

Risk Assessment for Clifton High School for Return to Full Opening Following National Lockdown, on March 8th

Assessed by: Bristol City Council Corporate Safety, Health & Wellbeing Team

Section: Schools

Review dates: as dictated by issuing of new Government guidance

Schools must review & update their Risk Assessments prior to return to full opening 8/3/21. This Risk Assessment must be shared with staff. Pupils, parents/ carers will need to be informed and reassured of the measures in place to control the transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics. All schools should also review and update their wider risk assessments considering the implications of coronavirus (COVID-19). All schools should have completed Bristol City Council CHaSMS. Schools should be aware that the HSE are making spot-check visits. You should comply with inspectors' instructions (or their colleagues in CIVICA). Contact hr.corporatesafety@bristol.gov.uk

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/schools-coronavirus-covid-19-operational-guidance)

Read alongside guidance entitled 'Supporting Bristol children and young people returning to formal education following the COVID 19 outbreak' is available on the Learning City webpage under the Education tab at <https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/>

In all education, childcare and social care settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing), indirect transmission (via touching contaminated surfaces) and potential for air mediated transmission (if prolonged exposure in an enclosed space with inadequate ventilation). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Ensuring good natural ventilation (opening windows & doors except fire doors)
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- Grouping children together and avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible
- Use of outside space for learning & increasing ventilation
- **Engaging with Asymptomatic Testing and NHS Test and Trace processes where appropriate**
- **Wearing face coverings where it is advised**
- Contain any outbreak by following local health protection team advice.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

Governors responsible for Health and Safety have had sight of this document and have approved its contents. This document is reviewed fortnightly and any updates are added by the Head of School. In addition to the guidance written here, all science, DT and Food and Nutrition lessons follow CLEAPPS guidelines

The Health and Safety Governor visited the site for inspection on 4/3/21.

IMPORTANT: If you or someone in your home has a symptoms of Covid-19 (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), STAY AT HOME and CALL 119 or <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Other useful guidance used to inform this document and are safety protocols around the school site:

Guidance for full reopening of Schools:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Face Coverings in Education

<https://www.gov.uk/government/publications/face-coverings-in-education>

HSE guidance on Working safely during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

NHS Test and Trace

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>

NHS COVID App

<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

Wording below in the bold italics highlights the specific steps taken at Clifton High to minimise risk.

SECTION 1- Identifying Hazards and Existing Precautions

This section details the hazards and what is already in place to control them.

Add or remove and then describe further control measures you will undertake in Section 2.

What is the Task/Activity or Workplace	What Hazards Are Present or Be Generate	Who is affected or exposed to hazard	What is the Potential Severity of Harm	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring?	What is The Risk Rating (See Note Below
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Environment You Are Assessing?	d?	ds?	(Risk Rating Matrix Table 1)?		(Risk Rating Matrix Table 1)?	& Risk Rating Matrix Table 2)
School buildings	Buildings and systems e.g. heating & water systems not functioning safely after period of closure or partial closure	Staff pupils, visitors	serious	<p>All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc. The school site never closed during the latest period of lockdown. Taps were run periodically and toilets flushed. All our usual checks and maintenance have continued. Legionella checks continue according to plan.</p> <p>A deep clean may be needed if reopening unused areas, following cleaning guidance. A cleaner has been on site throughout the lockdown as we have had Key Worker children and staff present. The school site has been cleaned thoroughly and it is safe to return.</p> <p>DfE guidelines Pg 49 & 50 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</p> <p>HSE GUIDANCE: https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p>	possible	medium
Buildings	Air-conditioning system circulates virus present in school	Staff pupils, visitors	serious	<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Systems should not recirculate air throughout a building.</p> <p>Fresh air intake is required.</p> <p>Natural ventilation – opening windows (top opening when weather is colder will prevent direct draughts) and doors (except Fire Doors)</p> <p>All staff have been asked to keep windows open and doors propped open during lessons. Main doors will be kept open for the remainder of the term, with the main gates to the school locked and monitored to maintain site security.</p>	possible	high
Travel to and from schools	<p>1. Potential for infection</p> <p>2. Infecting others, as above</p>	Staff, pupils, visitors	major	<p>Public Transport</p> <p>Face coverings are required at all times on public transport (for children over the age of 11)</p> <p>Avoid use of public transport wherever possible and use staggered start times to alleviate pressure on public transport. Clifton High has enough entrances to the school site and our pupils come from across the city in a variety of ways with the minority using public transport; therefore we have no need to stagger the start of the school day.</p> <p>Where unavoidable follow PHE guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>School Transport.</p> <p>Use of face coverings for children over the age of 11</p> <p>Additional cleaning and cleaning between groups – The bus company carries this out. For our own minibuses, cleaning will take place between bubble use and/or where possible 72 hours between next</p>	possible	high

				<p>use.</p> <p>Distancing within the vehicle where possible – Buses to Coombe Dingle are double deckers. Bubbles will be separated by deck where possible and no pupils in the same bubble will share seating, with staff monitoring this carefully.</p> <p>Orderly queuing onto vehicle – Sports staff to monitor this carefully.</p> <p>Use of hand sanitiser when embarking/disembarking – Pupils can wash their hands in the outside sinks before embarking.</p> <p>Consider providing additional parking or bike-racks – Not necessary from experience from last term. Parking is very limited due to BCC restrictions.</p> <p>See ‘Guidance for Full Opening’ referenced at the top of the document for ways of working with BCC.</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>		
Staffing allocation	As 1 and 2 above	Staff, pupils, visitors	major	<p>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</p> <p>Authorisation onto the school site will be by the Headteacher. – No visitors are allowed onto the school site unless by prior arrangement. Everyone visiting signs in electronically for contact tracing. Masks must be worn. No classrooms are entered by visitors. Social distancing occurs at all times.</p> <p>No persons should enter the site if they, or anyone in their household, have Covid-19 symptoms. This is checked at reception.</p> <p>All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the Headteacher prior to them entering the school http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/covid-19-risk-assessment-form.en</p> <p>Contingency planning to be reviewed in the light of possible absence of key staff e.g. caretaker/site manager. Our work with cleaning contractors and the structure of the school staff allows for absences.</p> <p>Clinically Extremely Vulnerable Staff must work from home. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff must have read the risk assessment or school protocol for safe working in school and agree to adhere to it before entering. This risk assessment has been sent to all staff to read prior to returning to the school site.</p> <p>Review positive handling strategies/policies (behaviour strategies/policies) where needed.</p> <p>Consider implications of trauma staff or pupils may have suffered: See BCC ‘Returning to Education Guidance’ referenced at top of this document – LGO, Heads of Year and ATA will jointly consider all individuals to identify those needing additional support.</p>	possible	high

			<p>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. Onsite nurses and medical rooms are prepared to receive pupils when necessary/</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care (under Review February 2021) - On-site nurses throughout the day administer first aid and advise whenever needed.</p> <p>Staff to follow social distancing and maximum occupancy guidance in offices/staff rooms/close working in rooms etc. Staff rooms and offices have a maximum occupancy poster on the door, with each room being risk-assessed for COVID security. All meetings of 3 or more people take place on Teams online unless social distancing can be guaranteed in large, well-ventilated rooms. Teams should ALWAYS be the first choice regardless.</p> <p>Any lone working should be subject to a review of a school's policy.</p> <p>Staff to minimise the use of the staff room, staggering break times to reduce pressure on the break rooms, using outside areas for breaks. Additional areas to collect coffee have been set up around the school. The Room to Question, as well as the Senior School staff room, Infant and Junior School staff room, outdoor classroom, and staff work room, are all available for staff use.</p> <p>Staff to avoid non-essential trips within the buildings. Pupils are as static as possible for lessons and staff move from room to room to minimise numbers moving around the site. Staff will be required to carry out duties at break and lunch to ensure safety of all pupils – masks will be worn and social distancing will be in place.</p> <p>Avoid employees working face-to-face. Risk assessment of rooms accounts for this and all staff should be vigilant to ensure where desk arrangements cannot change, distance between individuals are sufficient.</p> <p>Use screens to create a physical barrier between people where appropriate i.e. protective screening for staff in receptions or similar areas. This is in place where social distancing cannot be maintained.</p>			
Poor hygiene	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing good practices and Government advice – Staff and pupils repeatedly told about ‘Hands, Face, Space’, together with a poster campaign around the school. Similarly, ‘Catch it, Kill it, Bin it’, posters and education is in place with bins with lids in place in every room.</p> <p>Frequent handwashing 20 second or more & signage at sinks – Outdoor sinks in place around the site and pupils know to use them before entering any building at the start of the day, at the end of break and at the end of lunch. Alternatively, alcohol hand gels are used which are placed in every room in the school.</p> <p>Catch it, Kill it, Bin it. Ensure tissues and lined bins in all areas & signage to reinforce. All in place.</p> <p>Increased general cleaning and high touch point cleaning – cleaning materials available in all areas. On-site</p>	possible	high

				<p>cleaner moves around the site all day cleaning high-touch contact sites.</p> <p>Handsanitiser available as an alternative where handwashing with soap & water is not readily available – Available in every room</p> <p>Children https://campaignresources.phe.gov.uk/schools</p> <p>Avoid touching hands to face but if necessary clean before and afterwards</p> <p>Restrict the number of people using toilet facilities at any one time e.g. staff to supervise. – Toilets are bubbled where possible but with toilets being cubicles, numbers are naturally limited.</p> <p>Provide suitable and sufficient lined bins for hand towels with regular removal and disposal and tissues available close to hand around the buildings. All in place and emptied daily.</p> <p>Talks carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms. Regular re-education in place with posters, assemblies, emails and videos made.</p>		
Access to and egress from buildings	As 1 and 2 above	Staff, pupils, visitors	major	<p>Planned routes for entering & exiting the buildings or different groups using different entrances and exits where possible. Each bubble has separate entries and where these are shared the corridors and stairwells are signed with ‘Keep left and keep moving’ signage, and all masks must be worn. Separate stairwells for different bubbles in the Infant and Juniors in place with one-way systems wherever possible.</p> <p>Staggered arrival & finish times – Not necessary – see earlier.</p> <p>In reception areas:</p> <p>Wear Face Covering</p> <p>Wash/sanitise hands on arrival and departure</p> <p>Use automatic doors where available</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Advise parents/carers of need to minimise numbers of people in building before school opens. Consider not allowing parents/carers beyond enclosed reception area. Any visitors to the site must arrive and stay at reception and are then accompanied if they need to access any other areas.</p> <p>Notices to inform of protocols - No persons should enter the site if they have Covid-19 symptoms, 2m distance, hand washing / sanitising etc. In place at reception.</p> <p>Payments to schools should be taken by contactless methods wherever possible</p> <p>Use screens to protect reception staff</p>	possible	high
Corridors	As 1 and 2 above	Staff, pupils, visitors	major	<p>Whilst brief passing in a corridor is low risk, use social distancing guidelines of 2m minimum distance wherever possible. At high volume times, this is not always possible, but ventilation is ensured and ‘keep left, keep moving’ protocol, together with masks, is considered sufficient.</p> <p>Use visual reminders of the 2m distance e.g. on floors and walls – Posters to remind where possible and necessary</p> <p>Use one-way circulation systems where possible and keep movement around school to a minimum. Not possible given the nature of the buildings. But ‘keep left, keep moving’ and good ventilation, together with masks is considered sufficient protection for all.</p>	possible	high

				Consider staggered use of corridors – Not possible if you actually want to function as a school – who writes this nonsense!?		
Playgrounds/ outside areas	As 1 and 2 above	Staff, pupils, visitors	major	<p>Food and drink should only be consumed in dedicated facilities. Lunch is only eaten in the dining hall. All other food consumed outside at break and lunch times.</p> <p>Break times should be staggered to reduce congestion and contact at all times and to allow cleaning between groups. Teachers of lessons clean and wipe down at the end of lessons. Break times do not need to be staggered as we phase the outside areas and the I&J have break at slightly different times anyway.</p>	possible	high
Assemblies	As 1 and 2 above	Staff, pupils, visitors	major	<p>Larger assemblies should still not take place. Smaller group assemblies can take place with as close to social distance as possible. Consider streaming as an alternative. No assemblies in person take place. All are streamed or pre-recorded.</p> <p>Staff are to maintain a safe distance between each other (2 metres) wherever possible. Children must be encouraged to do the same. Importantly, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Education continues to ensure all are aware of the rules.</p>	possible	high
Dining areas	As 1 and 2 above	Staff, pupils, visitors	major	<p>Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all people when entering and leaving the area. This is in place at the entry of each dining room.</p> <p>Reconfigure seating to accommodate safe spacing & social distancing between groups. Tables are placed such that this is the case. Plastic screening has been erected to zone-off areas to separate bubbles to allow for more efficient use of the dining areas. Separate dining halls for different bubbles is also in place.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc. Food is pre-plated and pupils collect. Cutlery is also handed to each child to ensure COVID-security. No salad bar or self-serve operating at this time.</p> <p>Drinking water should be provided and enhanced cleaning measures of the tap mechanism introduced. Outside taps available for water bottles. All drinking fountains taped off to prevent use.</p> <p>Tables and chairs should be cleaned between each use. Staff are assigned to clean thoroughly between bubble use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. This is all in place.</p> <p>Staff Room Staff must clean surfaces and equipment used as they finish. Alternative chair use only. Sprays in place for cleaning. Time needed for staff to use staff rooms may be longer</p> <p>Staff to have own cutlery etc. in staff room or use of dishwasher to sterilise. Enhanced Cleaning procedure for kettles fridges etc.</p>	possible	high

Classrooms	As 1 and 2 above	Staff, pupils, visitors	major	<p>In classrooms children should be sat side by side, not facing each other, Staff should stay at the front of the room. All rooms have been risk-assessed and the desks moved to create side-by-side environments. Staff areas are taped off at the front to allow for 2m social distancing. Each classroom has a clear screen for the teacher to be able to place on the desk to work behind.</p> <p>Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The combination of measures used, maintaining distancing and keeping groups separate, will be dependent upon the age of children and the space available in the buildings. Groups should be kept apart, not share rooms/spaces or resources as far possible.</p> <p>Keep a simple record of children and staff in each group, where they go and who they have contact with in school. Bubbles allow for this, as do registers.</p> <p>All persons are to wash their hands upon entering classrooms and following visits to the toilet. Alcohol gels in each room allow for this.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands frequently. • Wash hands if face is touched • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the school.</p> <p>Equipment: Individual and very frequently used equipment such as pencils/pens should be kept and used by one person only. Sports, art and science materials should be cleaned between different groups' uses or left out of use for 48hours(72 for plastics). PE department have clear protocols in line with COVID secure guidelines. Equipment brought from outside school should be kept to essentials only. Resources such as books should be taken home only if they are essential to home learning and should be isolated as with other shared equipment upon return and hands washed after handling. Shared equipment only permitted within bubbles – thorough cleaning of equipment or equipment left for 72 hours outside of this.</p> <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • staff should only complete activities which relate directly to their job descriptions which cannot be completed at home. <p>Activities and resources</p> <ul style="list-style-type: none"> • All resources to be cleaned after use (including computers). <p>Natural ventilation – opening windows (top opening when weather is colder will prevent direct draughts) and doors (except Fire Doors)</p> <p>All staff have been asked to keep windows open and doors propped open during lessons. Main doors will be kept open for the remainder of the term, with the main gates to the school locked and monitored to maintain site security.</p>	possible	high
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School activities	Transmission of infection with Covid-19 during school activities	Staff, pupils, visitors	major	<p>Music lessons involving singing, chanting, playing wind instruments - reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Music department has risk assessed all their activities and singing happens still, but within the guidance stated here.</p> <p>PE: Keep consistent groups, clean equipment between groups, no contact sports. Use outdoors as a priority but if not available use the maximum distance possible indoors. PE department follows these guidelines closely.</p> <p>School visits: Currently No day trips, overnight UK trips or continental visits</p>	possible	high
External providers, visitors, supply teachers and contractors	As 1 and 2 above	Staff, pupils, visitors	major	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Overseen by Estates and Operations director.</p> <p>No persons should enter the site if they have (or share household with anyone displaying) Covid-19 symptoms.</p> <ul style="list-style-type: none"> • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash/sanitise their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising frequently. • Site inductions are to be carried out following social distancing principles (2m separation). <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Line managers in areas where such staff are used are responsible for educating these staff to the school's rules and regulations with regard COVID.</p> <p>Keep a record of who visits, when and where they went.</p>	Possible	high
Deliveries	As 1 and 2 above	staff		<p>Deliveries are planned to avoid drop off and pick up times.</p> <p>Good hand & respiratory hygiene observed.</p> <p>Face covering worn</p> <p>https://www.gov.uk/coronavirus</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	possible	high
Cleaning	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Continue to follow Government guidance. On-site cleaner ensures the list below is carried out throughout the day. Facilities staff also work closely to ensure all stocks are kept up to date.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, lift button panels, window handles, taps, sinks, shared keyboards & mice, etc. • Classrooms to be cleaned in during & at the end of the day 	possible	high

				<ul style="list-style-type: none"> • Cleaning of sinks, taps, hand towels and hand wash are to be checked and replaced as needed • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, toilet flush, etc • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins & emptied regularly • Consider storage for staff clothes and bags <p>Extra supplies of soap, hand sanitiser and paper towels are securely stored.</p>		
Use of Changing facilities, showers and drying rooms	As 1 and 2 above	Staff, pupils, visitors	major	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. See above, not necessary for the way the school operates with multiple entries and exits and the manner in which pupils travel to and from school.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. On Games and PE days, pupils come to school in PE kit so there is no need for changing.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2m</p> <p>Provide suitable and sufficient lined rubbish bins in these areas with regular removal and disposal.</p>	possible	high
Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Staff, pupils, visitors	major	<p>Ensure a clear contingency plan is in place and communicated to all staff. All symptoms immediately reported to school nurse and Senior Leadership Team. Clear guidance has been established for the protocol to be followed at that time.</p> <p>If a person displays symptoms - A high temperature or a new persistent cough, a loss of or change to sense of smell or taste they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately who should contact PHE SW HPT on 0300 303 8162 and make a list of the contacts that person has had – direct close contacts, proximity contacts and contact while travelling in a car. See: Govt guidance at the top of this document. • Avoid touching anything. • Go home immediately. Children waiting to be collected by their parent to be supervised in separate designated room where possible. PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • If the person is a child • They must then follow the guidance on self-isolation of 8 days –(the day of onset of symptoms plus 7) and not return to school until their period of self-isolation has been completed • They should be advised to get tested Contact NHS online 111 or call 119. • If their test is positive they should follow the gov guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • . If their test is negative and they still have symptoms they could have a cold or flu and so should stay away to avoid infecting others. • Keep confidential pupils and staff who test positive for coronavirus unless it is essential to protect others. 	possible	high

				<ul style="list-style-type: none"> Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks <p>Use PHE SW HPT Flowchart for confirmed cases. Ring them on 0300 303 8162.</p> <p>DfE advice line 0800 046 8686</p>		
Emergency evacuations	As 1 and 2 above	Staff, pupils, visitors	major	<p>Schools' specific evacuation plan</p> <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed.</p> <p><i>Our fire drill has been established along COVID secure guidance. All pupils exit buildings in masks in the senior school and keep these on when lining up outside. Classes gather arranged by year following the markers on the ground and assemble in silence. Each bubble is 2m from the next. The school site is not big enough to allow for 2m between everyone, so masks and being outdoors is seen to mitigate this risk.</i></p>	possible	high
Altered teaching protocols/ curriculum	Stress	Teaching staff, pupils	major	<p>Stress Risk Assessment for Staff Teams – review existing or begin process. <i>School counsellor and nurses available to everyone.</i></p> <p>BCC EAP</p> <p>The curriculum will need revision, it is to be 'ambitious and broad'. Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children's attainment begins. <i>Heads of department to monitor the changes in line with changes to the taught curriculum and the need for robust data to form GCSE and A level grades.</i></p> <p>It should be noted that many routine activities will take more time to complete.</p> <p>Remote education continues. https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>	possible	high
Working with pupils who are experiencing stress or trauma	Secondary and vicarious trauma:	All staff	major	<p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>Engage with workload reduction https://www.gov.uk/guidance/school-workload-reduction-toolkit</p> <p>Schools should closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered. <i>All tutors to monitor their pupils and flag immediately if they have concerns. The nurses and school counsellor remain ready to support any pupil who requires it.</i></p> <p>Make relevant managers/staff aware of risks. Conduct training on secondary and vicarious trauma. Emphasise BCC EAP.</p> <p>Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding</p>	possible	high

				<p>anxiety, bereavement or stress and giving proper supports.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p> <p>Government guidance on extra support: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>		
Safeguarding	<p>Pupil becomes isolated due to need for home learning</p> <p>Poor E-safety and increased use of online resources</p>	<p>Pupils</p> <p>pupils</p>	<p>Major</p> <p>major</p>	<p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>Review and revise E-safety policies and teaching</p>	<p>Possible</p> <p>possible</p>	<p>high</p> <p>high</p>
Education provision	Pupil's loss of education and wellbeing	pupils	Serious	<p>Existing education / welfare provision</p> <p>Continue to make consistent contact with pupil and family – <i>The school has always had and continues to have strong lines of communication with families.</i></p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Remote learning must happen at all times when learning would be undertaken if a pupil was in school – <i>If any pupil has to be at home because of COVID, live streaming of all lessons is offered to them.</i></p> <p>Consider access to home learning https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <p>Consider applying for government-funded access to one of two free-to-use digital education platforms https://covid19.thekeysupport.com/covid-19/deliver-remote-learning/make-tech-work-you/digital-education-platform-hub/</p> <p>Access to: https://get-help-with-tech.education.gov.uk/about-bt-wifi</p> <p>https://www.bristollearningcity.com/bcc-guidance-supporting-the-return-to-formal-education/</p> <p>Consider how to support SEND provision in the return to full school attendance</p>	possible	

				Support for front line staff https://covid.minded.org.uk/ Healthy child programme: https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning DfE coronavirus helpline: Telephone 0800 046 8687 Email: DfE.CoronavirusHelpline@education.gov.uk		
Swimming Pool use	Transmission of infection of COVID-19 during use of the Swimming Pool	Pupils and staff	Serious	Pool and changing rooms will be re-opened in accordance with Government policy. Pool is available for pupils in their bubbles only. Timetabling is such that a bubble will swim in one week and then do other sports in other weeks. Chlorine environments kill the virus so any and all equipment used will be washed in the pool.	Possible	High
Library use	Transmission of infection of COVID-19 during library use	Pupils and staff	Serious	No pupil allowed in the fiction library without a member of staff (usually the librarian) or as part of an English lesson Any books touched will be placed into the returns bin and stored for 72 hours before returning to the shelf All returns to be placed into the returns bin and stored for 72 hours before returning to the shelves Social distancing or 'one-way' facing to be maintained as well as mask wearing.	Possible	High

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

Section 2 - ACTION PLAN – what additional precautions will the school put in place

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible for Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Transmission of infection with Covid-19 during Lateral Flow Testing in school	For secondary schools retaining some ATS facilities in school, consider controls needed when providing this for pupils who cannot test at home. <i>Once the three tests are complete for every pupil, we will continue to have one room on-line for pupil and staff testing if required/</i> For secondary Special Schools please read: Additional operational guidance for special schools, special post-16 institutions and alternative provision (publishing.service.gov.uk) And Rapid asymptomatic testing in specialist settings - GOV.UK (www.gov.uk) Mass testing for secondary pupils as all schools and colleges fully reopen from 8 March - GOV.UK (www.gov.uk) <i>The ATS facilities are in the basement of Woods House, adjacent to the nurses' office and medical centre.</i>			

	<p>Maximum capacity at any one time is 14, socially distanced, with testing stations and a one-way system in place. All staff who will be administering the mass testing have been trained on the government training system with certificates gained and recorded. Full PPE is worn by all volunteers, staff and nurses. All hygiene protocols are followed in line with government guidelines.</p> <p><i>This link will take you to the our consideration of risk for the ATS https://cliftonhigh-my.sharepoint.com/:w:/g/personal/mbennett_cliftonhigh_co_uk/EQLufVVBRFxNm9sK3T4wn2cB6e0p4dECTksfxF8PioK8kA?e=CKNiaX</i></p>			
Transmission of infection with Covid-19 during school activities where wearing Face coverings is indicated	<p>As a minimum, revisit gov.uk guidance on how to wear appropriately. Misuse may inadvertently increase the risk of transmission, and there may also be negative effects on communication and children's development.</p> <p>No face coverings when engaging in physical activities.</p> <p>Secondary schools: Pupils and staff to wear face coverings in classrooms and communal areas</p> <p>Early Years & Primary schools: Staff to wear face coverings in communal areas such as staff rooms and may in classrooms if social distancing not possible between adults (not between adults and children)</p> <p>Face visors or shields should not be worn as an alternative to face coverings unless you have a specific risk assessment to cover the specific situation and should always be cleaned appropriately.</p> <p>Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</p> <p>For secondary Special Schools please read: Additional operational guidance for special schools, special post-16 institutions and alternative provision (publishing.service.gov.uk)</p>			
Transmission of infection of Covid-19 during wraparound care	<p>Review protocols.</p> <p>Keep year group bubbles apart in a similar arrangement to that in classrooms. Extra cleaning may be indicated. Parents or carers may not join pupils in wraparound care, they must drop/collect at the gate as with current school arrangements.</p> <p>p.51 Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) and Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p>			

RISK RATING MATRIX
 (Notes To Aid Completion Of The Risk Assessment Format)
 Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
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Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk