

Belmont School
TASK, ACTIVITY & ENVIRONMENTAL
RISK ASSESSMENT FORM

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| <p>RISK ASSESSMENT NUMBER : 9 DATE : 09.11.21 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 Non-urgent meetings held virtually when possible to limit numbers on site Off site visits including home visits – staff must take mask, social distancing particularly indoors and hand sanitiser. Visitors to school to be reminded of infection reduction principles</p> | <p>PERSONS AT RISK :</p> <p><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> |
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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 |
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| 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>Twice weekly staff LFT's on primary site</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> | 4 | 1 | 4 |
| 2 | Pupils/staff displaying symptoms | | <p>Anyone displaying symptoms should not attend school and should book a PCR test</p> <p>Anyone who has tested positive in the past ten days should not attend school as per NHS guidelines</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 | | | |

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| | | | <p>As from Monday 16 August, children under 18 years old and those who are double vaccinated will no longer be required to self-isolate if they are identified as a close contact. At this point, lose contacts of a positive case will be informed by NHS Test and Trace and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do to.</p> <p>Self-isolation will continue to those that test positive.</p> <p>Government guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> | <ul style="list-style-type: none"> • 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 • Lateral flow testing and/or Coronavirus Ag rapid testing is available either to complete within school to staff and pupils upon request | | | |
| 3 | Movement around school and social distancing | NA | <p>On site social distancing should be encouraged where possible in line with current guidance</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Form rooms/wellbeing hub used for lunch to reduced large gatherings in dining room during break times and end of day</p> <p>Pupils eat in classes – primary</p> <p>No whole school briefings conducted in one space and staff teams separated into smaller groups where possible</p> <p>A one-way system is in place at the Primary site, only to be broken by TB and AN as they are in kitchen PPE and any children known be agt risk of absconding.</p> | <p>In busy areas with high traffic, staff and pupils have the option of wearing PPE and using hand sanitiser</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 risk reduction guidance</p> <p>For staff who develops clinical vulnerability or a medical condition, school will work to support them in line with medical advice in line with government guidance. Such instances to be addressed on an individual basis in consultation with Senior Leadership Team</p> <p>Behaviour which deliberately increases transmission risk, e.g. repeated spitting, may result in a pupil being returned home for the day. 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</p> | 4 | 2 | 8 |

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| | | | | groups of staff and pupils in an allocated room – secondary Assemblies will be held on Friday via Teams - primary | | | |
| 4 | Supervision | | Continuation of high pupil: staff ratios for safeguarding and operational reasons Additional pastoral support and supervision for pupils experiencing anxiety due to the pandemic | Consideration to be given to updated the pupil management plan for pupils who display behaviours which pose a transmission risk e.g. spitting, 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 | 4 | 2 | 8 |
| 5 | Access to First Aid | | First Aid boxes available in several locations around site First Aiders on school site (DB, SCI, LOB, BA) & on vocational site (DP, SH) - secondary Primary first aiders RH, LH, PL, MM, JL, KH, NH, CH, DJ, CS, SK | Established procedures for first aid remain in place | 5 | 1 | 5 |
| 6 | Provision of PPE | | 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. Staff at Primary to wear PPE when collecting food from the kitchen | Each key stage should keep a supply of face coverings and ensure these are regularly replenished 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 As much as possible, fresh air and ventilation is increased by opening windows and doors taking account any security, fire or flight risks During cold weather, where possible windows will be opened 15 minutes prior to a room being used and if temperatures allow, windows will be kept partially open to allow ventilation Flexibility on school dress code to include suitable warm clothing and consideration | | | |

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| | | | | will be given to furniture arrangement where possible in order to increase ventilation | | | |
| 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>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> | <p>Anti-bacterial wipes, hand sanitiser and soap are 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> <p>Cool zone at primary as above</p> | 5 | 2 | 10 |
| 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 and a PCR test undertaken.</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> | 5 | 2 | 10 |

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| | | | <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 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</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 vehicle if viable and sit apart as per social distancing</p> <p>SLT/SMT to manage confirmed cases among school community</p> <p>If schools have an emergence of 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 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>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>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 considered at-risk in the event of having to self-isolate at home</p> <p>DSL and FLO 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</p> | 4 | 2 | 8 |

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| | | | School nurse to have oversight of pupils with medical and safeguarding needs | <p>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 with symptoms 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> | | | |
| 10 | Visitors/Contractors | N/A | | <p>All non-urgent meetings to be held remotely where possible</p> <p>Visitors to sign in on schools system</p> <p>Option face masks to worn by visitors as per government guidance</p> <p>Visitors expected to adhere to guidance on social distancing and hygiene measures</p> <p>Separate cups/refreshments provided to visitors</p> <p>An optional lateral flow test available to visitors if required</p> | 4 | 2 | |
| 11 | Trips/Out of School Activities | N/A | Trips are being re-introduced at the primary site as restrictions are lifted. | <p>All trips and activities should adhere to government guidance regarding health, social distancing and hygiene</p> <p>All social distancing guidelines followed and national guidance followed at all times</p> | 1 | 2 | |

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| 12 | Transports | N/A | | <p>Children and young people aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college</p> <p>Staff to use school minibus allowing social distancing and occupants to sit apart where possible. Face coverings can be worn where possible if required.</p> | 4 | 2 | |
| 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 | | Use of bubbles is no longer applicable as per latest government guidance | | | |
| 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> | 4 | 2 | |
| 16 | Staff training & briefings | | <p>No whole school training or mass gatherings of staff team e.g. full staff briefing and staff to be separated into groups where possible</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 | | | On site visitors encouraged to adhere to social distancing guidelines including wearing a face covering | 2 | 1 | |

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| 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 Parents/carers contacted and asked to collect the child as soon as possible <ul style="list-style-type: none"> 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>Optional staff testing:</p> <p>Staff will be offered 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> <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</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 | | | | |
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| | | Negligible (1) | Slight (2) | Moderate (3) | Serious (4) | Fatal (5) |
| Likelihood | Not Likely (1) | 1=L | 2=L | 3=L | 4=L | 5=L |

| Residual Risk | Level of approval / notification required |
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| 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. |

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| 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 |

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 01.09.21
Signed: (Manager) Name Rachel Hill (Primary) Signature: R Hill Date 01.09.21

Signed: Safeguarding Mgr Samantha Townend Signature S. Townend Date 01.09.21

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