

Ravenswood School COVID-19 Risk Assessment

Name of Assessor: Katie Barnes:	Date of Assessment: 15.5.20 Updated 12/06/2020 Updated 29/08/2020 Updated 23/11/2020	Purpose of risk assessment: Keeping our staff and pupils safe during Covid-19 Pandemic. Minimising risk of infections spreading within school
Location: Ravenswood School	Dates Academic year 2020-21	
High Risk	13 to 16	
Medium Risk	9 to 12	
Low Risk	5 to 8	
Very Low Risk	1 to 4	
Risk formula: Probability (1-4) X Severity (1-4)		

Activity	Hazards	Persons Affected	Risk P X S = R	Control Measures	Remaining Risk P X S = R
Arrival to and from school					
Being dropped off by parents/ carers or walking into school independently.	Parents/carers not socially distancing Pupils mixing with pupils outside of department Other pupils being less than 2m away from other pupil's parents/ family members	All pupils, staff and their families	3x4=12	Pupils dropped off/ collected from the Primary playground, using the public footpaths to enter the school. Parents/carers to wait at 2metre distances from other families. SLT to oversee initially to ensure that control measures are in place. Any parent who is not following the social distancing rules will be asked to follow rules or leave the school premises. A member from the class team (or same department) will collect pupils from parents/ carers and escort them to their classes. Any parent/carer who has any further requests to be directed to SLT on duty to support. Any parent/ carer who needs to sign in medications to be directed to the Healthcare sign in area (by the bike shelter near the calming room.	2x4=6

<p>Pupils travelling on school transport</p>	<p>Pupils not socially distancing</p> <p>Pupils mixing with pupils outside of their departments</p> <p>Pupils seated less than 2m from each other</p> <p>Being in contact with bus driver and escort.</p>	<p>All pupils, staff and their families</p> <p>Bus drivers, bus escorts</p>	<p>4x4=16</p>	<p>School buses/ taxis/ escorts and drivers to follow latest government guidance for school transport. Cleaning down the vehicles before and after each journey.</p> <p>Where possible pupils to be seated within departments on the school bus. Pupils allowed to wear face coverings if suitable.</p> <p>See school transport's risk assessment/ contact school transport.</p> <p>If parents/carers are not happy with their child travelling on school transport they can apply for petrol costs to be covered so that they can transport their own child to and from school.</p> <p>Face coverings are required at all times on <u>public</u> transport (for children over the age of 11). Pupils/staff are reminded not to touch the front of their face covering during use or removal. They must wash hands immediately on arrival and dispose face covering in covered bin or if reusable in a plastic bag and wash their hands again (if applicable) before going to their classroom.</p>	<p>3x4=12</p>
<p>Pupils arriving at school on school transport or to be collected at end of the day.</p>	<p>Pupils and adults not socially distancing</p> <p>Pupils and adults mixing with pupils outside of their departments</p> <p>Bus escorts/ drivers getting close to adults and other pupils.</p>	<p>All pupils, staff and their families</p> <p>Bus drivers, bus escorts</p>	<p>3x4=12</p>	<p>When buses arrive at school, pupils to remain seated. Department at a time will come and collect their pupils from the buses- Primary 1st, KS3- 2nd, KS4- 3rd, P16-4th. Pupils to be taken directly to their classes.</p> <p>A member of SLT will be available to support as needed/ discuss any worries or concerns from the bus escorts. All personal belongings will be taken with the pupils to their classes.</p> <p>At end of the day, classes must come out as one group. Classes line up as a group either along the path by the Pond place and into the secondary playground or by the art/DT room. Adults to ensure that there is at least a 2metre distance between class groups.</p> <p>SLT or other designated staff member will allow class by class to escort their pupils to the bus and ensure they are seated.</p> <p>Staff to return to classes as soon as they have taken pupils to the bus to minimise the number of adults standing around. If a pupil is struggling to settle on the bus- seek advice from SLT on duty and stand out the way of the next class.</p>	<p>2x4=8</p>
<p>Reducing the number of adults needing to access</p>	<p>Increasing numbers of adults or pupils</p>	<p>Staff, pupils and their families</p>	<p>3x4=12</p>	<p>Pupils to use back entrances/ fire doors where there is shared entrance , wherever possible to access classrooms</p>	<p>2x4=8</p>

the main school reception	congregating in a small space. Mixing of visitors/ pupils/ staff	Visitors to school		<p>so that they walk around the school rather than through the school building. Pupils will take any personal belongings they bring into school with them for the bus e.g. phones, tablets, toys to the classroom. Class teams will place these items into individual zippy wallets these will then be locked into teacher's cupboards during the school day.</p> <p>Bus escorts/ parents/ carers signing in or out medications to go to the hatch by the bike storage (HCA to be in calming room to receive medications/ sign them out. Bus escorts will go to the Office window to check for any letters to go home with parents. These will be given via the window or admin staff will be outside ready to hand out letters at the end of the day.</p> <p>Max of 2 people waiting in the office at any time. Pupils and staff to walk through quickly if needed, but where possible use outside entrances. Staff signing in and out to be advised to sign in quickly and move through from reception swiftly. Where appropriate one member of the class team to sign out a few staff members at the same time. Staff no longer required to sign in first thing but must inform the office via phone call if they are running late for any reason. At the end of the day there are three separate sign out sheets to complete- Main school outside MS office, Annexe staff- entrance to Annexe, and Post 16- Post 16 office.</p> <p>Visitors to the school to be advised not to arrive between 8.45-9.10am or between 3.15 and 3.45pm.</p> <p>Parents/carers advised to ring or email the school with any messages. SLT available to support as needed.</p>	
MEDICAL					
High risk people	Having an additional risk factor putting staff/ pupils at higher risk of infection.	Those who are critically high risk	4x4=16	<p>Staff or pupils who have shielding letters or are pregnant, BME or other high risk categories will have individual risk assessments completed and followed.</p> <p>Latest Government advice will be followed and adhered to. Shielding advice will pause on the 1st Aug subject to continued decline in the rate of transmission</p>	3x4=12

				<p>Pupils on the shielded patient list can return to school, as can those who have family members shielding. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Pupils who remain under specialist health professional care may need to discuss their care further before returning to school</p> <p>Where a pupil is unable to attend due to complying with clinical/public health advice then immediate access to remote education should be offered</p> <p>Staff that are extremely clinically vulnerable and were 'shielding' can return to work if they maintain social distancing- Those that are clinically vulnerable should maintain social distancing as much as possible.</p> <p>Schools should be flexible in how these staff are deployed to enable them to work remotely or in roles that allow social distancing.</p> <p>Regular contact from managers maintained with any staff working from home, and they are kept informed of school life as much as possible. e.g. via Microsoft Teams or phone calls.</p>	
Clinically vulnerable staff and pupils in school	Having an additional risk factor putting staff/pupils at higher risk of infection.	Those who are critically high risk	4x4=16	<p>Clinically vulnerable staff and pupils The guidance for these staff state that you can still attend work but should take additional precautions:</p> <p>Within school we advise that these staff:</p> <ul style="list-style-type: none"> • Wear face coverings when in corporate areas • Avoid the use of the staff room and other high traffic areas such as the school lunch hall etc. • Wear a face covering to any staff meetings • Wash your hands/ sanitise your hands more regularly • Ensure that your classroom is ventilated and at least one window is open at all times • Try to maintain a distance of 2m from others (especially other adults- as this is often difficult when working with pupils) 	3x4=12

				<ul style="list-style-type: none"> Wash your hands and change your clothes as soon as you get home. 	
Clinically extremely vulnerable staff and pupils in school	Having an additional risk factor putting staff/pupils at higher risk of infection.	Those who are critically extremely vulnerable high risk	4x4=16	<p>Clinically extremely vulnerable:</p> <p>School to identify any clinically extremely vulnerable pupils in line with latest guidance and discuss options with the parents.</p> <p>The NHS guidance currently is 'You're only advised not to go to work if you get a letter advising you to shield.'</p> <p>If any staff member receives a letter – in light with the latest guidance, advising them to shield please speak to Mark (or Katie in his absence) to discuss options.- these will be directed to work from home and complete tasks set by SLT. A designated line manager- teacher or HoD will be directed to be the key link to maintain contact whilst working from home</p> <p>If you do not receive a letter please follow the advise for the clinically vulnerable staff.</p> <p>Pupils who are clinically extremely vulnerable can also continue to attend school unless their doctor contacts them to advise otherwise.</p>	2x4=8
Adult exhibiting symptoms (or household)	Individuals displaying or who have someone in their household who has any of the symptoms of Covid-19 (new continuous cough, high temperature- over 37.8°C, or a loss or change in normal sense of taste or smell) instructed to stay at home and self-isolate, following the <u>latest government guidance</u> . Staff and	All staff (and their families)	3x4=12	<p>If any member of staff feels unwell or is exhibiting these symptoms to remain at home or go home immediately and request coronavirus testing. If any of their household display symptoms must request coronavirus testing. If unable to get test 10 days isolation is needed if self displaying symptoms, 14 days if a member of household. Follow latest Gove advice. Staff to keep school informed and updated of test result as soon as they have them back.</p> <p>Everyone must wash their hands thoroughly after contact with someone that is unwell.</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p>	2x4=8

	parents frequently reminded of this.				
Child exhibiting symptoms (or household)	Individuals displaying or who have someone in their household who has any of the symptoms of Covid-19 (new continuous cough, high temperature- over 37.8°C, or a loss or change in normal sense of taste or smell) instructed to stay at home and self-isolate, following the <u>latest government guidance</u> . Staff and parents frequently reminded of this.	All pupils (and their families)	3x4=12	<p>If any pupil displays any symptoms or members of their household they must self isolate for 10 days (if they display the symptoms), 14 days (if household member displays symptoms). Pupils (or their household) to be tested and test results shared with the school.</p> <p>Parents/carers advised to take their pupil's temperature before school each morning.</p> <p>If any pupil develops symptoms during the school day they must be immediately quarantined (into a meeting room). Their parents will be phoned and told to collect immediately. Wherever possible staff will remain outside of this room but supervise for the child's safety. Staff must wear full protected equipment- aprons, gloves, face masks and goggles whilst with this child- dispose of/ clean thoroughly after child leaves.</p> <p>Everyone must wash their hands thoroughly after contact with someone that is unwell.</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p> <p>Any PPE used when supporting a child with suspected symptoms to be placed in a bag and quarantined for 72hours before being placed in the bin.</p> <p>When the child has been collected anything they have touched to be thoroughly disinfected. – see below.</p> <p>Household members of those contacts sent home do not need to self-isolate themselves unless the contact themselves then develops symptoms, in which case will need to get tested and if negative remain isolates for the remainder of the 14 days or if positive inform the school and isolate for 10 days from the onset of symptoms If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p>	2x4=8
Member of a pupil or staff members household tests positive for covid or	Catching covid from a member of their own household.	Pupils and staff – close contacts of	4x4=16	<p>Whole household must isolate for 14 days from the start of the symptoms.</p> <p>Teachers to provide remote learning for pupil</p>	3x4=12

is showing symptoms.				School to make contact with the family 48-72hours after the first day of absence/ household's symptoms and check if they or others in their household have developed symptoms- covid or generally unwell including colds, sickness and diarrhoea, sore throats etc. if any signs of unwell advise that they get a test just in case and inform us of the outcomes. – this will allow us to take actions quickly if any chance of spreading to pupil/ staff in school	
Any activity	A member of staff or pupil who has been in school testing positive for Coronavirus	Any staff or pupils	4x4=16	<p>Where the child, young person or staff member tests positive, we will seek guidance from PHE to seek advice they may request that the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider department or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>SLT will contact Public Health England to determine if other groups will also need to self isolate as a result e.g if the staff member has been working closely with a child in a different group or if groups have been working closely together.</p> <p>If schools have two or more confirmed cases within 14 days, 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.</p> <p>Covid-19 confirmed cases in school will be reported immediately to Public Health England's local health protection team who will investigate/ advise accordingly. Tel 0300 303 8162 (option 1 then option 2)</p> <p>Parents and staff should inform schools immediately the results of a test. We will not inform parents/ carers of who has tested positive just the outcomes of PHE guidance.</p>	3x4=12

Any activity	Sneezing	Any staff or pupil	3x4=12	If any pupil or adult sneezes- encourage them to sneeze into a tissue wherever possible- catch it, bin it, stop it. Or into their elbow if not.	2x4=8
Any	Anxiety over coronavirus	<u>Staff and pupils</u>	4x2=8	If a pupil or staff member is exhibiting extremely high levels of anxiety as a result of Coronavirus. This should be reported to SLT who will risk assess the situation and make a suitable plan to support moving forward.	2x2=4
Disinfecting a potential infection area	<p>If a member of staff or a pupil displays any symptoms above</p> <p>Cleaning and disinfecting areas.</p> <p>Staff cleaning the area following suspected case</p>	All pupils and staff and their families	4x4=16	<p>Remove the remainder of the class and relocate to a different area. Clean the area they have been in with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</p> <p>Refer to Public Health England on the latest isolation times and cleaning requirements</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <p>Soft items, towel, spare clothing etc should be bagged and washed on a high wash.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</p> <p>wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</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 (in which case, they</p>	2x4=8

				should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace	
BEHAVIOUR					
Social Awareness	<p>Pupils not following school rules</p> <p>Pupils not keeping in their department bubbles.</p> <p>Pupils refusing to wash their hands.</p>	Pupils, staff	3x2=6	<p>All pupils to be closely supervised at all times</p> <p>Follow CHPs at all times</p> <p>Staff to continue to ensure that the school rules are being followed- safe, ready and respectful.</p> <p>Staff to remind pupils that they should stay within their department groups at all time. Behaviour form to be completed if a pupil deliberately goes into another department bubble or refusing to wash their hands (assuming they have the ability to understand this need).</p> <p>If pupils are exhibiting spitting, smearing or similar behaviours (bodily fluid risk) then staff should wear face shield and additional PPE.</p>	2x2=4
Lack of social distancing	Children hurting self, another child or adult. (particularly pupils with a CHP), pupils getting too close to other peers- increased risk of coronavirus infection	Pupils, staff, member of public	3x3=9	<p>All children to be closely supervised at all times</p> <p>Pupils to be regularly reminded they should maintain 2m distance between them when moving around school or when with pupils not in their department.</p> <p>CHP will be followed by all adults.</p> <p>Staff to ensure that they are watching pupil's behaviours and acting swiftly in the anxiety and defensive stage to de-escalate situations quickly.</p> <p>Staff to maintain 2m distance wherever possible from other staff and pupils who are not in their classes.</p>	2x3=6
Coronavirus- pupils and staff in school					
Social distancing across the school.	<p>Pupils and staff being unable to maintain 2m distance putting at higher risk of infection spreading</p> <p>Staff and pupils not maintaining a distance between departments</p>	All pupils, staff and their families	4x4=16	<p>Pupils to be kept within departments, no pupils to go and support in another class not within their departments. (exception Options groups but these will be a consistent group). Pupils must stay within their designated playground areas etc. Pupils should not be taking messages to classes in other departments.</p> <p>Children and pupils to be reminded to maintain 2m distance wherever possible. Rooms limited to a certain number of pupils or a class group. Signage around school to remind staff and pupils of this.</p> <p>Staff should demonstrate and model the 2m distance from each other wherever possible.</p> <p>Where possible if you need to support closer than 2m away ensure this is for less than 15minute periods and staff should work side by side not face on. Staff should try to</p>	2x4=8

				<p>ensure their heads are higher than the pupils faces if they do have to work face to face or when supporting pupils who come up and ask questions etc.</p> <p>Lessons/ activities to be outside wherever possible.</p> <p>Windows/ doors to outside should be opened to increase air flow. Fans should not be used in communal areas.</p>	
Sharing of equipment/ resources	<p>Equipment being shared by classes/ departments/ across the school</p> <p>Infection spreading via touch of equipment</p> <p>Virus spore staying on equipment for up to 72 hours.</p>	Pupils and staff	4x4=16	<p>Soft toys, blankets and cushions will be removed from classrooms.</p> <p>If soft items or blankets are needed e.g. if a child seizures and needs support these to be bagged up and left in a designated closed box for 72hours then washed on a high wash in washing machine.</p> <p>Classrooms to remove any additional furniture/ chairs they do not need and these will be relocated.</p> <p>Pupils will have individual pencil cases to use during the day, where appropriate. Where not appropriate pupils to have labelled equipment e.g. whiteboard pens.</p> <p>Staff to label and use their own pens/ pencils throughout the day.</p> <p>Hard/ plastic toys to be wiped down with antibacterial spray or hot soapy water after use.</p> <p>Pupils and staff should be washing hands at least at the sound of the bell or at the start of each lesson. If a lesson is planned where equipment is likely to be shared pupils should wash their hands before and after the activity.</p> <p>Equipment can be shared within a class group but should be cleaned after use, if sharing with another class, then the equipment must be fully washed/ antibac sprayed before being used by a different group. If equipment cannot be washed or sprayed down or washed then they should be quarantined for 72hours before being used- especially if being used across departments.</p> <p>Throughout the day staff to clean any toys or equipment that has been used ideally with hot soapy water or antibacterial spray if not possible.</p> <p>In corporate areas- all equipment used to be cleaned down thoroughly as part of the lesson before leaving e.g. computer keyboards/mice. Catering equipment, art equipment- staff to complete cleaning sheets before</p>	3x4=12

				leaving the room. Next group to check that the cleaning has been completed before they use equipment- if in doubt clean equipment before use.	
Working with pupils in classes	<p>Adults and pupils being too close to each other</p> <p>Higher risk of infection.</p> <p>Pupils and staff spreading covid 19 from each other.</p>	All pupils, staff and their families	4x4=16	<p>Classes to create seating plans for all the pupils/ classes so that the pupils sit in consistent spaces at tables and with their own chairs- chairs may need to be labelled if moved around the class.</p> <p>Max of 11 pupils in any class. Pupils must not swap classes unless agreed by SLT.</p> <p>Seating plans in place for all classes to include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. Pupils should be seated side by side, if pupils are seated face to face they should be diagonal to each other if less than 2m away or with 2m gap between them.</p> <p>Where possible pupils to sit on individual or paired tables. If classes swap e.g. for phonics or set groups, tables and chairs to be antibacterial sprayed down between pupils.- Class teams to ensure that this happens in between pupils using the same desk.</p> <p>Adults working with children 1:1 or in small groups should sit to the side of them not face to face wherever possible or ensure 2m distance between them.</p>	3x4=8
Too many people being in one small area inside	<p>Lack of Social distancing</p> <p>Increased risk of spreading covid 19</p> <p>People not being within their departments.</p>	All pupils, staff and their families	4x4=16	<p>A class group can use a corporate area together, pupils from different classes/ groups should not share corporate area. If required a clear 2m distance must be in place between the two groups if within the same department. Those in different departments must not share corporate areas unless as part of a designated group e.g. intervention groups, options or phonics.</p> <p>Meeting rooms, offices and other similar areas will have a set number of people allowed in at any one time, which pupils and staff must adhere to at all times.</p>	2x4=8
Travelling from one space to another	<p>Lack of Social distancing</p> <p>Increased risk of spreading covid 19</p>	All pupils, staff and their families	4x4=16	<p>Pupils to be collected by an adult from the buses/ parents/carers and directed to their first activity/ classroom. A no waiting policy in corridors- pupils and staff need to move through quickly- do not pass others in corridors, move to a space to allow for safe 2m passing.</p>	2x4=8

	People not being within their departments.			Classes to enter and exit through their fire exits wherever possible to avoid using main corridors and reduce number of door handles needed to reach a destination.	
Lunchtimes	<p>Pupils from different departments mixing</p> <p>Pupils and staff not socially distancing</p> <p>Eating and drinking</p>	All pupils, staff and their families	4x4=16	<p>Lunches will be separated by departments Primary 12.30-1pm in the hall eating, play 1-1.30pm Secondary 12.40-1.10pm playtime, 1.10-1.40pm eating in hall Post 16- Lunch break 12.40-1.40pm, those having hot meals to collect their lunches at 1-1:10pm from the hall then take them to Post 16 Iles Kitchen to eat. Staff to support those who need help with this and ensure that dirty plates etc are returned. When the Iles Kitchen is running they can collect their hot lunch between 12.40-1.15pm from the Iles Kitchen.</p> <p>Staff supporting pupils at lunchtime to ensure that all tables and chairs are cleaned- antibacterial spray between department groups using it. (and disabled toilet if its been used by Primary pupils) and after secondary finish their lunch.</p> <p>Pupils to be seated in classes, max of 3 pupils per table. Pupils must seat according to the seating plan. In Post 16 Iles building pupils to sit max of 3 per table or can eat in the common room/designated classroom.</p> <p>Staff to wash hands and distribute cutlery. Pupils to remain seated wait until called to collect their lunches. Max of one table at a time Where pupils cannot maintain social distancing to queue for food staff will collect their dinners for them.</p> <p>Staff who wish to have a school dinner must sit with their classes/ departments if having a free staff meal.</p> <p>Lunchtime clubs will be run separately for each department- Primary will have role play/ sensory club, secondary will have usual mix of clubs, Post 16 School council will decide what lunchtime activities/ clubs they would like to take part in. where possible these will take place outside or in corporate areas and must be fully cleaned down after use.</p> <p>School kitchens can operate but must comply with Government guidance:</p>	3x4=12

				https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19	
Playtimes	<p>Pupils from different departments mixing</p> <p>Pupils and staff not socially distancing</p>	All pupils, staff and their families	4x4=16	<p>Primary pupils will all play on the two primary playgrounds- three classes per playground.</p> <p>Secondary to play on the main zone 2 play areas.</p> <p>Post 16 to have their breaks over the Iles building/ Iles MUGA.</p> <p>Pupils should not be in other pupil's play areas. Pupils can play with friends within their department.</p> <p>Primary and KS3 to have Time to talk at 10.50-11.05 Playtime 11.05-11.20</p> <p>KS4 to have playtime at 10.50-11.05 and time to talk at 11.05-11.20</p> <p>Most pupils will play outside which will further reduce the risks. If it is wet play pupils must go to their classes and not into other classes.</p>	3x4=12
Surfaces being touched.	<p>Virus spores being on surfaces</p> <p>Transmission via touch of these potentially infected areas</p>	All pupils, staff and their families	4x3=12	<p>Those working with the pupils should ensure that when they finish/ leave an area that all surfaces/ handles/ things they have touched- within reason have been disinfectant sprayed and wiped or with hot soapy water.</p> <p>Designated staff will ensure that throughout the day- at least once per day all corporate area door handles are wiped down with disinfectant spray.</p> <p>If classes swop e.g. for phonics or set groups, tables and chairs to be antibacterial sprayed down between pupils.- Class teams to ensure that this happens in between pupils using the same desk and chair.</p> <p>Cleaners to clean and disinfect all areas used at the end of the school day each day.</p> <p>All pupils and staff to wash their hands thoroughly- at least 20 seconds with soap, at minimum whenever the school bell goes. On entry to school hand washing should be the first activity for all pupils and staff likewise before eating or cooking activities all must wash their hands for at least 20 seconds. Hand sanitiser is also available in key areas/</p>	2x4=8

				<p>entrances/classes to support staff to keep their hands clean.</p> <p>Staff and pupils should be discouraged from touching their faces.</p> <p>All staff and pupils to follow latest Government advice around social isolation. If staff are worried about any potential breaches of this- report to SLT, Child protection office to investigate.</p>	
Maintaining contact with parents/carers	<p>Sending things back and forth from home and school</p>	Staff, pupils and their families.	3x3=9	<p>Home school diaries will not be used until further notice. Staff to send home a weekly email or phone call to each pupil each week. This should include information on any homework for that week.</p> <p>Urgent information e.g. accidents, behaviour incidents etc will be relayed either through phone call, email or note sent home- accident form to be sent home, or 'note for home' slip to be sent home. These should be disposed of at home.</p> <p>Parents/carers have been informed to email or ring the school if they need to contact staff. These communication routes should be encouraged as much as possible- crucial in case we go into second lockdown. If parents put notes in the bag staff to wear gloves to read them or wash their hands immediately afterwards.</p>	2x3=6
Homework, home school diaries, items brought in from home.	<p>Sending things back and forth from home and school</p> <p>Risk of transmission from items in school bags.</p>	Staff, pupils and their families	4x4=16	<p>Reading books and reading diaries to still be sent home, we will have a separate reading diary for use in school and at home to reduce transmission. Reading books that are returned will be quarantined for 72 hours before being distributed to another pupil. Staff should wash their hands before and after reading pupil's reading diaries.</p> <p>Homework- wherever possible this should be set electronically so they can email back responses/ photos of them engaging, where not appropriate staff to wear gloves when marking/ reviewing homework and ensure they wash hands afterwards.</p> <p>Pupils can bring in bags but discouraged to bring in toys or additional things that are not needed during the school day. Pupil's lunch boxes to stay in their bags until needed and pupils to collect their own lunchboxes to take to and from the lunch hall. Bus transition items will be stored safely during the day.</p>	2x4=8

				<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.</p> <p>Marking, all work is marked with the pupils wherever possible. In depth verbal feedback is given on three pieces of work each week. Maths / English, 3x per term for non core Subjects and staff place a VF on the work they have fed back on. To reduce the work going back and forth between staff's homes and school.</p> <p>Seesaw to be rolled out across the school to communicate with parents/ carers on a daily basis.</p>	
Pupils In self isolation for covid reasons.	Pupils missing out on learning due to self isolation for covid reasons.	Pupils not in school	4x2=8	<p>When pupils are self isolating office to inform Tracy in the kitchen for fsm food packs to be created and sent home as soon as possible.</p> <p>Teachers to prepare resources and email work to pupils from day one of isolation, where in use staff to send this via seesaw so pupils can respond on it.</p> <p>If pupils need physical work sent home to email into designated admin staff member to print off and school staff to deliver work to the pupils.</p> <p>Where a whole class is self isolating teacher to organise at least one zoom video call/ lesson each week to get everyone together and check in with pupils.</p> <p>Teachers to ensure they have made contact- phone call, email or seesaw conversation with each pupil who is self isolating at least once per week.</p>	2x2=4
Lessons- PE	Engaging in more physical activities and social distancing being more difficult.	Pupils and staff	4x4=16	<p>Lessons/ activities reviewed any activities encouraging/ requiring pupils to be particularly close to each other for extended periods reduced/ stopped e.g. PE exercises requiring pupils to pair up and work in close proximity to each other/contact sport are stopped.</p> <p>Ensure all equipment used during PE lessons is antibacterial sprayed or cleaned after use before the next group comes in. Only adults allowed into the PE cupboard.</p> <p>Utilise outdoor spaces as much as possible for lessons. Where appropriate keep windows/ doors open to provide ventilation. No Fans to be used in classes.</p>	3x4=12

				<p>Full risk assessment needed when using non school places for PE lessons e.g. swimming, sports centres etc to check covid 19 policies.</p> <p>Pupils will not be expected to change for PE lessons and this should be discouraged. Pupils who have outdoor education that day will be allowed to wear their PE kits for the day.</p> <p>Swimming will not take place until further notice.</p>	
Lessons- Music	<p>Staff, pupils Virus spread in water droplets that are expelled from the body through breathing, singing chanting playing wind or brass instruments or shouting .These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.</p>	Staff and pupils.	3x4=12	<p>Singing or playing instruments should be,</p> <ul style="list-style-type: none"> • Small groups no more than 15 • Social distancing adhered to • playing outside wherever possible • Positioning pupils back-to- back or side-to-side • Avoid sharing instruments • Ensure good ventilation <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensemble or school assemblies.</p>	2x4=8
Clothing	PPE – reducing the risk of infection spreading	All staff in school	3x4=12	<p>All staff and pupils are advised to wash their clothes as soon as they arrive home and shower before making direct contact with members of their household.</p> <p>Lab coats, disposable aprons, gloves, goggles and facemasks are all available to staff should they wish to wear them throughout the school day.</p> <p>Soft toys, pillows etc should be removed from the classrooms.</p> <p>Any lab coats, blankets, towels etc used throughout the day must be taken to the washing machine at the end of the school day so they can be washed ready for the next morning. Hand towels used in classes must be washed every 2-3days.</p>	2x4=8
Use of facemasks	<p>Incorrectly using facemasks</p> <p>Inadvertently spreading infection</p>	Staff, pupils, bus escorts etc	3x4=12	<p>Due to current lockdown situation All staff advised to wear face coverings at all times when in corporate areas this includes: corridors, staffroom, lunch hall, playground, collecting pupils from the bus. Staff should only remove coverings when they are in their designated classroom/</p>	2x4=8

	<p>through the use of a face mask</p>			<p>work space for that activity e.g. art room if class are in art. If they are anywhere where they could come into contact with pupils/ staff from other classes they should wear them. If any staff are except please discuss with SLT.</p> <p>Government guidance is that in non local lockdown areas face masks are not necessary for general use in schools.</p> <p>If staff or pupils would like to wear a personal face covering they are allowed to bring in and wear their own to wear during the school day/ bus journey etc. If a pupil chooses to wear a face mask they must wear it properly if a child is unable to wear it properly and this can put others at risk they will be asked to remove it and parents informed.</p> <p>In accordance with advice from PHE, from the autumn term, Gov recommend that local authorities advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport.</p> <p>If a parent/ carer requests that a pupil wears a face mask it must be ascertained when they are expected to wear it and HCA informed to update care plan.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>If North Somerset becomes a local lockdown area then face masks will be required in all communal areas/ corridors. We will follow the most recent government advice on this.</p>	
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Administering medications	PPE- reducing the risk of infection with children who cannot maintain 2m distance	Staff administering medications for pupils	3x4=12	If providing medication for a pupil e.g. tablets, inhalers or medicine. Staff must wear new gloves as a minimum. Contact with the actual tablet/ food item should be minimised. Tablets to be taken out of packets, checked by second adult then given to pupil at a distance. If a pupil requires physical feeding please follow advice below. Staff must ensure that there is a second adult available who can from a distance check and confirm the correct medication is given who counter signs the medication has been given.	2x4=8
Teeth brushing	PPE- reducing the risk of infection with children on teeth cleaning programmes.	Staff supporting pupils with teeth cleaning Pupils using the space afterwards	3x4=12	Pupils who require teeth cleaning programmes should dry brush their teeth until the guidance changes- this means not adding water to their toothpaste/ toothbrush. Wherever possible the pupil should brush their own teeth in a toilet space away from other people e.g. the disabled toilet, this should be cleaned down after use. If a pupil requires hand over hand support for this the member of staff must wear disposable gloves, apron and a facemask to support.	2x4=8
Providing intimate care	PPE- reducing the risk of infection with children who cannot maintain 2m distance	Staff working with pupils who require intimate care- toileting support with close contact support required or tube feeding, or applying creams.	4x4=16	If providing intimate care- toileting support, blood pricks for diabetes, tube feeding etc. Staff must wear disposable gloves and disposable aprons. Disposable face masks are also available if needed/ requested by staff member. These should be disposed of when the procedure is complete and between pupils. Goggles- optional- should be washed with hot soapy water after use and a new, clean pair used for the next child.	3x4=12
Providing feeding support e.g spoon feeding	PPE- reducing the risk of infection with children who cannot maintain 2m distance	Staff working with pupils who require close feeding support or if you have to work face to face and cannot work side on	4x4=16	When needing to support with feeding- by hand or using cutlery of a pupils staff must wear disposable gloves and a disposable apron. These should be disposed of when the procedure is complete and between pupils. Goggles- optional- should be washed with hot soapy water after use and a new, clean pair used for the next child.	3x4=12
Pupils who display bodily fluid behaviours Or pupil exhibits sickness/ diarrhoea	PPE- reducing the risk of infection with children who cannot maintain 2m distance	Staff working with a pupil displaying spitting or smearing behaviours or other bodily fluid type behaviour. Or support with sickness and diarrhoea.	4x4=16	Staff to back off and increase the distance between them and the child if possible to do so safely and child displaying bodily fluid type behaviours If child quickly escalates adults should act to keep everyone safe. E.g. child is sick. Once the situation is defused staff should thoroughly wash hands and or any other potentially affected areas e.g. arm or face. Clothes may need to be washed. Staff should follow usual school protocol for supporting pupils with sickness/ diarrhoea.	3x4=12

				<p>If staff need to intervene to keep others safe for an extended period of time e.g. when child is highly anxious and displaying increased bodily fluid behaviours, the child should be taken to a quieter area, or remove other children. The staff supporting should wear disposable face mask/ visor, disposable gloves, a disposable apron/ lab coat. Follow pupil's CHP.</p> <p>Visors should be washed in hot soapy water then sprayed with antibacterial spray at the end of each day/ when no longer needed. Do not share visors during the day. If cleaned can be used by a different user the following day.</p>	
Trips	<p>Being with members of the public</p> <p>Using school transport</p>	<p>Pupils, staff and their families</p> <p>Members of the public.</p>	4x4=16	<p>No trip September will continue</p> <p>Trips from October 2020 onwards will need to have risk assessed how they will ensure social distancing as part of their risk assessment which is approved from SLT. If any school vehicles are used they must be antibacterial sprayed after use- including the drivers area and seats/ seatbelts.</p> <p>Residential trips are currently banned from the Government no residential will be approved until Gov Guidance changes.</p> <p>Planned out of school trips will be risk assessed e.g. swimming, college, scotch horn PE. Where these are unable to take place off site we will make alternative plans for the pupils to take part in. Please note that some pupils may need to be informed that these may not take place until further notice.</p>	2x4=8
Visitors to the school	Visitors increasing risk of infection to others/ to our staff and pupils.	Visitors, staff and pupils	3x4=12	<p>Only those engaging in essential work/ maintenance should be on the main school site. Where possible work should take place when the pupils are not in school or in areas not being used by pupils and staff.</p> <p>Visitors: All visitors to the school must wear a face covering when inside any school building or with school staff including main reception. Parents collecting outside must maintain a 2m distance from staff members unless wearing a face covering. Parents should wait outside wherever possible and not enter the building unless necessary.</p> <p>Where possible visitors e.g. contractors should be planned for before or after school day.</p>	2x4=8

				<p>Supply staff- we will use our school bank of supply staff, we will not be using agency supply unless filling a long term role. We will collate information from our supply staff about other places they work during the week and store this information accordingly. Supply staff will be told that they must inform us of any confirmed cases in their other places of work.</p> <p>Any non-essential visitors will be cancelled e.g. students on placements/ volunteers until lockdown is over.</p> <p>Volunteers/ college/ uni students on long term placements will be risk assessed by SLT and if able to follow the school social distancing guidance they will be allowed to attend but must be designated to one class only and will not be moved between classes.</p> <p>School work experience- currently not allowed to minimise the risks to both schools.</p> <p>Any other visitors to the school must seek permission from a member of SLT in advance. Where possible these meetings should take place virtually, outside or in a large well-ventilated room. These visitors must maintain a 2m distance between themselves and the pupils at all times. If this is not possible the visitors will not be allowed to come in.</p> <p>Governors- Governor's meetings after school will take place virtually via blue jeans in P16RM in HES Building they will enter through the fire door and register on entry there. Tables and chairs to be wiped down before and after use.</p> <p>Where face-to-face meetings are required then extra space (2 metres distance where possible) maintained between individuals. – where possible parent meetings will take place via telephone, emails or video calls.</p> <p>Checks made to establish that external attendees are not exhibiting symptoms. Records of visitors to site maintained.</p>	
External therapists to the school	External therapists coming into the school and risk of bringing covid into school/	Staff, pupils, therapists and the other people they work with	4x4=16	<p>Therapists/ external agencies</p> <p>Therapists/ periphetic teachers will be allowed to continue to come in and support pupils in designated areas- they must read and sign to say they have read the risk</p>	3x4=12

	taking it to other schools.			<p>assessment before entering and follow the same guidance as school staff and any of their own company guidance.</p> <p>Therapists and other external agencies may only come in for essential work with designated pupils. They must go directly to their booked/ designated room and wear a face mask/ covering their nose and mouth and using outside routes as much as possible.</p> <p>Pupils must be delivered to the room and collected. The room must be ventilated (window open) They will not be able to collect the pupils- Please ensure you are aware of the times of these lessons and deliver them at the correct times! They can work 1:1 with a pupil (and 1 staff member -if essential -as long as the staff member is comfortable with this and it is in a designated room). They cannot come into classrooms with other children or observe the pupil in the class/ other environments.</p> <p>If the therapist/ external agency need to provide feedback to staff members they must wear a face covering and at a distance of at least 2m or feedback via email rather than face to face.</p> <p>Therapists/ external agencies must clean down with disinfectant their areas after use.</p>	
Offices/ admin spaces/ meeting rooms- shared spaces	Hot seating Numerous adults/ pupils using the same space.	Staff and pupils.	3x4=12	<p>Where possible hot seating should not take place. Admin/ office team/childrens services to have designated office spaces for them to work from. A spare desk is available in Healthcare if needed (whilst NV on maternity). This must be cleaned down after use.</p> <p>If a member of staff uses another staff members desk space e.g. before office staff arrive. That member of staff must clean down the space and any equipment e.g. computer mice, keyboards, pens before and after using the desk space.</p> <p>If a member of staff or therapist uses a meeting room they must clean down the tables, chairs and any equipment before leaving the room.</p>	2x4=8
When needing the toilet	Toilets- number of people using the same toilets.	Staff and pupils	3x4=12	<p>Most classes have designated toilets in their classroom, only pupils in these classes to uses these toilets. In areas where the toilets are shared e.g. east wing, changing rooms etc. max of 2 pupils at any time- if they are</p>	2x4=8

	<p>People from different departments using the same toilet</p> <p>Enclosed spaces.</p>			<p>the same class, max of 1 pupil at any time if different classes.</p> <p>Pupils should not use a toilet from a different department's area.</p> <p>The main disabled toilet and Primary disabled toilet if used to be wiped down- tap, flush handle and door handle after use- staff supporting pupils to ensure this takes place.</p> <p>Staff toilets- there is a designated staff toilet in primary annexe, Post 16, East wing and main office area. Staff should use the toilet closest to their base wherever possible. Most of these are single toilet cubicles so only one person to enter at any time. In the ladies main toilet by the office, max of two people in at any time. Staff to queue outside of the toilet at a social distance. The outside toilet can also be used if needed.</p> <p>Antibacterial wipes will be placed in each toilet so staff can wipe down before/ after use if they wish. Toilets will have a deep clean at the end of each school day.</p>	
<p>Staff meetings/ assemblies</p>	<p>Large numbers of adults and children meeting in one area</p>	<p>Staff and pupils</p>	<p>4x4=16</p>	<p>No assemblies will take place until further notice. Class teachers to deliver assemblies to their own classes. Team of the week powerpoint will be saved so staff can do this with pupils in their classes.</p> <p>Teacher's meetings will take place in the school hall.</p> <p>Wednesday meetings- staff will generally be based in their classrooms. Where larger group meetings are needed the hall will be used so that staff can socially distance especially from adults in other departments.</p> <p>Training days- staff to be grouped into consistent groups. Each group to have an allocated space for the day. Other group members should not join these rooms.</p> <p>Staff room to have a max of 7 staff in at any time. Where possible staff should eat their lunches in their departments. Staff to use the catering room to heat up food if no space in the staffroom.</p> <p>Monday briefing to take place in classrooms- teachers to share the news with their classes. Admin to meet in the hall.</p>	<p>2x4=8</p>

Fire	Fire on site	All staff and Pupils	3x4 = 12	<p>Roles of key staff reviewed, and minimum adequate cover maintained in the event of staff shortages. Designated person(s) to act as Fire Safety Co-ordinator in an emergency.</p> <p>All staff briefed on their role e.g. how to sweep the immediate area and get pupils out. Any areas not swept reported to the fire safety co-ordinator once outside.</p> <p>Any repositioning of desks etc done in a way so as not to obstruct exit routes.</p> <p>Consideration given to any higher risk activities (e.g. food technology, lighting of candles in worship etc) and these not carried out without further consideration, and agreement of the senior person on site (e.g. Head teacher).</p> <p>Any existing PEEPS for staff or children reviewed to ensure any required assistance is available and it is safe for them to be on site (on care plans)</p> <p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources.</p> <p>Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.</p> <p>Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles in assemblies and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.</p> <p>Fire safety arrangements reviewed. Consideration given to emergency evacuations and fire assembly point e.g. groups staying together/ kept adequately separate from other groups where safe to do so.</p> <p>Primary and Post 16 classes to evacuate to the Primary fire assembly point in case of fire alarm.</p> <p>Secondary and Primary classes located in the main school building to evacuate to the secondary fire assembly point.</p>	2x4 = 8
Local lockdown If school is closed.	Local lockdown increased risks due to high covid in the community	Staff, parents, pupils.	3x3=9	School have designed a flow chart of what to do if/ when school is closed by PHE. Pupils will be supported by work sent home and/ or remote learning. Staff will be informed	2x2=4

	Continuing education if school closure in place.			<p>of the expectations around this and will be sent to parents as needed.</p> <p>In case of local lockdown we will follow the Local authority/ Government advice : https://www.gov.uk/government/news/all-possible-measures-to-be-taken-before-schools-and-colleges-close?</p>	
Updates in latest government guidance	Concerns from all parties on the changing situation	Staff, parents, pupils	2x2=4	<p>Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website updated regularly. SLT will notify staff of any key government changes as they arise and risk assessment updated as needed. Weekly Ravenswood Post / Newsletter will also have any updated included</p> <p>Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687</p> <p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. https://www.nhs.uk/oneyou/every-mind-matters/</p> <p>Where available, staff reminded of school's EAP (Employee Assistance Programme). There are also free resources e.g.</p> <ul style="list-style-type: none"> • https://www.educationsupport.org.uk/ • Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892. <p>All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions.</p>	1x1=1