

**Belmont School**  
**TASK, ACTIVITY & ENVIRONMENTAL**  
**RISK ASSESSMENT FORM**

<p>RISK ASSESSMENT NUMBER : 10          DATE : 10.01.22 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  <a href="#">Additional operational guidance for special schools, special post-16 institutions and alternative provision (publishing.service.gov.uk)</a>          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.          Only essential visitors to school to be permitted</p> <p>School to adhere to infection reduction principles:</p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone.</li> <li>• Maintain appropriate cleaning regimes.</li> <li>• Keep occupied spaces well ventilated.</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ul>	<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><b>All current school policies and procedures remain relevant and in place</b></p>
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KEY: S = Severity      L = Likelihood      R = Risk Rating

NO	DETAILS OF HAZARD(S) OR ISSUE TO CONSIDER	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES REQUIRED	S	L	R
1	Pupil/Staff arrivals/departures to site - potential increased transmission of disease	<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>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, close 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><a href="#">Government guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></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"> <li>• Isolated in a designated area with space to social distance away from other staff and pupils</li> <li>• Staff will be asked to return home immediately</li> <li>• Pupils displaying symptoms will be cared for by staff wearing PPE</li> <li>• Parents/carers contacted and asked to collect the child as soon as possible</li> <li>• Anyone displaying symptoms can and should book a PCR test</li> <li>• Lateral flow testing and/or Coronavirus ATS rapid testing is available either to complete within school to staff and pupils upon request</li> <li>• Bathrooms which have been used by children who are returned home will be disinfected following departure</li> </ul>			
	Close contacts and isolation		<p>Close contacts in schools are now identified by NHS Test &amp; Trace. Education settings are not expected to undertake close contact tracing.</p> <p>NHS Test &amp; Trace will work with the positive case and/or their parent to identify close contacts</p> <p><b>Omicron variant (Nov 21)</b> – 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 directly and required to self-isolate immediately and 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 and provided details about self-isolation.</p>			

			<p>For everyone else, <a href="#">isolation rules are unchanged</a>. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school as normal.</p>			
3	Movement around school and social distancing	<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>In busy areas with high traffic, staff and secondary age pupils are encouraged to wear face coverings in communal areas, unless exempt</p> <p>The government guidance does not advise staff and pupils wear face covering in classrooms</p> <p>Face coverings do not need to be worn when outdoors</p>	4	2	8

		<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 to be at risk of absconding.</p> <p>In primary schools, government guidance recommends that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>The school, as an employer, has a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. School also has a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully.</p> <p>No pupil should be denied education on the grounds that they are not wearing a face covering.</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 develop 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 groups of staff and pupils in an allocated room – secondary</p> <p>Assemblies will be held on Friday via Teams - primary</p>			
4	Supervision	<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>Consideration to be given to updated the pupil management plan for pupils who display behaviours which pose a transmission risk e.g. spitting, violence, and going offsite without permission, i.e. to local shops and amenities</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, JHY, DL, MS, CW) &amp; on vocational site (AH, AB, DP, SH) - secondary</p> <p>Primary first aiders RH, LH, PL, MM, JL, KH, NH, CH, DJ, CS, SK</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>Staff at Primary to wear PPE when collecting food from the kitchen</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> <p>As much as possible, fresh air and ventilation is increased by opening windows and doors taking account any security, fire or flight risks</p> <p>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</p> <p>Flexibility on school dress code to include suitable warm clothing and consideration will be given to furniture arrangement where possible in order to increase ventilation</p>			
7	Cleaning and Health and Safety of the Area	<p>School has 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>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>	5	2	10

		<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>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>			
8	Maintaining provision	<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>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>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</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>	5	2	10

			<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 &amp; Safety team.</p> <p>In line with Schools Covid-19 Operational guidance, schools may need to think about taking extra action if the number of positive cases substantially increases and/or action is required to break the chain of transmission, (E.g. contingency measures could include return to bubbles, amended timings, blended learning timetables/online learning).</p>			
9	Safeguarding	<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 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 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</p>	4	2	8

			<p>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> <p>Home visits Non-essential home visits to be suspended and/or conducted remotely where possible</p> <p>Urgent/safeguarding home visits may be conducted. Staff conducting visit to establish no current covid-19 symptoms/confirmed cases in the home. Staff to adhere to current guidance on social distancing and wear face covering.</p> <p>Staff may conduct visits to other provisions/establishments remotely where possible, however where this is not possible, staff must follow venue procedures and adhere to current guidance on social distancing and wear a face covering.</p>			
10	Visitors/Contractors		<p>Visitors required to wear face coverings unless exempt</p> <p>Non-urgent visits to be conducted remotely where possible</p> <p>Visitors to sign in on schools system</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 to be offered to visitors</p>	4	2	

11	Trips/Out of School Activities	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. This currently includes face coverings in shops and on public transport.</p>	1	2	
12	Transports		<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 should be worn where possible</p>	4	2	
13	Additional Risk Assessments	Additional Covid-19 risk assessment and management plans in place for individual vocational lessons including Horticulture and Food & Nutrition	Refer to individual curriculum Risk Assessment			
14	School and/or bubble closure due to confirmed cases		<p>Current government guidance is that bubbles are not currently required and will not need to be used.</p> <p>School will continue to review government guidance.</p> <p>School will consider the re-introduction of bubbles as a temporary period if required as part of a contingency plan to reduce mixing between groups. Such decisions will be made while giving consideration to latest guidance.</p>			
15	Supporting staff mental health and wellbeing		The school recognise the need to support staff work-life balance and wellbeing. Any allocation of additional tasks or responsibilities will be considered carefully	4	2	

			Staff have the opportunity to speak to line managers and SLT if anxious or concerned			
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>	<p>Staff to follow social distancing in communal areas including during briefings</p> <p>Face coverings should be worn in communal areas in line with current guidance</p>	4	1	
17	Recruitment		On site interviews to continue where possible. Candidates encouraged to adhere to social distancing guidelines including wearing a face covering and offered a LFT upon arrival	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"> <li>• Isolated in a designated area with space to social distance away from staff and pupils</li> <li>• Pupils will be cared for by staff wearing PPE</li> <li>• Parents/carers contacted and asked to collect the child as soon as possible <ul style="list-style-type: none"> <li>• Staff who test positive will sent home to self-isolate</li> </ul> </li> </ul> <p>Staff/pupils who test positive using a lateral flow test should book a PCR test at the earliest opportunity</p> <p>There is no need for primary age pupils to 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 &amp; 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 &amp; 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 book a PCR test, follow self-isolation guidance, report this to NHS Track &amp;</p>			

			<p>Trace and inform a member of the Senior Leadership Team as a matter of urgency</p> <p>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 the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Pupils will continue to be offered both on-site and home testing (kits available from school upon request)</p> <p>Please refer to <a href="https://www.gov.uk/guidance/mass-asymptomatic-testing-schools-and-colleges">Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</a></p>			
	Clinically extremely vulnerable		<p>Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist</p>			
	Vaccinations		<p>We recommend all school staff and eligible pupils take up the offer of a vaccine and booster, if applicable</p> <p>School is required to maintain an up to date record of those staff whom have been vaccinated and staff are encouraged</p>			

			<p>to maintain their vaccination record via the Cascade system</p> <p>During the Autumn term, the local vaccination team have offered vaccinations to pupils over-12</p> <p>Parents/Carers are encouraged to arrange covid-19 vaccinations with their local health professional for those who have not taken up the offer of a vaccination at school</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 10.01.2022

Signed: (Manager) Name Rachel Hill (Primary) Signature: R Hill Date 01.12.21

Signed: Safeguarding Mgr Samantha Townend Signature S. Townend Date 10.01.2022

**Notes**

Severity key explanation;

- (1) May not require 1<sup>st</sup> Aid treatment
- (2) Minor Injury requiring basic 1<sup>st</sup> 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