

**Coronavirus (COVID-19): risk assessment for pupils at school :Bradford Christian School**

Assessment conducted by: Jane Prothero and Zeilah Chadwick, consulting SLT	Job title: Head Teacher	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 26th May 2020 Reviewed and updated 27 <sup>th</sup> January 2022	Review interval: in line with government updates	Date of next review: April 2022
<b>Related documents</b>		
Infection Control Policy, First Aid Policy, Medical and Intimate Care Policy, Health and Safety Policy (incorporating COSHH), Data Protection Policy, Behaviour & Discipline Policy, Safeguarding Policy, Overarching Risk Assessment Policy, Staff Code of Conduct.		
Bradford Christian School		
Headteacher: Jane Prothero		
Chair of Governors: Richard Shackleton		
And has been undertaken by: Jane Prothero and Zeilah Chadwick		
On the following date: 15 <sup>th</sup> April 2021		
<p>Location of other documents not held in the RA</p> <p>The below is to list other key documents that may be relevant to be read in conjunction with this risk assessment. (Example documents: First Aid Policy, Fire Safety, COSHH, Premises Management, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy)</p>		
Document	Location	Review Date
First Aid	Head's office, Zeilah's office, web page	November 2021
Fire Safety	Head's office, Zeilah's office, web page	01/07/22
COSHH	Part of H+S policy kept in places above	01/07/22
Infection Control Policy	Head's office, Zeilah's office, web page	June 2022
Child Protection and SG	Head's office, Zeilah's office, web page	September 2021
Medical & Intimate Care policy	Head's office, Zeilah's office, web page	October 2021
Data Protection Policy	Head's office, Zeilah's office, web page	October 2021

Behaviour and Discipline Policy	Head's office, Zeilah's office, web page	April 2022
Staff Code of Conduct	Head's office, Zeilah's office	July 2022
<b>Relevant guidance</b>		
<u>1. Initial planning framework</u>		
<u>2. Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</u>		
<u>3. Implementing protective measures in educational and childcare settings</u>		
<u>4. Safe working in education, childcare and children's social care settings, including the use of PPE</u>		
<u>5. Schools Coronavirus (Covid 19) Operational Guidance</u>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ Health and Safety Policy</li> <li>○ Infection Control Policy</li> <li>○ First Aid Policy</li> <li>○ School Covid Risk Assessment</li> <li>○ Lateral Flow Risk Assessment</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>○ DfE and PHE (2021) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department of Health and Social Care</li> <li>○ PHE</li> <li>○ The school's local health protection team (HPT)</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</li> <li>• As major changes occur in rules for our area the Covid 19 risk assessment will be reviewed and updated to ensure it reflects our current processes and the document will be resent to all staff highlighting any changes.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via email and school website in a COVID 19 information section of the page – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> </ul>	Y	Headteacher	6/6/20 also on going as rules change	L

		<ul style="list-style-type: none"> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a class lesson on return and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• The Staff code of conduct and Data Protection Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
Poor Hygiene	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• EYFS and younger primary staff supervise handwashing</li> <li>• Pupils wash their hands with soap <b>on arrival at school</b> before and after break times and lunchtimes, <b>when changing rooms</b> and after coughing for no less than 20 seconds.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. (second best after soap)</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s <u>guidance</u>.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• children have access to a box of tissues in the classroom</li> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• All utensils, including water bottles are thoroughly cleaned before and after use.</li> <li>• A cleaner is employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Directions in the Health and Safety Policy. Teaching Staff are responsible for cleaning their area each day</li> <li>• The SLT arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</li> <li>• Staff will be designated to regularly clean heavy traffic areas such as doors and desks and key equipment etc.</li> <li>• Classroom based resources can be shared but must be cleaned regularly</li> <li>• Toilets to be cleaned regularly</li> </ul>	Y	Headteacher	06.06.2020	L

Ill health	H	<ul style="list-style-type: none"> <li>• Staff children and parents informed that if they are unwell and experiencing any of the symptoms of COVID 19, a high temperature, a new and continuous cough, a loss or change to sense of smell or taste, they should not come into school, they should stay at home and take an LFD test. <b>If that test is positive they should self-isolate for 10 days If they have a negative test on Day 5 and Day 6 they can return to school. If not they should wait until 10 days of isolation passes.</b></li> <li>• <b>If a child tests positive we may ask for parental permission to test siblings in school, sending them home if they test positive.</b></li> <li>• <b>Siblings may still attend school if they test negative each day.</b></li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of smell or taste and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Staff act in line with the Infection Control Policy (updated June 2020) and ensure that any unwell pupils are moved to an empty room (Jane's Office) whilst they wait for their parent to collect them. If distancing of 2m is not possible the member of staff should wear PPE – (Gloves mask and plastic apron available in a marked box in Jane's office)</li> <li>• If appropriate Y7+ and where consent has been given a lateral flow test will be administered to test for COVID 19.</li> <li>• A pupil displaying symptoms of coronavirus will be removed from contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a member of staff and a request made that they collect the child immediately.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. (area to be thoroughly cleaned after use)</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> </ul>	Y	Headteacher	06.06.2020	M
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Spread of infection	H	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. (PPE gloves, apron)</li> <li>Pupils are instructed to cough or sneeze into their elbow or use a tissue to cover their mouths where possible, disposing of the tissue in waste bin (Catch it, Bin it, Kill it). Bins to be emptied during day by teaching staff</li> <li>Pupils clean their hands after they have coughed or sneezed.</li> <li>Parents are informed via email not to bring their children to school or on the school premises if they have tested positive for covid.</li> <li>Children and staff who have <b>tested positive must self-isolate for 10 days if they have a negative test on Day 5 and Day 6 and they are symptom free</b></li> </ul>	Y	Headteacher	06.06.2020	L

they can return to school. If not they should wait until 10 days of isolation passes.

- The headteacher will call PHE for advice if the threshold of 5 cases or 10% within 10 days within a consistent group are infected with covid 19.
- The headteacher will review and follow the outbreak management plan if advised to do so by PHE
- Bathrooms used for toilets only, no storage of belongings there
- On days where a pupil has PE they will be asked to come to school in their PE kit and remain in it all day. PE will be at the end of the day when they go home to shower and change.
- All PE sessions will be held outside as the default but during bad weather the hall will be used when it is not possible to do PE outside. Whilst in use for PE the doors to the exit into the EYFS playground and the doors to the exit at the bottom of R11&12 steps must be propped open to provide good ventilation. Careful consideration must be given to the numbers doing PE in the hall at one time EG a class of primary is reasonable but upper and middle students will need to be in smaller groups whilst exercising. Careful consideration will also have to be made of the appropriateness of the exercise and also any equipment used must be disinfected after use.
- We require students to bring their own pencil case with all equipment they will need for their study. This equipment should remain at school.
- Students will be requested to bring their own headphones into school for use with laptops.
- Older students will be issued with their own laptop.
- Rooms will be well ventilated and doors wedged open to avoid the need to be touched. During the winter season windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space without compromising reasonable temperatures in classrooms. Internal doors will remain propped open to allow air to flow. Staff and students will be reminded to wear layers to compensate for lower temperatures including the use of jumpers.
- Break times and lunch times are staggered to minimise the number of children in the school yard.
- Classroom based resources can be shared but must be cleaned regularly
- Teachers and students Y7 and above will be offered 2 lateral flow tests a week to be administered themselves at home and record their results with NHS and the school. These will be passed out on a monthly basis in packs of 7.

		<ul style="list-style-type: none"> <li>Upper school students will be able to leave the school premises on a Friday lunch time to visit Aldi/Costa/Fish/Chip Shop/local shop. They must act responsibly whilst outside the school premises observing the national rules that apply to these premises e.g. mask wearing and social distancing.</li> <li>See also actions in case of ill health above</li> </ul>				
Lateral Flow testing	M	<ul style="list-style-type: none"> <li>See separate Lateral flow testing risk assessment for information on the controls school has put into place.</li> </ul>	Yes	Headteacher	4/1/21	M
Face Coverings	M	Face coverings are no longer required to be worn in school but can be worn by choice by staff and pupils if they prefer.	Yes	Headteacher	27/1/22	L
Educational visits	L	<ul style="list-style-type: none"> <li>UK residential and day educational visits can now take place</li> <li>There will be no overseas educational visits</li> <li>All visits will be fully risk assessed and agreed at SLT level.</li> <li>The risk assessment will <ul style="list-style-type: none"> <li>Have contingency plans to enable a rapid response to symptoms developing in the group or someone needing to self-isolate</li> <li>We will request covid risk assessments for places that we intend to visit and these will be placed with our risk assessment</li> <li>encourage testing before and after the visit for secondary school children and staff.</li> <li>spend as much time outdoors as possible whilst on the visit to reduce the risk of transmission of the virus.</li> </ul> </li> </ul>	Yes	Headteacher	30/5/21	L
Poor management of infectious diseases	M	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the SLT</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>PPE is worn where necessary (First Aid).</li> <li>The SLT monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>See sections on ill health and spread of infection above</li> </ul>	Y	Headteacher	06.06.2020	<u>M</u>
Lack of communication	M	<ul style="list-style-type: none"> <li>Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The headteacher contacts the Department for Education coronavirus (COVID-19) helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>School will put into place any actions or precautions advised by our local HPT.</li> <li>School will contact the Department for Education coronavirus (COVID-19) helpline for specific recommendations for our school</li> </ul>	Y	Headteacher	06.06.2020	L



		<ul style="list-style-type: none"> <li>School will keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>				
School closure due to case surge in area	<b>M</b>	<ul style="list-style-type: none"> <li>The school will communicate with parents via email regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>School will follow instructions from Public Health and government and if instructed to close will do so and provide work on line for students.</li> <li>The school will follow the outbreak management plan if there is a surge of infections in school and advised to do so be PHE.</li> <li>Staff will develop school online provision in preparation for the event of closure.</li> <li>Vulnerable children (those with EHC and DSP students will be individually risk assessed as to whether they should complete online education or come into school.</li> <li>Pupils continuing education at school will be informed of how to maintain good levels of personal hygiene.</li> <li>Pupils working from home are assigned work to complete to a time frame set by their teacher.</li> <li>The headteacher will maintain the plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li> <li>The Behavioural Policy and Staff Code of Conduct will be adhered to at all times, even while working remotely.</li> <li>The headteacher will ensure all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</li> <li>The headteacher will work with the ICT technician to ensure that all technology used is accessible to all pupils and alternative arrangements are put in place where required.</li> <li>The headteacher will liaise with relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> <li>The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy e.g. collecting emails to send school work to pupils.</li> </ul>	<b>Y</b>	<b>Headteacher</b>	<b>06.06.2020</b>	<b>L</b>

Emergencies	L	<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>• Fire and evacuation policies remain the same. Fire doors left open if they are used regularly to avoid unnecessary touching by children</li> </ul>	Y	Headteacher	06.06.2020	L
Visitors to School	M	<ul style="list-style-type: none"> <li>• Visitors are allowed in school– school nurse etc for health check ups and vaccinations, those presenting information to students, parental discussions, contractors completing maintenance etc,.</li> <li>• Visitors will be asked before entering the premises to confirm that they are not displaying any covid symptoms.</li> <li>• Visitors will be asked to follow the covid rules set in place by the school to protect our community.</li> </ul>	Y	Headteacher	May 2020	L