

Area or activity assessed	Bevendean	Assessment date:	January 2022
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SCHOOL NAME: Bevendean, Danes Hill School
OWNER: Ruth Samson and Georgie Smith Reviewed by: Tiffany Callis Approved by: Rob Andrews

Signed:			
Date:			

DATE: 19th January 2022

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the Governments announcements and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Danes Hill School (whole school) COVID-19 policy
- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Staff Code of Contact
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).(C19)

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Identify hazards

Consider the event and identify if any of the hazards listed below are significant (tick the boxes that apply)

1	Awareness of Policies	√	7	PPE and face coverings	√	13	Contract tracing	√	19			25		
2	Hygiene Practices	√	8	Arrival and Dismissal	√	14	Open day events	√	20			26		
3	Illness	√	9	Class sizes and layout	√	15			21			27		
4	Confirmed case of COVID	√	10	Visitors	√	16			22			28		
5	Spread of infection and disposal of waste	√	11	Physical environment and ventilation	√	17			23			29		
6	Communication	√	12	Asymptomatic testing	√	18			24			30		

Notes:

Name of Assessor(s)	Georgie Smith	Signed		No. of continuation sheets	
Review date	1 st April 2022				

Identify hazards	Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
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Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> *Health and Safety Policy *First Aid Policy *Safeguarding Policy <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 *The Health Protection (Notification) Regulations 2010 *Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' *DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p>	1	5	5	

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		<ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE <p>Staff and governors are made aware of the school's infection control procedures in relation to coronavirus and contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</p> <p>Confidentiality followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus</p>				
Hygiene practice	All staff and children	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's.</p> <p>Masks worn throughout the public areas of the school by visitors and staff moving through the buildings.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p>	1	5	5	Ensure supplies of cleaning materials are kept well stocked.

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		<p>Visitors are permitted on to site. They must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the class teacher)</p> <p>Pupils are able to use hand sanitiser, under the supervision of a member of staff.</p> <p>Cleaner is employed to carry out daily, thorough cleaning that follows national guidance and is compliant with the</p>				

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		<p>COSHH Policy and the Health and Safety Policy.</p> <p>All classes to have cleaning kits to clean tables, touch points etc throughout the day.</p>				
Ill health	Staff, visitors, pupils, contractors, parents	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of Coronavirus are advised to follow the https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ which sets out that they should arrange to have a test to see if they have coronavirus (COVID-19). Whilst awaiting the test result they should self isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are</p>	2	5	10	

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		<p>under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If on day 5 and day 6 a negative LFD result is recorded and the symptoms have gone, the isolation period can be stopped. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> <p>If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the meeting room where they can be isolated behind a closed door, and with appropriate adult supervision. If it is not possible to isolate them in the meeting room, move them to an area which is at least 2 metres away from other people.</p>				

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		<p>If unwell pupils and staff are waiting to go home, they are instructed to use the downstairs disabled toilets to minimise the spread of infection. The toilets will be put out of use until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.</p>				

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Confirmed Case of Covid- 19	All staff and children	<p>All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>If a staff member or pupil tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Negative LFD results on day 5 and 6 can also complete the isolation period.</p> <p>Other members of their household do not need to self isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p>	2	5	10	<p>All encouraged to engage with Track and Trace process</p> <p>Children who are required to isolate will be offered remote learning sessions via MS Teams.</p>

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		<p>Staff who come into contact with a positive case are advised to have a PCR test. There is no requirement to isolate whilst awaiting a PCR test result if they are displaying no symptoms.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directed and required to self-isolate immediately and will be asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category.</p>				Further actions for education and childcare settings may be advised by a local Incident Management Team (IMT) investigating a confirmed or suspected case of the Omicron variant of COVID-19.
Spread of infection and disposal of waste	Staff, visitors, pupils, contractors, parents	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The 'catch it, bin it, kill it' approach continues to be communicated to children through class assemblies, PSHE.</p> <p>Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Bodily spillage kits are available in all classrooms.</p>	2	5	10	

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		<p>Cleaning kits are available in all classrooms.</p> <p>Pupils required to come into school in PE kits on the day they will be doing PE.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p>				
Communication	All staff, parents and children	<p>School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher's.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Headteacher's is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</p>	2	5	10	Weekly Head of Year newsletter emailed to all parents weekly.

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		Staff inform the Headteacher's immediately once a pupil has tested positive for coronavirus.				
PPE and face masks	Staff, visitors	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p> <p>In school, face coverings should be worn when moving around the premises, outside of classrooms, such as in corridors and communal areas. This applies to staff and visitors, including children aged 11 or above on 31 August 2021.</p> <p>Staff will not be required to wear face coverings when on the playground at pick up and drop off. Face coverings do not need to be worn when outdoors.</p>	1	5	5	
Managing Entrance and Egress	Staff, pupils, parents	Year groups to arrive and depart from school at the same time.	1	5	5	

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Class sizes and layout	Staff, pupils	<p>Mixing is permitted.</p> <p>Class groupings to resume. Children no longer required to sit in rows and face the front.</p> <p>Tables, touch points to be cleaned throughout the day by TA/Teacher.</p> <p>In the event of an outbreak social distancing measures may temporarily be put back in place.</p>	1	5	5	
Visitors	Visitors and staff	<p>Visitors wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Contact details are no longer needed to comply with track and trace.</p>	1	5	5	
Physical Environment/Ventilation	Staff, pupils	Ventilate all spaces using natural ventilation where possible.	1	5	5	CO2 Monitors in the hall will

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		<p>Open windows, prop open doors where possible.</p> <p>Heating to be on throughout the day. All classrooms can adjust the temperature of their radiators.</p> <p>Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>				<p>monitor and alert if air quality is compromised</p> <p>Stand alone fans maybe used.</p>
Off Site Activities/After School Clubs	Staff, Pupils	<p>All Offsite Activities can take place.</p> <p>After school clubs can take place</p> <p>Wrap Around Provision is available</p>	1	5	5	
Lateral Flow Testing	Staff	<p>Asymptomatic testing remains important in reducing the risk of transmission of infection within schools.</p> <p>Staff should undertake twice weekly home testing in January.</p>	1	5	5	LFD kits available in the Office

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		<p>Confirmatory PCR tests are required for Staff with a positive LFD test result. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>				
Contact Tracing	Staff	Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a lateral flow test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.	1	5	5	
Open Morning Events	All	<p>Events or performances should be fully risk assessed and contingency plans made for managing or cancelling events using the <u>thresholds</u> for additional action set out in the DfE contingency framework as a guide.</p> <p>Under current guidance, events and gatherings in schools are permitted. However, to maintain compliance, event organisers should check government and local guidelines regularly.</p> <p>While indoor events can continue under current Government guidelines, event organisers are encouraged to consider hosting events outdoors, or in well ventilated spaces.</p>	2	5	10	

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		<ul style="list-style-type: none"> Remind invitees that should they develop symptoms, however mild, they should not attend Recommend one parent/guardian per child attends in person to reduce numbers Ask attendees to perform an LFD test within 48 hours or closer to the event and to self-isolate and follow government guidance should a positive test result be returned Request attendees over the age of 11 to wear face coverings when attending the event within communal spaces and when seated unless exempt; have additional face coverings available for those who need them Consider physically spacing the audience or reduce usual occupancy of the space to help to reduce risk of transmission Maximise ventilation by opening windows and doors 				

Likelihood

1.	Rare	Cannot believe that an even of this type will occur in the foreseeable future (1 to 3 years)
2.	Unlikely	Risk remains a possibility or yearly occurrence. No trend.
3.	Possible	Risk is monthly occurrence. Identified trend.
4.	Very likely	Risk is weekly or likely to occur but not persistent threat.

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5.	Almost certain	Issues that are a current or persistent threat. Risk is daily or frequently / expected to occur when task is performed.
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Severity

1.	Insignificant	Very minor injury (minor cuts/grazes). Very limited property damage/loss
2.	Minor	More serious injury <7 days off work/incapacity (sprains, serious cuts, bruising, injury needing medical attention. Slight property damage/loss.
3.	Moderate	RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 7 days off work. Significant property damage/loss
4.	Major	RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5.	Catastrophic	Single or multiple staff fatality. Catastrophic property damage/loss

		Severity				
Likelihood of occurrence		Insignificant	Minor	Moderate	Major	Catastrophic
1.	Rare	1	2	3	4	5
2.	Unlikely	2	4	6	8	10
3.	Possible	3	6	9	12	15
4.	Very likely	4	8	12	16	20
5.	Almost certain	5	10	15	20	25

Risk rating	Risk acceptability	Management actions required
20 – 25	Unacceptable (significant)	Work should not be started or continued until the risk has been reduced.
12 - 16	Substantial (high)	Work should not be started or continued until the risk has been reduced to a level that is as low as reasonably practicable.
8 - 10	Manageable (medium)	Efforts should be made to reduce the risk rating to as low as reasonably practicable. However, the costs of prevention should be carefully measured and justified.
3 – 6	Manageable (low)	Monitoring is required to ensure that current control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden. Record local actions, inform relevant manager.
1 – 2	Acceptable (trivial)	No additional controls are required, standard monitoring is required to ensure controls are maintained. Record assessment, inform relevant manager.

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Children Specific Risk Information

Hand washing procedure	
Golden Guidelines	
Remaining with cluster and not mixing with other groups	