Activity/ Situation	COVID SECURE ARRANGEMENTS FROM STEP 4 – July 2021						
Location		BEDALE HIGH SCHOOL					
Persons at Risk	Pupils ⊠	Emp	oloyees⊠	Visitors	s 🗵	Contrac	tors 🗵
HAZARD(S)	Note: this list is not exhaustive and must be adapted for your own needs * Contact Between Individuals * Inadequate Cleaning/Sanitising * Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors * Site User Becoming Unwell * Site User Developing Symptoms * Inadequate Hand Washing/Personal Hygiene * Inadequate Personal Protection & PPE * Visitors, Contractors & Spread of Coronavirus * Inadequate Ventilation * Arrangements for Boarding Schools During Pandemic						
CONTROL ME	ASURES		ADDITION INFORM		YES	NO	N/A
Note: you <u>must</u> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.							
	e below risks and potentia here is no adverse impact						
Contact Between	Individuals						
	inger necessary to ke ent groups ('bubbles'				×		
possibility that it ma	ment plans cover the ay become necessa es' for a temporary p veen groups	<mark>ry to</mark>	School will with LA as necessary implement contingence	to	×		
Assemblies have re	esumed esumed		1 per week group	per year	\boxtimes		
Pupils can mix at b	reaks and lunchtime	<mark>es</mark>	School is r to 1 break lunchtime		⊠		
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place		You should either your commercial insurance the Risk Programme or an outdoeducation assess the protection and make provides supportection.	orovider, cotection ent (RPA) cor adviser to available sure it	×			

	event of a COVID-19 related cancellation			
Schools can undertake educational day visits	Trips planned in the calendar for this year	\boxtimes		
Schools can undertake domestic residential education visits		\boxtimes		
International educational visits do not take place before the start of the autumn term		\boxtimes		
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised				×
School has resumed all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra- curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after- school clubs, tuition and other out-of- school provision for children			
Inadequate Cleaning/Sanitising				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	Cleaning of non- healthcare settings outside the home	×		
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		\boxtimes		
Bins for tissues and other rubbish are emptied throughout the day		\boxtimes		
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary		×		
Spread of Coronavirus to Staff, Pupils and F	amilies, Visitors and C	ontracto	rs	
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing			
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts	×		
From 16 August 2021, children under the age of 18 years old will no longer be required to	Children will be contacted by NHS	×		

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self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case	Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test			
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	As per messages to parents in email, FB and newsletter	\boxtimes		
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	As per messages to parents in email, FB and newsletter	×		
Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)	As per messages to parents in email, FB and newsletter	×		
The school recognises that if they 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 will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required	We await the updated guidance for this You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case	×		
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	Further information is available in the guidance on Supporting pupils with medical conditions at school	×		
Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus		×		
Staff in schools who are CEV should currently attend their place of work if they cannot work from home	DHSC will publish updated guidance before Step 4	×		
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers	×		

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	and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy		
We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3 rd trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3 rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28 th week of pregnancy	As pregnant women are currently advised not to be vaccinated and there continues to be moderate levels of coronavirus transmission within the community, we have decided to continue to advise those in the 3 rd trimester of pregnancy to continue to remain away from workplaces As per NYCC and CYC recommendation		
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	Staff wellbeing group well established and regularly meet with SLT to decide focus areas Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing		

Site User Becoming Unwell					
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	Symptoms of coronavirus (COVID-19)	⊠			
If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible	Rm 29 covid base in place	×			
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else		×			
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary		⊠			
The room used by the pupil awaiting collection should be cleaned after they have left		\boxtimes			
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household		×			
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home		×			
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	⊠			
Site User Developing Symptoms					
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed				
Over the summer, staff and secondary pupils should continue to test regularly if they are	Schools will only provide tests for				

attending settings that remain open, such as summer schools and out of school activities based in school settings	twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings		
All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term	Tests in place for Weeks 1 of term	×	
Secondary school pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed		⊠	
Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed		×	
Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home		×	
Primary age pupils (those in year 6 and below) do not need to test over the summer period			\boxtimes
New year 7 pupils will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7.	Tests in place for Week 1 of term	×	
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test	As per messages to parents in email, FB and newsletter	×	
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms		⊠	
Whilst awaiting the confirmatory PCR result, the individual and close contacts should continue to self-isolate	As per messages to parents in email, FB and newsletter	×	
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus		×	
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19)		
Inadequate Hand Washing/Personal Hygiene			
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including; • when they arrive at the school	Assemblies, posters, form time etc	⊠	

when they change roomsbefore and after eating			
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Hand sanitising remains in place on entry to lessons and canteen	×	
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff			×
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered			×
Help given to pupils with complex needs to clean their hands properly			\boxtimes
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them		×	
Hands are washed with liquid soap & water for a minimum of 20 seconds		\boxtimes	
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly		×	
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative	×	
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them		×	
The 'catch it, bin it, kill it' approach is very important and is promoted	CATCH IT Germs spread easily. Always carry tissues and use them to catch your cough or sneeze. BIN IT Germs can live for several hours on tissues. Dispose of your tissue as soon as possible. KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.	×	
Disposable tissues are available in each room for both staff and pupil use	IA/IEI	\boxtimes	
Bins (ideally lidded pedal bins) for tissues are available in each room			

School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates		×	
Inadequate Personal Protection & PPE			
Face coverings are not needed within school but they are expected and recommended on public or school transport		×	
In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)	This is covered in the Outbreak Management Plan	×	
In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn		×	
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles		⊠	
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	These will be issued again as a reminder if we need to go back to wearing face coverings at any stage	×	
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	As above	⊠	
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	As above	×	
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn		×	
Visitors, Contractors & Spread of Coronaviru	ıs		
Key contractors are made aware of the school's control measures and ways of working		⊠	
School ensures site guidance on is explained to visitors and contractors on or before arrival		×	
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread		×	

As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	×	
Inadequate Ventilation			
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Windows opened each morning by site staff before staff and students arrive. Doors opened to create airflow where appropriate	×	
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	⊠	
Where possible, occupied room windows should be open		\boxtimes	
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.		×
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted	×	
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)	×	
Consideration given to opening high level windows in preference to low level to reduce draughts		×	

	given to only opening every stead of all windows when the lated				\boxtimes				
	to use additional heaters they l, oil filled electric heaters				×				
-	ulted with the people/representa of the preparation of this risk as		ertaking t	the	Υe	es 🗵	3	N	o 🗆
What is the leve measures	el of risk for this activity/situation	n with exis	ting cont	rol	Hig ⊠	h	Med		Low
Is the risk adequ	uately controlled with existing o	control mea	sures		Ye	s []	N	o 🗵
Have you identified any further control measures needed to control the risk and recorded them in the action plan			ol	Yes □]	No ⊠		
	LAN (insert additional rows if requ	•			be actioned b				
Further control measures to reduce risks so far as is reasonably practicable		Name Date							
	Interim update (awaiting updated LA version following updated DfE guidance)		TKE	TKE 1 st Sept 20			021		
	k level assigned to the task AF on plan measures taken as a re			on of	Hig	h	Med ⊠		Low
Is such a risk le	vel deemed to be as low as rea	asonably p	ractical?		Yes ⊠]	No □	
-	cceptable with this level of risk?	?			Yes ⊠			No	o 🗆
Assessor(s):	T. Kelly								
Position(s):	Headteacher	Signature(s): T. KE			ELLY				
Date:	1 st September 2021	Review D	ate:	Eı	nd of	Sep	tembe	r 20	021
Distribution: Staff, Parents, Governors, Students: Website and Newsletter									