

### Ravenswood School COVID-19 Risk Assessment

<b>Name of Assessor:</b> Katie Barnes:	<b>Date of Assessment:</b> 01.09.2021 15.12.2021 updated in line with Omicron variant 04.01.2022 updated with Government guidance for reopening 21.01.2022 updated for easing of lockdown restrictions	<b>Purpose of risk assessment:</b>  Keeping our staff and pupils safe during Covid 19 Pandemic. Minimising risk of infections spreading within school
<b>Location:</b> Ravenswood School	<b>Dates</b> Academic year 2021-22	

The school has identified the 6 key stages of their covid response this risk assessment is written alongside this. **We are currently at stage 3.**

Stage 3- increased restrictions	<ul style="list-style-type: none"> <li>• Department bubbles- no mixing outside of department unless part of timetabled lesson or agreed by SLT</li> <li>• No assemblies – move to TEAMS meetings</li> <li>• Teachers meeting in the hall- socially distanced</li> <li>• Class meetings allowed,</li> <li>• Department meetings in hall- max 30 people/ classroom- max 15 people/ outside- no limits</li> <li>• Whole school meetings via TEAMS</li> <li>• Masks in corporate areas</li> <li>• Ventilation in classes- at least one window open in classrooms/ mixed use areas.</li> <li>• Regular hand washing</li> <li>• Increased cleaning of touchpoints and toilets</li> <li>• Classes where there has been a confirmed Covid case to move to class bubble and no mixing outside of class except play and lunchtime.</li> <li>• If 3+ cases in one class the class will be isolated from all other classes (including play and lunch) for <b>7 days</b>.</li> </ul>	<b>High Risk</b>	<b>13 to 16</b>
		<b>Medium Risk</b>	<b>9 to 12</b>
		<b>Low Risk</b>	<b>5 to 8</b>
		<b>Very Low Risk</b>	<b>1 to 4</b>
		<b>Risk formula: Probability (1-4) X Severity (1-4)</b>	

Activity	Hazards	Persons Affected	Risk $P \times S = R$	Control Measures	Remaining Risk $P \times S = R$
Covid testing	Asymptomatic pupils and staff bringing Covid into the school and spreading to other people.	Staff pupils and families.	4x4=16	<p>Start of each new long term in school testing for secondary pupils (as advised by Government). Trained staff to set up a covid testing room and all pupils who are able to be tested.</p> <p>All staff and Year 7+ Pupils to test before returning to school.</p> <p>Pupils in year 7 and above to be tested on site on their return to school.</p> <p>All staff and secondary pupils to test twice weekly using LFTs. Pupils and staff to report on gov.uk website their results and if positive inform TL and KB asap.</p>	2x4=8
<b>Arrival to and from school</b>					
Being dropped off by parents/ carers or walking into school independently.	<p>Parents/carers not socially distancing</p> <p>Pupils mixing with pupils outside of department</p> <p>Other pupils being less than 2m away from other pupil's parents/ family members</p>	All pupils, staff and their families	3x4=12	<p>Pupils dropped off/ collected from the Primary playground, using the public footpaths to enter the school.</p> <p>Parents/carers to wait at 2metre distances from other families.</p> <p>A member from the class team (or same department) will collect pupils from parents/ carers and escort them to their classes.</p> <p>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).</p>	2x4=6
Pupils travelling on school transport	<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>	4x4=16	<p>School buses/ taxis/ escorts and drivers to follow latest government guidance for school transport.</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 school transport (for children over the age of 11, unless exempt).</p> <p>Pupils/staff are reminded not to touch the front of their face covering during use or removal. They must wash hands</p>	3x4=12

				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 if opting not to wear in class.	
Pupils arriving at school on school transport or to be collected at end of the day.	<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>	3x4=12	<p>When buses arrive at school, pupils to remain seated. Department at a time will come and collect their pupils from the buses- Primary 1<sup>st</sup>, KS3- 2<sup>nd</sup>, KS4- 3<sup>rd</sup>, P16-4<sup>th</sup>. Pupils to be taken directly to their classes. 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. SLT or other designated staff member will allow class by class to escort their pupils to the bus and ensure they are seated. 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>	2x4=8
Reducing the number of adults needing to access the main school reception	<p>Increasing numbers of adults or pupils congregating in a small space.</p> <p>Mixing of visitors/ pupils/ staff</p>	<p>Staff, pupils and their families</p> <p>Visitors to school</p>	3x4=12	<p>Pupils to use back entrances/ fire doors where there is shared entrance, wherever possible to access classrooms 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>	2x4=8

				<p>Max of 3 people waiting in the office at any time. Pupils and staff to walk through quickly if needed, but where possible use outside entrances.</p> <p>Visitors to the school to be advised not to arrive between 8.45-9.10am or between 2.45 and 3.15pm.</p> <p>Parents/carers advised to ring or email the school with any messages.</p>	
<b>MEDICAL</b>					
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>Pupils / staff on the shielded patient list or over 28 weeks pregnancy will work from home until their shielding letter expires, the school will then conduct a risk assessment on an individual basis.</p> <p>Those who have family members shielding and people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace and advised to follow the guidance for clinically vulnerable staff and pupils.</p> <p>Pupils who remain under specialist health professional care may need to discuss their care further before returning to school. Risk assessments will be put in place if needed on an individual basis.</p>	3x4=12
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><b>Clinically vulnerable staff and pupils or those not vaccinated</b></p> <p>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"> <li>• Wear face coverings when in corporate areas and in classrooms</li> <li>• Avoid the use of the staff room and other high traffic areas such as the school lunch hall etc.</li> <li>• Wear a face covering to any staff meetings</li> <li>• Wash your hands/ sanitise your hands more regularly</li> </ul>	3x4=12

				<ul style="list-style-type: none"> <li>• Ensure that your classroom is ventilated and at least one window is open at all times</li> <li>• Try to maintain a distance of 2m from others (especially other adults- as this is often difficult when working with pupils)</li> <li>• Wash your hands and change your clothes as soon as you get home.</li> </ul>	
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 parents frequently reminded of this.	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 PCR testing within 2 days. If any of their household display symptoms must test using a LFT daily. If unable to get test 10 days isolation is needed if self displaying symptoms. If a household member is showing signs/ tests positive then the household must do daily LFT tests until a negative test is received or 10 days from the contact. Follow latest Gov advice. Staff to keep school informed and updated of test result as soon as they have them back. By emailing Katie a copy of the result and honing into the school.</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>LFT testing is not sufficient this must be PCR tests if unwell/ symptoms.</p>	2x4=8
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</u>	All pupils (and their families)	3x4=12	<p>If any pupil displays any covid 19 symptoms they must self isolate and get a PCR test within 2 days of the symptoms beginning or self isolate for 10 days. Results of test must be shared with school.</p> <p>If any pupil <b>develops covid symptoms (however mild)</b> during the school day they must be immediately quarantined (into a meeting room or outside area). 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 <b>must</b> wear full protected equipment- aprons, gloves, face masks and goggles whilst with this child- dispose of/ clean thoroughly after child leaves. <b>The child must then get a PCR test result before they can return to school or isolate for 10 days.</b></p>	2x4=8

	guidance. Staff and parents frequently reminded of this.			<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>	
Member of a pupil or staff members household tests positive for covid or is showing symptoms or identified as a close contact in school/ by test and trace	Catching covid from a member of their own household or in school	Pupils and staff – close contacts of	4x4=16	<p>All in household to start daily LFT tests for 10 days from the contact. If they show any signs of being unwell to take a PCR test.</p> <p>If they develop covid19 symptoms to isolate and take a PCR test.</p> <p>If they test positive on LFT to self-isolate immediately (PCR test is not currently required). Remain off school until isolation period is completed.</p>	3x4=12
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, within 48 hours of being in school. School will notify all that they are close contacts and should start daily LFTs. If they are showing signs of being unwell they should also book a PCR. If adult and not fully vaccinated they should begin their 10 days isolation from the last point of contact with the case.</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 / UKHSA who will be able to advise if additional action is required.</p> <p>Parents and staff should inform schools immediately the results of a test.- parents should phone in or email info@email, staff should phone in and email Katie We will not inform parents/ carers of who has tested positive just the outcomes of PHE guidance.</p>	3x4=12

Ending isolation early	Having two clear LFTs 24 hours apart on days 6/7 onwards	Staff and pupils	3x3=9	<p>Pupils and staff who have tested positive for covid 19 should isolate for 10 days from the test/ symptoms.</p> <p>Day 0= first day symptoms started of positive LFT/ PCR result</p> <p><i>-Optional using test to release route.</i></p> <p><i>From Day 5- Can begin LFT tests- if negative send evidence to school/ KB to confirm (you should register the LFT or send a photo of the test- this will record your date and time of test).</i></p> <p><i>From Day 6- can do a second LFT at <u>least 24 hours</u> after the previous test (again proof of the negative LFT result date and time is required by the school). After two LFTs 24 hours apart from day 5, pupils/ staff can then leave isolation. <b>However due to the nature of the vulnerable pupils at the school we strongly advise that these pupils/staff must wear a face covering at all times and eat separately whilst in school until day 10 has passed. If they are unable to safely wear a face covering all day then we strongly recommend that they stay home until day 10.</b></i></p> <p>Day 10- Isolation period ends (regardless of LFT results), Can resume normal day to day activities/ school as usual. Resume 2x weekly LFT tests.</p>	2x3=6
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	<p>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.</p> <p><u>Wellbeing for Education Return programme</u> and other school mental health training should be used to support the child.</p>	2x2=4
Disinfecting a potential infection area	If a member of staff or a pupil displays any symptoms above	All pupils and staff and their families	4x4=16	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	2x4=8

	<p>Cleaning and disinfecting areas.</p> <p>Staff cleaning the area following suspected case</p>			<p>suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</p> <p>Refer to the latest isolation times and cleaning requirements</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></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 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</p>	
<b>BEHAVIOUR</b>					
Social Awareness	<p>Pupils not following school rules</p> <p>Pupils not keeping in their department bubbles.</p>	Pupils, staff	3x2=6	<p>All pupils to be closely supervised at all times</p> <p>Follow CHPs at all times- staff working with less familiar pupils to ensure they have read and understand pupil's CHPs.</p> <p>CHPs will be reviewed on request to CF.</p> <p>Staff to continue to ensure that the school rules are being followed- safe, ready and respectful.</p>	2x2=4

	Pupils refusing to wash their hands.			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). If pupils are exhibiting spitting, smearing or similar behaviours (bodily fluid risk) then staff should wear face shield and additional PPE.	
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	All children to be closely supervised at all times Pupils to be regularly reminded they should maintain 2m distance between them when moving around school or when with pupils not in their department. CHP will be followed by all adults. Staff to ensure that they are watching pupil's behaviours and acting swiftly in the anxiety and defensive stage to de-escalate situations quickly. Staff to maintain 2m distance wherever possible from other staff and pupils who are not in their classes.	2x3=6
<b>Coronavirus- pupils and staff in school</b>					
Social distancing across the school.	Pupils and staff being unable to maintain 2m distance putting at higher risk of infection spreading  Staff and pupils not maintaining a distance between departments	All pupils, staff and their families	4x4=16	Asymptomatic covid testing will be taking place twice weekly for all staff, secondary pupils and parents/carers on a voluntary basis. But is strongly recommended.  Refer to our school stages to see if there is any social distancing measures in place. Currently stage 3 so departments can mix freely but outside of this needs to be recorded. Pupils must stay within their designated playground areas etc.  Children and pupils to be reminded to maintain 2m distance wherever possible.  Staff should demonstrate and model the 2m distance from each other wherever possible. Especially at lunchtimes/ breaks.  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 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.  Lessons/ activities to be outside wherever possible.	2x4=8

				Windows/ doors to outside should be opened to increase air flow. <b>Classes should keep at least one window open wherever possible- if classrooms become too cold open window for 5 minutes every hour.</b>	
Sharing of equipment/ resources	Equipment being shared by classes/ departments/ across the school  Infection spreading via touch of equipment  Virus spore staying on equipment for up to 72 hours.	Pupils and staff	4x4=16	All resources/ equipment MUST be cleaned with antibacterial spray after each use. Including playground equipment. This should be done as part of the end of each lesson.  Hard/ plastic toys to be wiped down with antibacterial spray or hot soapy water after use.  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. 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.  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 leaving the room. Next group to check that the cleaning has been completed before they use equipment- if in doubt clean equipment before use.	3x4=12
Working with pupils in classes	Adults and pupils being too close to each other  Higher risk of infection.  Pupils and staff spreading covid 19 from each other.	All pupils, staff and their families	4x4=16	Class teams will be kept as consistent as possible- where due to staff or pupil absences a staff member is required to support in another class this will wherever possible be within their department bubbles Teachers may move to a different class for timetabled lessons. 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.  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.	3x4=8

				<p>Where possible pupils to sit on individual or paired tables. 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.</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>	
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> <p>People not being within their departments.</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. 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.</p>	2x4=8
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 12.40-1.40pm, those having hot meals to collect their lunches at 12.40pm from the hall then take them to Post 16 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</p>	3x4=12

				<p>used by Primary pupils) and after secondary finish their lunch.</p> <p>Pupils to be seated in classes, max of 6 pupils per table. Pupils must seat according to the seating plan. In Post 16 lles building pupils to sit max of 6 per table or can eat in the common room/designated classroom.</p> <p>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.- a list of those who attended club must be kept by the staff member leading the club.</p> <p>School kitchens can operate but must comply with Government guidance:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p>	
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>Staff to wear face coverings in inside corporate areas around school when not in their designated class/ office space or for eating- unless exempt- those exempt to notify slt so they are aware.</p> <p>Secondary to play on the main zone 2 play areas.</p> <p>Post 16 to have their breaks over the MUGA.</p> <p>Pupils should not be in other pupil's play areas. Pupils can play with friends within their department.</p>	3x4=12

				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.	
Surfaces being touched.	Virus spores being on surfaces  Transmission via touch of these potentially infected areas	All pupils, staff and their families	4x3=12	Staff to wash hands at regular intervals and to ensure that pupils also wash hands when entering school at the start of the day and after playtimes/ lunchtimes as a minimum.  Staff to ensure that door handle are cleaned at regular intervals.  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. Designated staff will ensure that throughout the day- at least once per day all corporate area door handles are wiped down with disinfectant spray.  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/ entrances/classes to support staff to keep their hands clean. Staff and pupils should be discouraged from touching their faces.	2x4=8
Ventilation	Greater risk of covid 19 spreading in enclosed environments	Staff, pupils and visitors to the school	4x4=16	<b>All classes/ corporate area/ office spaces must have at least one window open when the area is in use or if too cold as minimum one window/ door open for 5minutes each hour.</b> Staff to remember to close these at the end of the school day.  Where a room has no direct access to outside ventilation internal doors should be kept open as much as possible and CO2 monitors in use.  Where a CO2 monitor identifies medium or high levels of CO2 further measures must be put in place- opening doors/ windows off corridors, reducing the number of people in the room, using fans to circulate air from another more ventilated area, increasing mask use etc to ensure that the CO2 level does not go into the red or beep. If the	2x3=6

				level cannot be sufficiently reduced the class/ group is to be relocated to another room.	
Maintaining contact with parents/carers	Sending things back and forth from home and school	Staff, pupils and their families.	3x3=9	<p>Home school diaries will not be used until further notice. Where parents/ carers have signed up for Seesaw class team to use this as main means of communications and maintain regular contact with all families. If not on Seesaw 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>Pupils not on seesaw- staff to ring to get permission to get them set up so that more can use this method of communication.</p> <p>If any pupil continues to self isolate the class team must maintain at least weekly contact with this pupil throughout- this to be added to sims communication.</p> <p>Staff to continue to report safeguarding concerns via cpoms.</p> <p>Urgent information e.g. accidents, behaviour incidents etc will be relayed either through seesaw, 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, ring or send a message via seesaw 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
Lessons- PE	Engaging in more physical activities and social distancing being more difficult.	Pupils and staff	4x4=16	<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.</p> <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>	3x4=12

				Pupils will not be expected to change for PE lessons and this should be discouraged. Pupils who have outdoor education/ double PE that day will be allowed to wear their PE kits for the day.	
Lessons- Music	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.	Staff and pupils.	3x4=12	<p>Singing or playing instruments should be,</p> <ul style="list-style-type: none"> <li>• Small groups no more than 15</li> <li>• Social distancing adhered to</li> <li>• playing outside wherever possible</li> <li>• Positioning pupils back-to- back or side-to-side</li> <li>• Avoid sharing instruments</li> <li>• Ensure good ventilation</li> </ul> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensemble or school assemblies. CO2 monitor on in the creative arts room at all times.</p>	2x4=8
Use of facemasks	<p>Incorrectly using facemasks</p> <p>Inadvertently spreading infection through the use of a face mask</p>	Staff, pupils, bus escorts etc	3x4=12	<p>Due to current school stage 3 situation All staff advised to wear face coverings at all times when in indoor corporate areas this includes: corridors, staffroom, lunch hall and when collecting pupils from the bus/ parents. Staff should only remove coverings when they are in their designated classroom/ 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 exempt please discuss with SLT.</p> <p>Staff and pupils may wear face coverings in the classroom too if they wish. School can provide disposable face masks if required.</p> <p>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</p>	2x4=8

				<p>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>School can provide plastic zippy bags for face masks to be stored in when not in use.</p>	
Administering medications	PPE- reducing the risk of infection with children who cannot maintain 2m distance	Staff administering medications for pupils	3x4=12	<p>If providing medication for a pupil e.g. tablets, inhalers or medicine. Staff <b>must</b> wear new gloves as a minimum. Contact with the <u>actual</u> 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.</p>	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	<p>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.</p> <p>If a pupil requires hand over hand support for this the member of staff <b>must</b> wear disposable gloves, apron and a facemask to support.</p>	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	4x4=16	<p>If providing intimate care- toileting support, blood pricks for diabetes, tube feeding etc. Staff <b>must</b> wear disposable gloves and disposable aprons. Disposable face masks are also available if needed/ requested by staff member. These</p>	3x4=12

		close contact support required or tube feeding, or applying creams.		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.	
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 <b>must</b> wear disposable gloves and an 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
Trips	Being with members of the public  Using school transport	Pupils, staff and their families  Members of the public.	4x4=16	No trip September will continue 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.  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.	2x4=8
Visitors to the school	Visitors increasing risk of infection to others/ to our staff and pupils.	Visitors, staff and pupils	3x4=12	<b>Visitors:</b> All visitors to the school must wear a face covering when inside any school building or with school staff including main reception. <b>Visitors entering the school buildings when pupils are present must have done a LFT test that day.</b> 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.  Where possible visitors e.g. contractors should be planned for before or after school day. visitors during school hours must be approved by SLT.  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	2x4=8

				<p>must inform us of any confirmed cases in their other places of work.</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-two classes only and will not be moved between classes during the week.</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. They must show proof of a clear LFT within 24hours of their visit to school.</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>	
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>	2x4 = 8

				<p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. 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. Secondary and Primary classes located in the main school building to evacuate to the secondary fire assembly point.</p>	
Local lockdown If school is closed.	Local lockdown increased risks due to high covid in the community  Continuing education if school closure in place.	Staff, parents, pupils.	3x3=9	<p>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 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 : <a href="https://www.gov.uk/government/news/all-possible-measures-to-be-taken-before-schools-and-colleges-close?">https://www.gov.uk/government/news/all-possible-measures-to-be-taken-before-schools-and-colleges-close?</a></p>	2x2=4
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>	1x1=1

				<p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. <a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a></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"> <li>• <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> <li>• Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892.</li> </ul> <p>All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions.</p>	
<b>Contingency planning- staff absence</b>					
Staff absences affecting usual class ratios	Usual class ratios affected/ level of support to pupils	Pupils and staff in the class	4x2=8	<p>TL and KB will meet each morning to discuss staffing arrangements. Supply staff from our school bank will be brought in wherever possible. Classes will be individually risk assessed based on pupil and staff absences. If needed more familiar/ experienced staff may be relocated from another class to support where the risk is deemed too great.</p>	4x1=4
Classroom based staff absence above 10%	10% reduction in the level of support the pupils require	Pupils and staff in the class	4x2=8	<p>As above. Intervention group staff e.g. SALT, Creative Arts, Ast SENCo will cancel their sessions and support in classrooms to provide support where the need is greatest. Some staff may be allocated across two classes to provide support as needed.</p>	4x1=4
Classroom based staff absence above 15%	15% reduction in level of support the pupils require	Pupils and staff in the class	3x3=9	<p>As above. Some elements of the curriculum may be cancelled especially off-site visits. Some lessons may need to be adapted to account for lack of staff available for support.</p>	3x2=6
Classroom based staff absence above 20% or teacher absence and no cover	20% reduction in level of support the pupils require or teacher not able to be covered.	Pupils and staff in the class	3x3=9	<p>As above. Classes will adopt a PSHCE curriculum in classes focussing on key life skills with pupils in the class. Admin based staff may be relocated close to classes to provide support as needed.</p>	3x2=6
Classroom based staff absence above 25%	25% reduction in level of support the pupils require	Pupils and staff in the class	3x4=12	<p>Measures from above will already be exhausted. Classes will be identified and will move to online learning. Parents notified as soon as possible, usually the day before but at the latest by 7.30am on the morning. A risk assessment will be carried out by SLT to ensure that this is kept to a minimal level and disruption is for the shortest</p>	3x3=9

				possible time and most vulnerable children are not overly affected. FSM pupils will have food packs sent home. Staff who are able to attend in school from that class will be reallocated elsewhere in the school or supporting with the remote learning.	
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