



BENSHAM MANOR School

Return to School risk assessment

Assessment conducted by: K Byrne	Job title: Deputy Head	Covered by this assessment: All staff and pupils
Date of assessment: 27.04.20 Updated 27.05.20 Updated: 28.08.20	Review interval: As required	Date of next review: As required

Related documents
Special Educational Needs Policy, Health and Safety Policy, Medication Policy, Whistleblowing Policy, Early Help and Child Protection Policy. Appendix to Behaviour Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major injury, disability or ill-health.	High (H)	High	Medium (M)
	Severe Causes injury requiring medical treatment.	High	Medium	Low (L)
	Minor Causes injury requiring first aid treatment.	Medium	Low	Low

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Y/N	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Lack of/incomplete policies and procedures	L	<ul style="list-style-type: none"> ● Measures to protect the health and safety of pupils & staff are in place. They are agreed by the governing body and reviewed regularly. ● Existing risk assessments are in place based on knowledge, experience and training. ● Additional infection/Coronavirus control risk assessment completed & shared with staff 	Y	<ul style="list-style-type: none"> ● SLT onsite daily ● HT can be contacted at all times ● Infection/ coronavirus control risk assessment 	SLT	27.04.20	L
Safeguarding breaches	M	<ul style="list-style-type: none"> ● Child Protection & Safeguarding Policies remain in place ● DSL onsite daily ● All staff members have the necessary Disclosure and Barring Service checks. ● All pupils must be registered on arrival and sign out at the end of the day ● No other visitors permitted onsite ● Essential contractors (catering, cleaning) have had necessary DBS check 	Y	<ul style="list-style-type: none"> ● Follow school child protection and safeguarding procedures if abuse is suspected. ● Call police if required. 	DSL/All	Ongoing	L

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Safety of Students who are not supposed to attend school but arrive at site no longer applicable - all students to return to full time education in September	M	<ul style="list-style-type: none"> All students who arrive at school but who do not have a booked place will have their parents contacted & agreement secured for them to go home 	Y	<ul style="list-style-type: none"> Arrival restricted to one gate only Member of staff monitoring the gate daily at arrival time 	SLT	Daily	L
Safety of vulnerable students who remain at home- no longer applicable	H	<ul style="list-style-type: none"> Regular calls to vulnerable families by member of DSL/ MK Contact made with Social Worker where concerns are highlighted 	Y	<ul style="list-style-type: none"> Use school phones to make regular calls 	DSL/ MK	Daily	M
Poor communication with Staff. Staff working in disparate teams, not aware of procedures/issues no longer applicable - all staff to return to full time education in September	M	<ul style="list-style-type: none"> Staff asked to check emails daily for updates when working at home Website updated regularly Emergency phone which all staff have number for to report concerns/ill-health Staff encouraged to call Support helpline or speak to line manager if suffering from mental health difficulties/anxiety Continued support from BC to give consistency. 		<ul style="list-style-type: none"> Daily checks on Govt guidance and update staff as required 			L

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Late collection of student/abandoned student	M	<ul style="list-style-type: none"> • After 10 minutes, ring the parent/guardian to arrange collection. • While waiting for collection, ensure that the student(s) are not left unattended, and that there is appropriate adult supervision. • Continue to try and make contact on all of the contact numbers listed for the student(s) household, including their siblings. • If, after one hour, the student has still not been collected, social services and/or the police should be alerted of the situation. 	Y				L
Student entering unauthorised areas or leaving the building		<ul style="list-style-type: none"> • During the registration period, selected staff members and volunteers will be placed by the main entrance. The main entrance gate will be locked after this. • Access to rooms not being used will be monitored. • Students will be made aware of the ground rules regarding access to different areas of the building. 	y				L

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Fire risks such as burns, smoke inhalation and death.	H	<ul style="list-style-type: none"> ● Health & Safety and Fire Evacuation Policies remain in force. ● Caretaker to continue usual fire safety checks. ● Fire Safety equipment tested in the required timescales ● Emergency exits will be kept clear of obstructions ● Staff members and students will be made aware of the fire evacuation procedures and the location of the fire extinguishers. ● Staff to ensure students exit building if alarm sounds ● Copy of rota in office which should be taken to muster point in case of fire alarm being raised. 	Y	<ul style="list-style-type: none"> ● SLT/Office to take mobile to evacuation point ● Call fire/ambulance services if necessary. ● 	SBM/SLT	Ongoing	L

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Injuries sustained from internal activities i.e. arts and crafts	M	<ul style="list-style-type: none"> All activities will be supervised, and will have the appropriate adult to student ratios. Activities will always be age appropriate. DT and more complex/risky activities will not be undertaken. First aid equipment will be readily accessible. 	Y	<ul style="list-style-type: none"> Record minor injuries in accident book. Report major injuries to the Health and Safety Executive (HSE) where appropriate. 	All staff onsite	Ongoing	L

<p>Emotional trauma sustained from bullying and harassment. Mixed age groups</p> <p>Students will be in class group bubbles and no longer in mixed age groups</p>	M	<ul style="list-style-type: none"> Behaviour and Anti-Bullying Policies remain in place Students will be made aware of the ground rules, including what is acceptable behaviour. Students will be informed of these rules on a regular basis. Students will be closely monitored. Serious cases of bullying and harassment, such as that which is racist or sexual in nature, will be reported as per school procedures. Police will be notified where appropriate. 	Y	<ul style="list-style-type: none"> Close monitoring by staff 	All staff onsite	Ongoing	L
---	---	--	---	---	------------------	---------	---

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Injuries/illnesses sustained from inadequate hygiene/cleanliness (NON-CORONAVIRUS see below - Coronavirus Assessment)	M	<ul style="list-style-type: none"> ● The premises will kept tidy by staff throughout the day. ● The premises will be thoroughly cleaned by an external cleaner daily. ● Spillages which occur during the course of the day will be cleaned up immediately by a member of staff. ● Rubbish will always be placed in the bin, and bin bags taken out for collection by a refuse collector as per their schedule. ● Limiting use of classrooms and toilets to allow cleaning ● Staff and students will be encouraged to always wash their hands before and after activities i.e. eating, baking etc. ● Cuts and sores will always be cleaned and covered with a plaster. 	Y	<ul style="list-style-type: none"> ● Record minor injuries. ● Report major injuries to the HSE where appropriate. 	All staff	Ongoing	L
Contact with students / other staff members increasing risk of contracting Coronavirus See updated and extended advice from government below	H	<ul style="list-style-type: none"> ● Reducing number of students in school ● all students now back in school ● Limiting staff members on site ● all staff back in school ● Reinforcing social distancing with students ● Teachers who wish to work on site are given specific times to gain access and work only in their classrooms ● all teachers are working their usual hours ● PPE supplied from Croydon borough 	Y	<ul style="list-style-type: none"> ● If numbers of students increase consider movement of pupils around school 	All staff and students	Ongoing	M

		<ul style="list-style-type: none"> • Where possible open windows to increase air flow and ventilation. • Using hand sanitisers at the entrance of each room being used • Place tissues in each classroom and area being used • No staff member or students to be on site if they are displaying any symptoms 					
--	--	--	--	--	--	--	--

Injuries sustained from PE/outdoor activities	M	<ul style="list-style-type: none"> • Adult to student ratios will be appropriate. • Staff to check all equipment/surfaces before use. • All participants will wear suitable clothing and footwear. • Students will wear sunscreen during the spring/summer months. • Participants will be warned of potential hazards at the start of and throughout the activity. • First aid equipment is always on hand during activities, and at least one staff member will know how to use it. 	Y	<ul style="list-style-type: none"> • Record minor injuries. • Report major injuries to the HSE where appropriate. 	All staff	Ongoing	L
---	---	--	---	---	-----------	---------	---

Risk/issue

Risk rating

Recommended controls

In place? Yes/No

Recommended further actions to

By whom

Deadline

Risk rating

	prior to action H/M/L			be taken to reduce risks			following action H/M/L
Inadequate access to first aid/first aiders All staff have First Aid Training so no longer an issue	M	<ul style="list-style-type: none"> At least one of the staff members will be a designated first aider/have had first aid training. First aid equipment, including first aid boxes and automated external defibrillators will be monitored, maintained and/or restocked on a regular basis. First aid boxes/equipment will be made accessible. 	Y	<ul style="list-style-type: none"> Ambulance services will be called in more serious cases. 	SLT	Ongoing	L
Poor communication with parents/carers	M	<ul style="list-style-type: none"> Daily checks for latest Govt guidance Regular letters emailed to parents Regular updates on website Phone or post letters to parents without an email address 	Y	<ul style="list-style-type: none"> Regular monitoring of pastoral/admin emails throughout day Publicise pastoral phone number 	SLT/DSL	Ongoing	L
Contact with students / other staff members increasing risk of contracting Coronavirus (General)	H	<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments - only IT suites don't have sinks, so sanitising stations have been installed, also extra sanitising stations throughout the building.</p> <p>Hand hygiene paramount - students and staff to wash hands at start and end of each lesson.</p>	Y		SLT / Site staff	Ongoing	M

	<p>Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal - additional cleaning has been organised with focus on handles / doors and toilets.</p> <p>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</p> <p>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</p> <p>All are encouraged not to touch their mouth, eyes and nose</p> <p>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>Ensure that bins for tissues are emptied throughout the day</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p>					
--	---	--	--	--	--	--

		<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>The school will follow latest government guidance as provided.</p> <p>Masks are to be considered to be worn in corridors and areas where there are higher levels of congestion in times of local lockdown at the discretion of the Headteacher. The additional needs of our cohort must be considered as to whether this would be a good measure for our students and school population.</p> <p>Lunchtimes have been staggered to accommodate the different year group bubbles. Playgrounds are being split to keep the students within their year group bubbles at break and lunchtimes.</p>					
<p>Contact with students / other staff members increasing risk of contracting Coronavirus</p> <p>(Environment)</p>	H	<p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach - additional cleaning as mentioned previously. Deep cleans taking place on a regular basis.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p>	Y		SLT	Ongoing	M

	<p>Desks should be spaced as far apart as possible, organise classrooms and other learning environments such as workshops and science labs for groups, maintaining space between seats and desks, try to reduce the clutter within classrooms to make them easier to clean</p> <p>Consider which lessons or classroom activities could take place outdoors</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</p> <p>Ensure that wherever possible young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</p> <p>Stagger assembly groups</p> <p>Stagger break times (including lunch), so that all children are not moving around the school at the same time</p> <p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>Accessing rooms directly from outside where possible</p>					
--	--	--	--	--	--	--

<p>Contact with students / other staff members increasing risk of contracting Coronavirus</p> <p>Travel Drop off / Collection</p>	<p>M</p>	<p>Stagger drop-off and collection times</p> <p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</p> <p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</p> <p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p>Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</p> <p>Ensuring that transport arrangements cater for any changes to start and finish times</p> <p>Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p> <p>Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting young</p>	<p>Not yet - small cohort Y for rest</p>		<p>SLT</p>	<p>Ongiong</p>	<p>L</p>
---	----------	---	--	--	------------	----------------	----------

		people with complex needs who need support to access the vehicle or fasten seatbelts					
Contact with students / other staff members increasing risk of contracting Coronavirus (Resources)	H	<p>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>Seek to prevent the sharing of stationery and other equipment where possible. Students to bring in items for personal use. Shared materials and surfaces should be cleaned and disinfected more frequently</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same young people in one day, or properly cleaned between cohorts</p>	Y		SLT	Ongoing	M
Contact with students / other staff members increasing risk of contracting Coronavirus for BAME staff and high risk groups	H	Complete individual risk assessment with line manager and consider options once risks have been considered	Y	Support for home working may be necessary depending on the outcome of individual risk assessment.	SLT	Ongoing	M / L
Increased risk of asthma attacks due to increased use of cleaning products	H	<ul style="list-style-type: none"> Doors and windows to be left open in all areas where staff and pupils are 	Y			Ongoing	M / L

- have difficulty following the necessary measures and changes to school routine e.g. social distancing, frequent hand-washing, limitations on practical or group activities.

Specific Measures

Teaching

Pupils will be actively taught about the measures necessary to contain and limit the spread of Covid-19. This teaching will be in the form appropriate to meet their needs e.g. video to demonstrate classroom procedures, the use of Makaton to sign 'Keep the Gap' and Social Stories. (Other adaptations may also be used to match the needs of each child)

Movement

Pupils returning to school will be taught the routines for arriving and leaving the school. During breaks they will be reminded to keep a 'social distance' and taught the sign for 'Keep the Gap. ' Pupils will only be allowed in designated areas of the school. They will be taught in three designated classrooms that have been equipped for this purpose. The furniture i.e. chairs and tables have been spaced at a 2 metre distance. When moving around the room pupils must maintain the correct social distance. Pupils will not be allowed to work in close proximity to each other.

Child displays symptoms

Adult to take the child to the **MEDICAL ROOM**. Ensure the child keeps 2-metres away from anyone and does not touch anything. (No-one will be permitted to enter this area; child to depart from here via the car park)



Adult to inform office staff. Either Fiona Robinson (Head Teacher), Kirstie Byrne, (Deputy Head) or Robin Barwick (Assistant Head) who will supervise and arrange for the collection of the child.

|



Staff member displays symptoms

Staff member who is unwell to inform on-site member of Senior Leadership Team



Staff member to wait until supervision has arrived for their class before leaving the school premises, avoiding contact with others



Symptomatic Child's Family or staff member will be told by member of SLT

1. That the affected individual must self-isolate for 7 days
2. The symptomatic staff member or the symptomatic child's family must request a test via the NHS website.
3. Members of the affected individual's household must self-isolate for 14 days



Move class to an alternative location. Close off any areas the symptomatic person has come into contact with, so they can be deep cleaned



Negative test

Symptomatic person can return to school, and members of their household can stop self-isolating. Others in their class group can continue to stay in school, unless they display symptoms



Positive test

The other pupils and staff in the symptomatic person's class (plus any member of staff who cared for the pupil while they were symptomatic) **will be sent home and told to self-isolate for 14 days.**

After 14 days, if they are not symptomatic, these pupils and staff can return to school.

If any of these pupils or staff develop symptoms, household members of that pupil or staff member also then need to self-isolate for 14 days

On-Site Risk Assessment Checklist (Confirmed Cases Only)

	Information Gathered	Action to Take
Verify with confirmed case		
Check date of symptom onset or date of test if asymptomatic		
Identify dates of attendance at school during infectious period (48 hours prior to symptom onset or 48 hours prior to test date if asymptomatic, up to most recent day of attendance)		Advise on the self-isolation period: confirmed case(s) must not attend school for 10 days after the date of onset (or date of test if asymptomatic) and symptoms have resolved
If confirmed case did not attend school during the infectious period then no further action is required with the school.		
Risk Assessment		
Identify exposure areas (only exposures while the case was infectious): Consider class, year group and if a member of any other school groups	Class: Year group: After school club? Travel to school?	
Identify contacts (only contacts while the case was infectious): You will need to consider contacts in all of the exposure areas identified above. Contacts may be: <ul style="list-style-type: none"> • Direct contacts: Face to face contact with a case for any length of time, including being coughed on, a face to face conversation, and unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer • Proximity contacts: Extended close contact (within 2m for more than 15 minutes) with a case • Travel contacts: Anyone who travelled in a small vehicle (car or people-carrier size) with a case 		Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case

Key Stage 3, 4, and 5 (Year 7-13)

- **The default should NOT be to self-isolate the whole class or bubble in a secondary setting**
- Class contacts should be found by using the student timetable to identify classes during the infectious period. Look at seating plans and identify children who sat within 2 metres of the case during their infectious period in school
- Children in friendship groups who are known to have had definite direct contact with the case during their infectious period
- Staff members who report that they have had contact with the case during their infectious period
- Any other people who they have had definite face to face contact with at break times or in another group activities? This should be specific identifiable individuals (rather than whole groups where contact cannot be ruled out)

Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case