

Belmont School
TASK, ACTIVITY & ENVIRONMENTAL
RISK ASSESSMENT FORM

<p>RISK ASSESSMENT NUMBER : 6 DATE : 09.03.21 reviewed and updated weekly and in line with government guidance</p> <p>TASK / ACTIVITY DESCRIPTION : Site risk assessment for Belmont Secondary School and Belmont Primary School during COVID-19 pandemic following Additional operational guidance for special schools, special post-16 institutions and alternative provision (publishing.service.gov.uk) As per DfE guidance, the school will continue to offer face to face provision</p> <p>The site is open This is subject to regular review by the headteacher Non-urgent meetings held virtually to limit numbers on site Home visits to be limited to doorstep visits where essential Only essential contractors e.g. food delivery / weekly waste collection are permitted on site. Any non-essential maintenance work by external contractors to be suspended</p>	<p>PERSONS AT RISK : <u>Staff</u> Full staff deployment</p> <p><u>Children</u> Pupils attending</p>	<p>RELEVANT POLICY :</p> <p>All current school policies and procedures remain relevant and in place:</p> <p>Exception being</p> <p>Educational Visits – all trips and off site activities suspended Recruitment – first interview conducted remotely where possible</p>
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KEY: S = Severity L = Likelihood R = Risk Rating

NO	DETAILS OF HAZARD(S) OR ISSUE TO CONSIDER	PREVIOUS OCCURENCES	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES REQUIRED	S	L	R
1	Pupil/Staff arrivals/departures to site - potential increased transmission of disease	NA	<p>All children to remain in taxi until called out by staff at 8:30 am on the secondary site and 8.45am on the primary site.</p> <p>Pupils to be signed in via regular daily checklist by member of staff.</p> <p>Process to be reversed for dismissing students at the end of each day from form rooms to prevent large gatherings</p> <p>Temperatures of staff and pupils taken on arrival</p>	<p>Any arrivals after 9:00, or leavers before the end of the day to report to main office and have their temperature taken</p> <p>All taxi drivers/ passenger assistants to remain in vehicles at all times</p> <p>Urgent visitors to attend outside pupil arrival and departure times</p> <p>Adjustment to the school day – pupils finishing at 2.15pm, those children from the primary site sharing taxis with secondary pupils to leave at 2.30pm. All other pupils to leave at 2.45pm. No primary pupils are on site on Fridays.</p>	4	1	4

2	Pupils/staff displaying symptoms		<p>Anyone displaying symptoms should not attend school and should book a covid-19 test</p> <p>Anyone who has tested positive in the past ten days should not attend school</p> <p>If someone in your household has symptoms, you must not attend school unless the person with covid symptoms subsequently has a negative test. If the test is positive, the household must self-isolate for ten days.</p> <p>Government guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<p>Procedure for anyone developing symptoms (high temperature, new/continuous cough and loss of sense of taste or smell) during the school day:</p> <ul style="list-style-type: none"> Isolated in a designated area with space to social distance away from other staff and pupils Staff will be asked to return home immediately Pupils displaying symptoms will be cared for by staff wearing PPE Parents/carers contacted and asked to collect the child as soon as possible Anyone displaying symptoms can and should book a PCR test Close contacts of confirmed positive cases will subsequently be asked to self-isolate following Track & Trace procedures 			
3	Movement around school and social distancing	NA	<p>On site social distancing should be followed as much as possible in line with current guidance</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>One-way system in designated areas where viable</p> <p>Form rooms/wellbeing hub used for lunch to reduced large gatherings in dining room</p> <p>Pupils eat in classes - primary</p> <p>Limit class and staffing numbers in enclosed areas and during lessons/activities where possible</p> <p>All are reminded to sit / stand in accordance with social distancing requirements around school site</p>	<p>Current government guidance recommends that in settings where pupils are year 7 or above face coverings should be worn where possible in classrooms, during social activities in schools where social distancing is not possible. Although this will not be enforced for students with SEND, it will be encouraged for staff and pupils to follow this guidance to keep themselves and others safe</p> <p>Staff who have been advised to shield i.e. clinically extremely vulnerable, will provide evidence of this to the employer and be supported to work remotely</p> <p>Staff who are clinically vulnerable can still attend school and follow set specific measures to minimise the risk</p> <p>Staff who live with someone who is clinically vulnerable or clinically extremely vulnerable can still attend work but must follow specific guidance</p> <p>For staff who develops clinical vulnerability or a medical condition during</p>	4	2	8

				<p>the pandemic, school will work to support them in line with medical advice. This may include additional measures/social distancing within school and/or remote working where possible. Such instances to be addressed on an individual basis.</p> <p>Deliberate flouting of social distancing by pupils to be addressed via behaviour policy. This has been communicated to staff and parents. Behaviours that increase of disease transmission may result in the pupil moving on to remote learning packages temporarily. Examples include going into the community, spitting, high levels of aggression and increased physical interventions. This will be reviewed weekly as part of wider Covid management plan by pastoral and operational management staff.</p> <p>No morning assemblies – have been replaced by form time with consistent groups of staff and pupils in an allocated room – secondary</p> <p>Assemblies will be held on Friday via Teams - primary</p> <p>Staff working across primary and secondary sites on the same day to be limited to essential visits only</p>			
4	Supervision	Occasional pupil absconding in groups of 3-4	<p>Continuation of high pupil:staff ratios for safeguarding and operational reasons</p> <p>Additional pastoral support and supervision for pupils experiencing anxiety due to the pandemic</p> <p>RPI's overseen by pastoral lead and reviewed by senior leaders</p> <p>Updated vulnerable pupil list shared with staff</p>	<p>Individual risk assessment for pupils who display behaviours which pose a transmission risk e.g. spitting, absconding into the local community.</p> <p>The same also applies to any student who leave the school site and enters the local community / area</p> <p>Any child posing a threat to staff/pupil wellbeing through spitting/biting/smearing or violence will be assessed on individual basis and may incur a fixed term inclusion or exclusion - primary</p>	4	2	8

5	Access to First Aid		<p>First Aid boxes available in several locations around site</p> <p>First Aiders on school site (DB, SCI, LOB, BA) & on vocational site (DP, SH) - secondary</p> <p>Primary first aiders MM AND KR</p>	Established procedures for first aid remain in place	5	1	5
6	Provision of PPE		<p>School maintains a supply of face masks, hand sanitiser, anti-bacterial wipes and gloves. Face shields are also available where required. All PPE is available to staff and pupils.</p>	<p>Under national lockdown, current legislation says that face coverings should be worn where possible in communal areas where social distancing is not possible.</p> <p>Each key stage should keep a supply of face coverings and ensure these are regularly replenished</p> <p>All school staff responsible for ensuring PPE remains available in dedicated areas and replenishing supply from Mr Adjei's room in Key Stage 3 – secondary</p>			
7	Cleaning and Health and Safety of the Area	NA	<p>School has 3 cleaners who are on site every day – secondary</p> <p>Primary site has 1 cleaner but staff are responsible for sanitising equipment throughout the day</p> <p>All blood and spills to be dealt with as per normal practice and via use of spillage kit.</p> <p>All staff and pupils reminded to tidy up after themselves and be ultra-vigilant</p> <p>Each team has a specific area with in school to which they are assigned and responsible for - primary</p> <p>Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products</p> <p>No sharing of cups, utensils and drinking vessels</p>	<p>Anti-bacterial wipes, hand sanitiser and soap is located all around the site.</p> <p>Staff to replenish stock in their allocated areas</p> <p>Equipment should be sanitised and wiped down after each use, e.g. science resources, cooking, gym etc.</p> <p>Increased hand washing before and after handling equipment</p> <p>Limited sharing of equipment where possible</p> <p>Limit numbers in gym, ensure equipment is cleaned between use – secondary</p>	5	2	10

			<p>Daily reminder to students (and under close supervision) to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues (and dispose of accordingly)</p> <p>Posters also displayed around site to emphasise the message</p>	Cool zone at primary as above			
8	Maintaining provision	NA	<p>Children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others.</p> <p>If children become unwell on site with a new, continuous cough or a high temperature they should be sent home</p> <p>If a family member tests positive, pupil will be returned home and self-isolate for 10 days following the onset of infected person's symptoms</p> <p>Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products</p> <p>Supervise children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues.</p>	<p>Any child (or member of staff) returned home will be required to Self-isolate along with their parent/carer for 10 days as per government guidance and obtain a covid-19 test</p> <p>Bathrooms which have been used by children who are returned home will be disinfected following departure</p> <p>Staff caring for symptomatic children will be provided with PPE, children at the primary site will isolate in the meeting room until collection</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or the person with symptoms goes on to test positive</p> <p>All procedures outlined in this document also relate to the vocational unit.</p> <p>Alternative providers to follow own risk assessment and notify school of any confirmed cases</p> <p>Additionally groups should travel in more than one vehicles if viable and sit apart as per social distancing</p> <p>SLT to manage confirmed cases among school community</p>	5	2	10

				<p>Staff and pupils expected to engage with NHS Track & Trace process</p> <p>If schools have two or more confirmed cases or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team/PHE who will be able to advise if additional action is required. All cases to be reported to Ashley Walker Health & Safety team</p>			
9	Safeguarding	NA	<p>Covid-19 Safeguarding Policy Annex in place</p> <p>All safeguarding concerns to be dealt with in line with school policy.</p> <p>The school Safeguarding Leads (and SLT) remain contactable at all times during school hours</p> <p>Vulnerable pupils are monitored on site by staff</p> <p>Attendance monitored in line with government protocols</p> <p>DSL's will work with families to take appropriate action in the event of illness</p> <p>School nurse to have oversight of pupils with medical and safeguarding needs</p>	<p>Contact made by DSL with local authorities to ensure robust measures to monitor vulnerable families who are self-isolating</p> <p>Individual risk assessments to be completed to identify those at-risk in the event of having to self-isolate at home</p> <p>DSL to monitor attendance of pupils and ensure regular contact with families</p> <p>DSL to work with pastoral team to identify additional risks posed by children who display behaviours which heighten risk, e.g. spitting, and update risk assessment</p> <p>Incidents of children deliberately flouting guidance to be referred to DSL and pastoral team</p> <p>In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19)</p> <p>DSL to liaise with school nurse regarding pupil cohort, particularly where concerns relate to medical vulnerability</p>	4	2	8

10	Visitors/Contractors	N/A	Essential-only on-site visitors	<p>All non-urgent meetings to be held remotely</p> <p>Essential visits to school must take place after 3pm to reduce transmission risk. This includes contractors where possible</p> <p>Visitors to sign in on schools system to ensure track and trace is operational</p> <p>Face masks to be expected and worn by visitors and provided if necessary</p> <p>Visitors expected to adhere to guidance on social distancing and hygiene measures</p> <p>In exceptional circumstances where meetings take place on site, rooms used for meetings sanitised between use</p> <p>Separate cups/refreshments provided to visitors, ideally disposable where possible</p> <p>Visitors to be offered a lateral flow test on arrival with consent obtained and recorded</p>	4	2	
11	Trips/Out of School Activities	N/A	<p>All out of school activities during school hours currently suspended</p> <p>After-school club running on an extremely limited basis approved by SLT. Subject to review.</p>	<p>Options, Enrichment and PE currently all held on site due to limited local provisions</p> <p>After-school club activities limited to 2:2 ratio of staff:pupils. Provision continued to provide additional support to most vulnerable.</p> <p>All social distancing guidelines followed and national guidance followed at all times</p>	1	2	
12	Transports	N/A	Transporting of pupils to be limited to essential/emergency travel	Staff to use school minibus allowing social distancing and occupants to sit apart. Face coverings should be worn where possible.	4	2	

				<p>Social distancing should be in place in all vehicles wherever possible and face coverings worn</p> <p>Staff use of own vehicles to transport students should be avoided wherever possible and should only be done so in emergency situations. Social distancing and face coverings should still be worn.</p> <p>Any vehicle used, whether personal or school, should be cleaned following use</p>			
13	Additional Risk Assessments	N/A	Additional Covid-19 risk assessment and management plans in place for individual vocational lessons including Horticulture and Food & Nutrition - secondary	<p>Refer to individual curriculum Risk Assessment</p> <p>Refer to additional Safeguarding Covid-19 risk assessment annex.</p>			
14	School and/or bubble closure due to confirmed cases	N/A	<p>Robust plan to ensure safety of all staff and pupils</p> <p>Contingency plan to allow the continuation of delivery of educational programmes</p>	<p>Curriculum lead to prepare smooth transition to online platform in the event of closure within 48 hours</p> <p>Work packs to be sent home on day of closure</p> <p>Timetable to be prepared to share with pupils</p> <p>Letter to be sent to parents to advise of the school plan and anticipated opening date</p> <p>DSL's to identify vulnerable families/children who need additional support and monitoring</p> <p>Home-school online e-learning agreement to be signed by parents</p>	3	2	

15	Supporting staff mental health and wellbeing		<p>The school recognise the need to support staff work-life balance and wellbeing. Any allocation of additional tasks or responsibilities will be considered carefully</p> <p>Staff have the opportunity to speak to line managers and SLT if anxious or concerned</p> <p>Staff to report deliberate flouting of guidance to senior managers</p>		4	2	
16	Staff training & briefings		<p>No whole school training or mass gatherings of staff team e.g. full staff briefing</p> <p>Training to be delivered remotely if possible – secondary</p> <p>Primary site more likely to deliver training on site due to smaller numbers</p>	Staff to follow social distancing in communal areas including during briefings	4	1	
17	Recruitment		<p>Staff recruitment to continue with additional measures including remote first interviews where possible</p> <p>On site visitors expected to adhere to social distancing guidelines including wearing a face covering</p>		2	1	
18	Lateral Flow testing (LFT) for Covid-19		<p>School is following national guidance in relation to mass testing using lateral flow tests in schools</p> <p>From January 2021 the school is offering lateral flow testing process (LFT) to staff and pupils</p> <p>Process for anyone who tests positive using LFT during the school day:</p> <ul style="list-style-type: none"> Isolated in a designated area with space to social distance away from staff and pupils Pupils will be cared for by staff wearing PPE 	<p>Optional staff testing:</p> <p>Staff will be offered up to twice weekly testing within school or given the option of using a self-testing home kit.</p> <p>By collecting and opening the home test kit, the individual gives medical consent and is legally committed to reporting their results via the NHS Track & Trace reporting system. School do not need staff to provide written medical consent for the test.</p>			

			<ul style="list-style-type: none"> Parents/carers contacted and asked to collect the child as soon as possible Staff who test positive will sent home to self-isolate Track and trace processes will be followed and close contacts identified to self-isolate <p>Staff/pupils who test positive using a lateral flow test will be advised to take a PCR test</p>	<p>Staff using home testing kits should record their result (positive/negative/void) with Track & Trace and email copy of test result to the administration manager (Kelly Walden) separately following twice weekly testing (Sunday and Wednesday)</p> <p>Staff who test positive via a home testing kit should not attend school but should follow self-isolation guidance, report this view NHS Track & Trace and inform a member of the Senior Leadership Team as a matter of urgency</p> <p>Pupils will continue to be offered on-site testing once per week. Home testing to be reviewed after Easter.</p> <p>Please refer to Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</p>			
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KEY

LEVELS OF RISK		Severity				
		Negligible (1)	Slight (2)	Moderate (3)	Serious (4)	Fatal (5)
Likelihood	Not Likely (1)	1=L	2=L	3=L	4=L	5=L
	Possible (2)	2=L	4=L	6=M	8=M	10=M
	Likely (3)	3=L	6=M	9=M	12=H	15=H
	Very Likely (4)	4=L	8=M	12=H	16=VH	20=VH
	Almost Certain (5)	5=L	10=M	15=H	20=VH	25=VH

Residual Risk	Level of approval / notification required
1 to 5 = Low	Line Manager to Approve with signature & date
6 to 10 = Medium	Department manager must review & reduce the risk rating further if possible prior to activity commencing.
12 to 15 = High	As above + Placing Authority & Head of Service / H&S Mgr must approve R.A. prior to activity commencing. (Approval required)

Assessment carried out by:
Date of Assessment:

Assessment Copied to:
Date to be reviewed by: Weekly or in the event of changes in legislation and guidance

Signed: (Manager) Name Craig Bailey(Secondary) Signature Craig Bailey Date 09.03.21

Signed: (Manager) Name Rachel Hill (Primary) Signature: R Hill Date 09.03.21

Signed: Safeguarding Mgr Samantha Townend Signature S. Townend Date 09.03.21

Notes

Severity key explanation;

- (1) May not require 1st Aid treatment (2) Minor Injury requiring basic 1st Aid (3) Requiring time off work, Possible RIDDOR report
- (4) Severe Injury, broken bones (limbs / ribs etc), Eye Damage, Electric Shock, Overnight stay in Hospital (5) Fatality or Multiple Fatality