and/or local Health Protection Team (as part of their local outbreak management responsibilities).</li> <li>- Procedures in place for local <b>Outbreak Management considerations to include:</b> <ul style="list-style-type: none"> <li>- informing DfE Helpline, PHE and local PHT/LA and following their guidance.</li> <li>- Review of school's Covid-19 RA and arrangements and any additional controls required.</li> <li>- Communications to staff, governors, parents/carers on any changes etc.</li> <li>- Arrangements in place for remote working and learning e.g. use of remote learning platform, catering for all ability levels including children with SEN's.</li> <li>- Plan for limited attendance including prioritising year groups/certain pupil groups.</li> <li>- Re-introduction of on-site testing, shielding for CEV and essential visitors only, with Covid induction/protocols.</li> <li>- Review whether planned school trips, events, parental/carer attendance in settings etc. can go ahead.</li> <li>- Provision of wellbeing support.</li> </ul> </li> </ul>	2	3	6	<p><b>Note: additional local measures/restrictions may include (but not be limited to) the:</b></p> <ul style="list-style-type: none"> <li>• temporary re-introduction of face-coverings in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</li> <li>• temporary re-introduction of face coverings on dedicated transport to schools/public transport.</li> <li>• re-introduction of 'bubbles' for a temporary period, to reduce mixing between groups and social distancing measures.</li> <li>• re-introduction of remote working and learning.</li> </ul>				
---	--	--	--	---	---	---	---	--	--	--	--

7	<b>Inadequate health and hygiene arrangements</b>	Staff/ children/ visitors etc.	<ul style="list-style-type: none"> <li>Induction/updates for all members of the school community (pupils/staff/peripatetic teachers/others) to explain the latest school/site COVID-19 RA, required controls and safety arrangements.</li> </ul> <p><b>CLEANING ARRANGEMENTS:</b></p> <ul style="list-style-type: none"> <li>Appropriate cleaning regime/schedule – including regular cleaning of areas &amp; equipment (e.g. twice per day), with particular focus on frequently touched surfaces. See PHE guidance: <a href="#">Cleaning in non-healthcare settings</a> – midday cleaning of common touchpoints to continue and thorough cleaning of school</li> <li>Follow <a href="#">Principles of cleaning after an individual with COVID-19 symptoms, or a confirmed case, has left the setting or area</a>. In situations where someone has symptoms of COVID-19, it is advised that you store personal waste for 72 hours as an additional precaution.</li> <li>Cleaners to wear disposable gloves and aprons and if an area has been heavily contaminated such as with visible bodily fluids from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>Review the use of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> <li>Encourage staff and pupils to feedback any concerns/issues regarding hygiene measures in place.</li> <li>Hygienic wipes or cleaning supplies available in each classroom/office and stored securely out of reach.</li> <li>Premises staff through caretaker SBM ensure that appropriate cleaning resources/protective clothing is provided/replenished/worn, as required.</li> </ul>	1	3	3	<p>Classteacher and reinforced in assemblies, reminds children of the five times they need to wash their hands during the day: upon arrival at school; after playing outside; before/after eating their food; after visiting the loo and before leaving school at the end of the day</p> <p>All staff advised to wash hands regularly, signage around school</p> <p>Wipes next to photocopiers for staff to wipe down equipment</p> <p>Anti-bac spray available in all classrooms to wipe down surfaces</p> <p>All staff to wipe down communal services once used</p> <p>Children reminded of good hygiene – Catch it, Bin it, Kill it by staff and in assemblies</p> <p>Enhanced cleaning routines maintained</p>				
---	---	--------------------------------	---	---	---	---	--	--	--	--	--

	<p><b>Inadequate health and hygiene (continued)</b></p>		<p><b>HAND HYGIENE</b></p> <ul style="list-style-type: none"> <li>• Anyone entering the building should sanitise/wash their hands.</li> <li>• Clear instructions for visitors on where to wash/availability of hand sanitiser and dedicated toilet facilities.</li> <li>• Hand washing facilities and hand sanitiser available in appropriate locations and products stored securely.</li> <li>• Frequent and thorough hand cleaning routines now regular practice and continual reminders for all to wash/sanitise hands effectively – 20 seconds etc.</li> <li>• *Supervised use of hand sanitiser, where required.</li> <li>• Anyone handling food, treating a cut/wound etc. must wash their hands before and afterwards.</li> <li>• Remind children not to touch their eyes, nose and mouth with unwashed hands.</li> <li>• Posters displayed showing effective hand washing and good hygiene advice etc.</li> </ul> <p><b>RESPIRATORY HYGIENE</b></p> <ul style="list-style-type: none"> <li>• Good respiratory hygiene – “Catch it, Bin it, Kill it” approach.</li> <li>• Use of <a href="#">The e-Bug Covid-19 website</a> for good hand/respiratory hygiene resources.</li> <li>• Staff and children reminded to use tissues or cover their mouth and nose with a bent elbow, when coughing or sneezing – washing/sanitising hands afterwards.</li> <li>• Tissues to be disposed of in lidded bins and emptied regularly/end of each day.</li> <li>• Support for pupils who struggle to maintain good respiratory hygiene (e.g. who spit uncontrollably or use saliva as a sensory stimulant) and the staff who work with them - reviewing individual pupil RAs and any PPE requirements.</li> </ul>				<p>*Note: Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</p>				
8	<p><b>Wrap-around &amp; Extra-curricular provision – transmission of the virus</b></p>	<p>Staff/ children/ providers /parents/ carers</p>	<ul style="list-style-type: none"> <li>• Wraparound provision and extra-curricular activity <a href="#">Guidance</a> followed and RA in place.</li> <li>• Where school hires out its premises for use by external wraparound childcare providers – checks made to ensure these organisations have: <ul style="list-style-type: none"> <li>- Covid arrangements in place, in line government guidance for their sector.</li> <li>- Are aware of the school’s Covid arrangements and protocols.</li> </ul> </li> </ul>	2	2	4					

9	<b>Educational visits – transmission of the virus</b>	Staff/ children/ providers /parents/ carers	<ul style="list-style-type: none"> <li>• Full and thorough risk assessments undertaken in relation to all educational visits - day trips, residential, adventurous, domestic and international – by EVC/Trip Leader/Headteacher.</li> <li>• Reference to ‘Managing Covid when going offsite’ (model RA for local adaptation) on EVOLVE.</li> <li>• Public health advice, such as hygiene and ventilation requirements included as part of that risk assessment.</li> <li>• Provider COVID arrangements verified (in addition to usual checks) as part of planning process.</li> <li>• <a href="#">General guidance</a> about educational visits available and supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel</a> (OEAP), BHCC Outdoor Education Adviser and <a href="#">EVOLVE</a> (BHCC’s notification and approval system for offsite visits).</li> <li>• New bookings (domestic or international) checked for adequate financial protection, given likely gap in Covid-19 related cancellation insurance cover.</li> <li>• <a href="#">Red, amber and green list rules for entering England</a> and government broader international travel policy checked and monitored for any international trips (as subject to sudden change).</li> <li>• Contingency plans in place for any sudden change to travel regulations/quarantine requirements or individual becoming unwell/Covid-symptomatic, which may temporarily prevent their return to the UK.</li> <li>• Communications protocol in place to update school, parents/carers etc. of any unexpected changes to visit arrangements.</li> </ul>	3	2	6	Visits to be planned using the local community as much as possible and utilise RKPS’s vast outside spaces.  Teachers to follow school check lists when planning an excursion				
---	---	---	---	---	---	---	--	--	--	--	--

10	<p><b>Staff Wellbeing -</b></p> <p>Staff anxiety caused by the national/local situation and risk/fear of infection.</p>	All Staff including SLT	<ul style="list-style-type: none"> <li>Governing boards and school leaders promote work-life balance and wellbeing.</li> <li>Headteacher wellbeing monitored by Governing Body and support provided.</li> <li>Staff have access to <a href="#">BHCC wellbeing pages</a> and school wellbeing plan.</li> <li>Regular staff meetings and open-door policy for staff to discuss any wellbeing concerns.</li> <li>Regular SLT wellbeing checks with staff.</li> <li>SLT to monitor who is ill/self-isolating and make regular contact – esp. with those that live alone.</li> <li>Regular updates and consultation with staff on changes to Covid arrangements.</li> <li>Regular breaks programmed in for all staff.</li> <li>Mental Health and Wellbeing training and support available on BEEM and on the Learning Gateway.</li> <li>Bereavement support and guidance available - <b>BHISS</b></li> <li>DfE additional support for both pupil and staff wellbeing in the current situation &amp; information about the <a href="#">extra mental health support for pupils and teachers</a> available.</li> <li>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>Application to ‘School Staff Welfare Innovation Fund’ by 17/12/21 - small initiatives to improve physical and mental wellbeing for staff - Email: <a href="mailto:ph.schools@brighton-hove.gov.uk">ph.schools@brighton-hove.gov.uk</a></li> </ul>	3	1	3	<p>Staff encouraged to not stay late: school currently locked at 5:30pm each day bar Thursdays when open later</p> <p>PPA can be taken from home</p> <p>Staff Well Being Group to continue and to feedback to HT</p> <p>Staff encouraged to access well being support through Health Shield through Schools UK – information on staffroom notice board</p> <p>Staff able to eat lunch in Meeting Room and KS2 Hall.</p>				
11	<p><b>Children’s wellbeing</b></p> <p>Children with new or ongoing Covid-19 anxieties.</p>	Children	<ul style="list-style-type: none"> <li>Staff monitor emotional wellbeing of children.</li> <li>Continue to provide opportunity for each child to share their negative and positive experiences during the pandemic.</li> <li>BHISS to be contacted to offer support for children who have experienced trauma/anxiety during pandemic.</li> <li><a href="#">Bereavement Resources for Educational Settings   BEEM</a></li> <li>Other LA specialist support sought where required.</li> <li>Wellbeing updates encouraged from home.</li> <li>Children’s mental health and wellbeing <a href="#">support</a> available. See also other useful links and sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</li> </ul>	3	1	3	<p>School’s Attachment Aware Behaviour Policy to be followed with CPOMs used for staff to make inclusion team aware of any children they think might require additional support</p>				

12	<b>Staff working from home (in the event of outbreak or isolation).</b>  DSE related ill-health or injury & isolation	Staff	<ul style="list-style-type: none"> <li>• Staff to follow <a href="#">Display screen equipment advice</a></li> <li>• Staff complete DSE eLearning and update DSE Self-Assessments for working at home, where required.</li> <li>• Staff provided with DSE equipment if needed.</li> <li>• Regular wellbeing checks with staff working from home.</li> <li>• Staff encouraged to take regular DSE breaks.</li> <li>• Staff aware of the corporate <a href="#">guidance</a> for 'working well at home'.</li> </ul>	2	1	2					
13	<b>Nappy/pad changing, intimate care and clinical and offensive waste removal</b>	Staff may be exposed to the virus	<ul style="list-style-type: none"> <li>• Children whose routine care already involves the use of PPE for toileting and/or intimate care continues in the same way and staff provided with same levels of PPE.</li> <li>• Schools current toileting/intimate care procedures are followed.</li> <li>• Clinical waste arrangements/facilities already in place.</li> </ul>	2	2	4					
14	<b>Catering Contractor unable to provide a school meals service/or are operating a reduced service</b>	Pupils/ (staff having meals)	<ul style="list-style-type: none"> <li>• Kitchens expected to be fully open and normal legal requirements apply to the provision of food for pupils, including ensuring food meets the <a href="#">standards for school food in England</a>.</li> <li>• Assurance sought that school kitchen operation and Contractor/Caterer Covid arrangements in place (and monitored) for safe service delivery.</li> <li>• Follow guidance/information on <a href="#">providing school meals during coronavirus (COVID-19)</a>.</li> <li>• Continued provision of free school meal support to pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</li> <li>• Liaison with Susie Haworth, School Meals Manager, where provision of school meals may be compromised due to Covid-related/other reasons.</li> <li>• Robust contingency arrangements in place for safe provision of special diet meals/those with allergens at all times, esp. when service may be disrupted.</li> <li>• From October 2021, Secondary Schools/Colleges will need to consider UK Food Information Amendment, also known as Natasha's Law.</li> <li>• If only reduced/alternative menu available, parents/carers informed to ensure allergies considered.</li> </ul>	2	1	2					