



Dept: BPA

Ascent Risk Assessment Sheet

Ref No

3d

Date

September
16th 2020

Task Description	Barbara Priestman – partial opening plan	Location	Barbara Priestman Academy, Meadowside, Sunderland	Date of Review	September 30th 2020 or before
Assessor	Print Name: Rachel Hargreaves	Employee	Print Name:	Equipment or Plant No	
	Signed <i>Rachel Hargreaves</i>		Signed		

Persons Affected Individuals or Groups: Employees, Pupils, External Pupils, Families, Visitors

The school has been closed to all students with the exception of the children of keyworkers, those deemed vulnerable through having support through Children’s Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). [-Critical Workers who can access schools occupational settings-Updated on the 16th June 2020.](#)

From the week commencing 31st August 2020 the school will open fully for all students. The school is following the DfE guidance: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings> updated 8th September 2020

The school have adopted the guidance provided in the DfE and PHE <https://www.gov.uk/coronavirus/education-and-childcare>

The school have staff and students who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE, which was paused on the 1st August ; [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](#) -Updated on the 4th September 2020

Where need identified individual risk assessments will be completed for identified staff members. Students risk assessments are included in their pastoral Plan, only those with specific risks associated with the opening plan will have specific details on their plans, as this RA applies to all students and staff.

PPE and Hygiene measures - <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> updated 21st July 2020

Staff, Parents and Carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS](#). This will be recorded on SIMS registers and Evolve AccidentBook, where clear symptoms develop during the school day



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The school are following the guidance [COVID-19: Cleaning of non-healthcare settings](#)- Updated 15th July 2020.

Staff, families have been advised that uniform is preferred and staff dressing as per policy, however flexibility is applied due to activities. it is strongly advised that clean clothing be worn each day.

Families are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

PHE have a dedicated helpline number for education and children’s social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)

Staff are provided with the referral online service for anyone with symptoms. Effective from 14th July 2020

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/apply-coronavirus-test-essential-workers>



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Barbara Priestman – partial opening plan

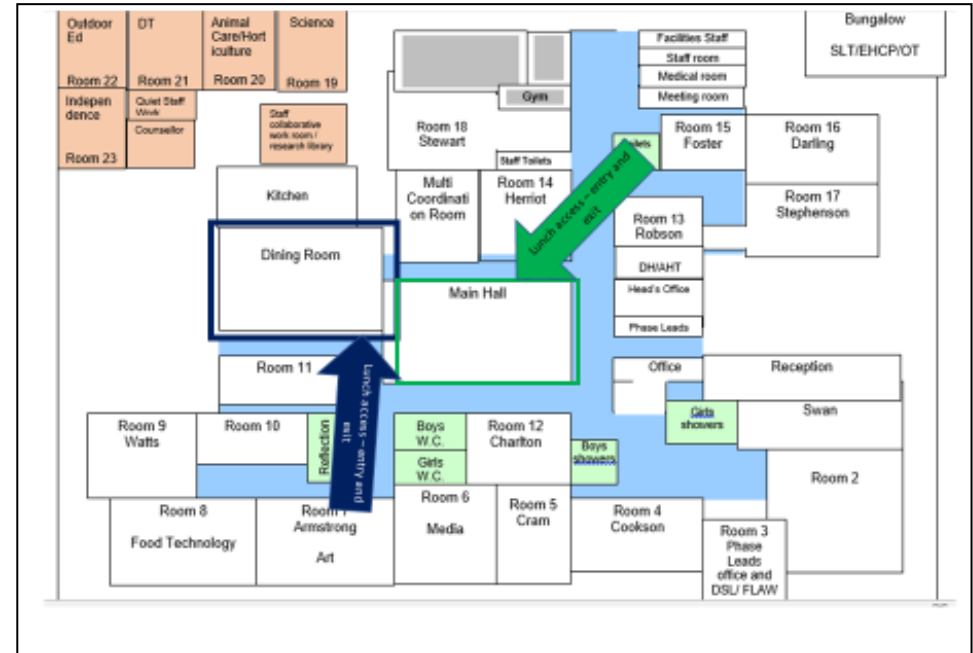
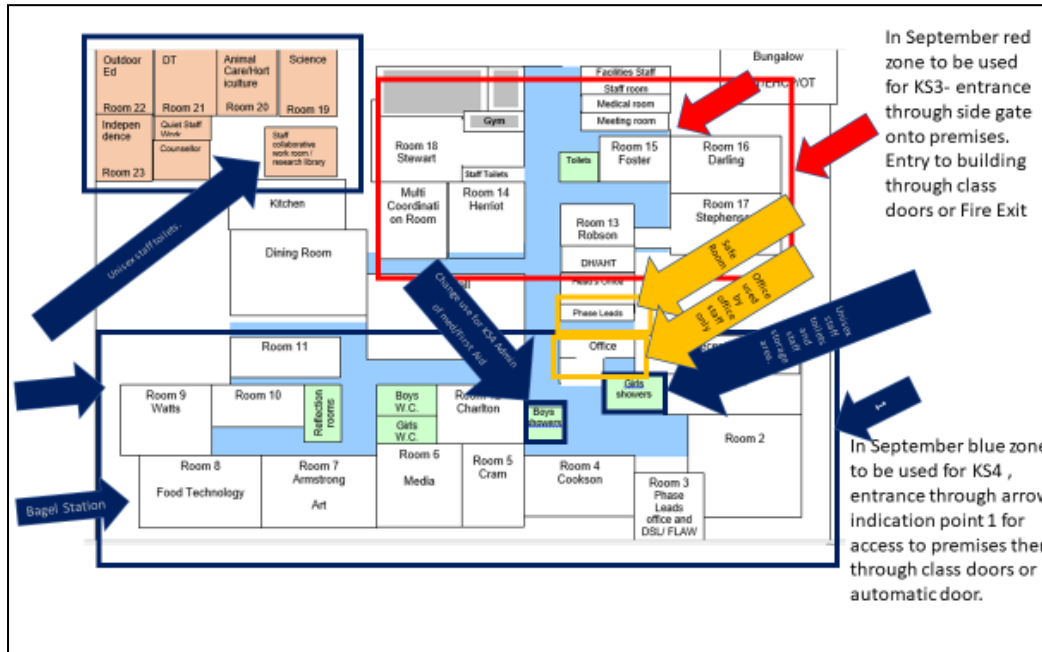
Location

Barbara Priestman Academy, Meadowside, Sunderland

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Site Plan as foSeptember 2020 Main site





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6th Form Site





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Risks and measures for 1st September opening

Hazards/Consequences	Current Control Procedures	Further Action required	Likelihood (a)	Severity (b)	Risk Rating H/M/L (after)	By Whom & When
<p>Limiting the Spread of Coronavirus (COVID-19) to the school community.</p>	<ul style="list-style-type: none"> - Everyone must sanitise their hands on entry and everyone is encouraged to wash their hands on arrival as per the HNS guidance. -As of Monday 21st Students and staff will be requested to wear face coverings as per the DfE guidance. Preventative Section, 2 para 2. -The school will operate 3 clear bubble groups – KS3 (Years &8) KS4 (9,10&11) and 6th Form. All staff and students to be allocated to a bubble. Site staff, HT and office staff to remain in their own zones. -Registers are taken each day using updated SIMS codes -Staff arrive through main door of 6th form or main door of main site – following procedures shared in staff meeting on 14/09/20. Staff remain in in bubble for the day, ensure swipe badge is used for arrival and departure. -Students are met each day at the identified entrance and hand washing/sanitizing takes place -Visitors will only be able to enter the reception area, with a limit of 4 people. -Minimise contact as much as possible – between small groups and within groups. 	<ul style="list-style-type: none"> -Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. Thermometers in school to test, isolation/safe room identified and PPE available. Other PPE to be school provided and increase clear disposing points for general PPE and those where potential contaminated PPE. Update staff. - Head teacher to remind parents/carers and staff via s/media email/phone etc. that where children or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. -Students and Staff displaying symptoms will not be permitted into school until 10/14-day isolation completed. -The CEO and Trustees are to be 	3	3	L	<p>Parents/ Carers and Staff-On Going.</p> <p>Head teacher-On Going.</p> <p>Head teacher-Where need identified.</p> <p>Head teacher-Immediate</p>



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	- Communicate guidance to families and staff about best practice of washing clothing, changing clothes on entry to home and cleaning/showering on return home.	informed of staff members and Parent/Carers concerns. SIMS to be updated and Evolve Accidentbook used.				
Staff and Students not attending school	<ul style="list-style-type: none"> -Registers are maintained each day for students using updated SIMs codes that took effect from 15th June 2020 - Weekly/Daily contact to be maintained with those not attending school. -Liaison with other professionals regarding access to learning and provision/blended learning -Reminder to all on protocols for symptoms, communication evidence via track and trace and isolation. -Remote Learning Plan in place as a graduated approach. -Safeguarding in place to make contact with those identified as vulnerable when not in school. 	<ul style="list-style-type: none"> -Families and Staff to be advised to follow the usual school procedures for sickness absence. -Where students/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. Pass to DSL if required. -Where need is identified staff/families advised to follow guidance from the NHS 	3	2	L	<p>Parents/ Carers and Staff-On Going.</p> <p>Staff-On Going</p>
Transport on and off the school site.	<ul style="list-style-type: none"> -Clear designated times in place for students arriving with families and those on dedicated transport. -Contact details of drivers for early alert system. -Students will be met by staff members at the designated drop off/pick up points on the school site. Hand Wash/sanitize immediately and use of 	-Students and Parents/Carers will be made aware of the instructions to follow via communication methods				



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	hand sanitizer.					
Pupil/Staff member living with a person who is isolating	-Follow up to date guidance from NHS.	Review whether individual risk assessment is required	4	2	M	Head teacher-Where identified
Entrance to the school site and building	<ul style="list-style-type: none"> -See map for entry and exit site plans. Access to the school site to be controlled, several entrance gates are used to allow Students and Parents/Carers to follow onto the school site – allocated entrances and exists for each /bubble -Separate Entrance doors for bubbles clearly identified. -Students, Parents/Carers advised to maintain social distancing when entering the school site. -The start of the school day will be staggered slightly to allow controlled access and egress -Duty rota of staff to ensure consistency of bubble groups -Students store outdoor clothing and bags in their own room/bubble. -Staff store their bags in store cupboard in allocated classroom. -Those students with clearly named water bottles are to store them within a designated area of their 	<ul style="list-style-type: none"> -Family guidance to go out and signage to be displayed -Students, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. -Personal belongings to be limited and labelled. --School entrances and site secured at the start of the school day. <p>Staff to utilise the information available from eBug website</p> <p>Small group/bubble Staff briefings to take place outdoors or socially distanced and/or via TEAMS and Ongoing staff training. Whole</p>	3	2	M	Staff/Head teacher-On Going



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	<p>allocated classroom.</p> <p>-Maintain hand hygiene and NHS safety guidance on entry and throughout the day – staff and students.</p> <p>-Staff and students presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted. Follow guidance on use of PPE</p>	<p>school always virtual until review point. Monitoring for additional training where needed/identified.</p>				
Activities encouraging Spread	<p>Assemblies to be held with each class bubble separately or via remote measures</p> <p>Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food technology, etc.</p> <p>Breakfast club to be in place via outdoor area and no handling of items by students other than food. Separate risk assessment in place.</p> <p>External coaches by SAFC to be reviewed and separate RA/ Review peripatetic teaching and RA.</p>	Individual risk Assessments as need	3	2	L	SLT / Staff leading activities/ Class based activities



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<p>Maintaining infection control /hygiene standards within the school building</p>	<ul style="list-style-type: none"> - Guidance followed for the cleaning of non-health care settings. -Spillage policy in place. - Students parents/carers advised to ensure that students aim to wear clean clothing each day that they attend school. -Students taught how to wash their hands by staff members. Students that need support to wash their hands are supported by a member of staff. -Hand gel be available at key access points – see H&S presentation. -Students are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. -Handwashing posters located in pupil and staff toilet areas and in the classroom areas. - Students and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. - Students taught to cough and sneeze into their elbow and away from the direction of other students and staff. Posters positioned around school. -Staff and Students are directed to wash their 	<ul style="list-style-type: none"> - Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. -Cleaning checklist to be put in place for the school. -Staff to utilise the information available from eBug website -Staff to take responsibility for their own personal hygiene throughout the school day. -Tissues to be made available in each classroom. Students taught to follow the guidance 'Catch it, Bin it, Kill it', and avoid touching their faces, noses etc. whilst at school. -Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly. -Waste bins to be emptied throughout the school day and placed in the external bin store. -The site manager to raise any stock level concerns with the 	3	2	M	<p>Staff/Site Staff and cleaners On-going</p>



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	<p>hands before and after eating and following coughing and sneezing and where additional need identified.</p> <ul style="list-style-type: none"> - Students and Staff ensure that they thoroughly dry their hands. -Infection Control Risk assessment in place to manage other biological hazards within the school community. -Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. - Each class has a cleaning kit and PPE. -Students encouraged throughout the school day to socially distance themselves from staff and other students. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. -Communal fridge doors, kettles, toasters and microwave doors etc. and water cooler handles are included in the daily routine cleaning carried out by identified staff. - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. 	<p>Head teacher in relation to equipment/chemicals etc.</p> <ul style="list-style-type: none"> -Where need identified students to eat their lunches in their classrooms. -Classroom surfaces to be cleaned if classroom used as a dining area. -All bins emptied at the end of each school day and placed in the external bin store. -Parents advised to ensure that students wash their hands when they return to the home environment. -Cleaning regime checklist to be implemented to include; books, desks, chairs, doors, sinks, toilets, light switches, hand rails, stationery items and the staff areas. - Trustees/CEO are to be informed of Staff members and Parent/Carers concerns. 				



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	<ul style="list-style-type: none"> -Cleaning regime in place at the end of the school day. -Staff and students wash their hands at the end of the school day. -Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. - Doors with no window to have door stops available for doors to be opened – increased outdoor space. -SLT moving around group where essential to fully cleanse between visits and replace disposable aprons each time. 					
Staff/Students showing possible symptoms of the coronavirus	<ul style="list-style-type: none"> -Staff are aware of the symptoms of the Corona virus. - Students /Staff health needs are monitored by and concerns appropriately actioned. -A Room has been set aside to isolate Staff/Students. The isolation room allows Staff/Pupil to be viewed from distance – staff supervise at door. -The room only has two washable chairs located in it. -Parents/Carers regularly informed via the school's communication links to monitor their child's /family member's health. 	<ul style="list-style-type: none"> -Ensure that the school holds a stock of disposable gloves/aprons and face masks. Contact usual PPE supplier any concerns are to be raised with the Health and Safety Team. -Staff /Pupil remain in the isolation room until they can be collected. -Whilst in isolation if staff/students need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school 	4	3	H	Head teacher on going



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	<ul style="list-style-type: none"> - Where Staff/Students start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed. -A face mask, disposable apron and gloves should only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained. - If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff. -Parents/Carers and Staff member's next of kin contacted. -If need identified the emergency services are to be contacted. -Infection control risk assessment in place to manage all other biological hazards that may affect staff/students. -All students and staff within the bubble to be isolated. 	<ul style="list-style-type: none"> community. -Isolation room to be deep cleaned once the staff/pupil has left the area. -Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area. -Staff and Parent/Carers to be encouraged to access testing facilities available where symptoms are displayed. - Students and Staff displaying symptoms will not be permitted into school until recommended isolation period is completed – Referral for a test to be taken and HT/SLT to seek updates -Where Staff/Students test positive PHE are to be contacted for advice and support. - A clear communication plan for communicating positive cases from the HT and CEO 				
Maintaining infection control in the Classrooms/Hall areas	<ul style="list-style-type: none"> -Students placed in class sizes suitable to each room size -Layout of classrooms to best separate students 	<ul style="list-style-type: none"> -Where possible students to be issued with a stationery pack and exercise book that is specific to them. 	4	3	M	Staff-On Going



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	<p>and to reduce face to face transmission. Where possible forward facing or staggered seating.</p> <ul style="list-style-type: none"> -Additional areas changed into staff wash facilities by changing use of girls PE changing rooms see plan -Classroom areas in use have items that are none essential removed to allow a larger floor space to help promote social distancing. -Windows and doors are opened to allow natural ventilation during the school day. -Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. -Lunchtimes to be spent in the bubble groups -All class based teaching in bubbles throughout September -Outdoor activities to be carried out on a rota basis to ensure social distancing in allocated zones -Where possible teaching activities to be carried out in the outdoor areas of the school. -Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. -Where classrooms/halls are unoccupied doors are to be closed. -Waste bins located in classroom/hall areas to be 	<ul style="list-style-type: none"> -Consideration needs to be given to how much space is needed to be able to encourage social distancing. - The Governing body of the school are to be informed of Staff members and Parent/Carers concerns 				



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	emptied as staff close down and leave outside classroom as part of end of day cleaning regime.					
Cross-contamination of resources, toys and equipment	<ul style="list-style-type: none"> -Remove soft toys and furnishing or items difficult to clean from classroom -Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. -Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. -Each student to have their own resources and equipment e.g. pencil, pen, ruler, workbook -Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be left in a secure area for 72 hours before being handled by school staff. This includes teachers picking up student books -Pupils and teachers can take books and other shared resources home. -Avoid unnecessary sharing, especially where this 	Daily checks of classrooms by designated bubble leaders. Staff to review and report concerns and monitor levels of cleaning products	3	3	M	All staff/ Site Staff/SLT



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	<p>does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>-Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Mobile phones to be locked away by teachers in their classroom cupboards – use of ziplock bags/envelopes.</p> <p>-No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>-Water bottles must not be shared – each child to have their own personal bottle.</p> <p>-Teacher to maintain good personal hygiene practices when marking</p>					
Education Visits	Non to be permitted in the first 2 weeks of reopening – HT and SLT to evaluate with H&S TLR holder	Evaluate after extensive monitoring and local/regional information				
Moving about the building/school site	<p>- See update in section 1 regarding face coverings in communal areas.</p> <p>-Clear direction given to staff about physical organisation of school to enable bubble integrity.</p>	<p>-Movement about the building monitored throughout the school day.</p> <p>-Cleaning regime in place during day for high footfall areas –</p>	4	2	M	Head teacher-On Going



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	<p>See plan. adopted to access outdoor areas etc.</p> <ul style="list-style-type: none"> -Social distancing measures adhered to where possible. -Posters in place reminding students to maintain a 2-metre distance. -Students are always supervised when moving about the building. -Students and staff advised to stick to the left-hand side of corridor areas. 	toilets.				
Transport on and off the school site.	<ul style="list-style-type: none"> -Transport times have been agreed to enable a staggered start. Transport procedures are the responsibility of Together For Children. -Students will be met by staff members at designated drop off/pick up points on the school site. -Students will get off the vehicle and will be given direct instruction when to do so to ensure social distancing takes place. 	<ul style="list-style-type: none"> -Students and Parents/Carers will be made aware of the instructions to follow via the school's communication links. -Where possible Parents/Carers to transport students to the school site. 	3	2	L	Head teacher/AHT/SITE Manager ongoing
Welfare facilities	<ul style="list-style-type: none"> -Additional portable sinks in place in key locations -Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). --Staff room with reduced access -Additional staff cleaning facilities see site plan 		3	2	L	SLT /Site Team



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Poor mental wellbeing of staff and Pupils	<ul style="list-style-type: none"> -Promote attendance at school for both staff and pupils -Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families – Supervision/DSL -Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc. Specify for your schools; Use Facebook Live, presentations/videos and available on request. -Review workloads and timetables to ensure a good work life balance in possible -Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant -Staff sickness absence meetings as per policy, so identify and support staff at the earliest stage 	Evaluate ongoing Individual risk assessment where necessary SAR process where necessary Referral and signposting to external agencies where necessary	4	3	M	SLT Staff /Line Managers
Dining and Catering Arrangements	School Kitchen in operation kitchen staff have specific risk assessment for working in kitchen in line with government guidance.	Evaluate after 2 weeks	3	2	L	Chef/SLT



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Hazards/Consequences	Current Control Procedures	Further Action required	Likelihood (a)	Severity (b)	Risk Rating H/M/L (after)	By Whom & When
	<p>Chef to train team and supervise. Continuation of service – review back up SLA with catering team. Batch cooking of a number of meals.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Food to be transporting to bubble groups and classes to eat in bubble zones. No use of shared/communal eating areas. Staggered delivery of food – lunch time supervisors split into bubble groups for bubble integrity Disposables food items – plater/cutlery</p>					
Personal Protective Equipment (PPE)	<p>-- See update in section 1 regarding face coverings in communal areas.</p> <p>-Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting students with personal/intimate care, cleaning activities, admin of meds where need is identified and potentially when a staff member/pupil is symptomatic of covid-19.</p>	<p>-The school is to hold a supply of PPE-disposable gloves, aprons and face masks on the school site. -Guidance for staff to ensure they know that they are to use school provided PPE -Training from SaLT in communicating with students if face coverings are used.</p>	3	3	M	<p>All staff</p> <p>Site Manager</p>



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Risks and measures for 1st September opening

Hazards/Consequences	Current Control Procedures	Further Action required	Likelihood (a)	Severity (b)	Risk Rating H/M/L (after)	By Whom & When
	-Staff follow good hand washing practice .					
Challenging behaviours displayed	<ul style="list-style-type: none"> -Students with challenging behaviours identified. -Risk assessments are in place for students who demonstrate challenging behaviours. -Relevant staff are Emotion Coaching and Team Teach Trained. -Where last resort Physical Intervention used and reported accordingly. -Last resort staff are clear on de-escalation/emotion coaching – Staff training on 1st September 2020 -PPE is used such as visors/aprons and gloves 	<ul style="list-style-type: none"> -Staff and students to wash their hands when safe to do so after a physical restraint has been carried out. -Where positive handling has had to be carried out review the risk assessment in place. -Review whether PPE is required when managing challenging behaviours. -Where need identified review the Behaviour Policy. -Debrief where identified as need 	4	3	M	Staff Where need identified.
First Aid Provision and support with medication	<ul style="list-style-type: none"> -Enough staff on site are first aid trained in each bubble – increase in medication/first aid rooms – see site plan -Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use -Staff to wash their hands prior to administering first aid -Staff to wear disposable gloves and apron when providing first aid support and use face masks. -Staff to wash their hands after providing first aid 	<ul style="list-style-type: none"> -Gloves and first aid items used to be double bagged and placed in the waste bn. -Waste bins emptied throughout the school day. -Ensure that a stock of disposable gloves are available for staff use. 	3	3	M	Leadership/ Staff-On going



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	<p>support.</p> <ul style="list-style-type: none"> -Medication policy in place. - Staff to wash their hands prior to support with medication and after support. 					
Emergency Situations	<ul style="list-style-type: none"> -There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. -In the event of the fire alarm sounding staff are to direct students to evacuate the building. -Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that students have with other age groups /staff members. -Staff and students are to maintain social distancing where possible when evacuating the building. Staff and students are to maintain social distancing when registers are being taken at the assembly point. -Staff and Students re-entering the building is to be staggered. -Staff and students are to wash their hands when they're enter the building. -Amended arrangements displayed around school <p>Staff training to update practice and procedures on 1st September 2020</p>	<ul style="list-style-type: none"> -The Site manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly. -Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system. -The Site manager is to undertake their usual weekly checks of the fire alarm system. 	4	3	M	Site Manager – Weekly checks



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End of the school day	<ul style="list-style-type: none"> -Students/Staff will wash their hands before they leave the school site. -Water bottles and personal items taken home from school each day -Only one Parent/Carer permitted to collect their child from the school site. -Parents/Carers to ensure that they follow social distancing. -Parents/Carers directed to leave the school site immediately once they have collected their child. -Staff control the flow of students leaving the school building to encourage social distancing. -Gates and entrance doors are included in the cleaning regime at the school. 	<ul style="list-style-type: none"> -Parents/Carers to keep the school up to date who will be collecting their child from school. -Parents/Carers advised to ensure that students wash their hands when they arrive home from school. -Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. Parents/carers advised to have their child change clothes on return home and wash clothes. 	3	2	L	Site staff/duty staff / Parents/ Carers-On Going
Staff who are pregnant.	<ul style="list-style-type: none"> -Staff members who have informed the Head teacher that they are pregnant will have an individual risk assessment. -Staff in trimester 3 can work from home as per risk assessment and guidance. 	<ul style="list-style-type: none"> -Staff members to inform the Head teacher at the earliest convenience if they are pregnant. - Continually review guidance NHS/DfE for staff who are pregnant. 	3	2	M	TLR H&S Staff



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Risks and measures for 1st September opening

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Office areas	<ul style="list-style-type: none"> -The maximum occupancy of the office areas has been calculated to ensure social distancing -Where possible desks have been placed side by side -View panels located in office doors so that the number of staff located in office spaces can clearly be identified. -The doors of Offices in use can be wedged open when occupied. -Where available, windows are opened whilst the office area is in use. -Staff leave their desks as clear as possible so that it can be easily cleaned. -Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. -Staff undertake other activities that allow them to leave the office area over the course of the school day. -Mobile partitions used where possible to separate large office areas. 	-Where waste bins do not have lids place an object over the waste bin to act as a lid.	3	2	L	<p>Office Staff and office users</p> <p>Caretaker/ Premise Manager-On Going.</p>
Visitors to the school	<p>Ascent Visitors Risk Assessment in place and made available in reception. Currently OT/Ed Psych/SAFC and AVEC.</p> <p>With new restrictions on 6 person rule from effect 14th September 2020 – amendments to visitors.</p>	Reviewed weekly by Estates and Assets Manager	3	2	L	



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Risks and measures for 1st September opening

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Deliveries to the school	<ul style="list-style-type: none"> -Identified office/site staff take responsibility for deliveries made to the school. -Staff members wash their hands before and after decanting orders and storing them away. -Kitchen deliveries are made directly to the kitchen area. -On decanting products, products are to be wiped down and stored away. -Packaging to be placed in the external bin store. 		2	2	L	
Staff Wellbeing	<ul style="list-style-type: none"> -Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). Link. Updated 25th June 2020. -Staff have an identified break during the school day. -Revise directed time for teachers in line with each phase of school changes/ -Maintain contact with those who may be isolating - Re develop staff toilet areas. Provide staff with fresh fruit/wellbeing packs in each staff base weekly. 	<ul style="list-style-type: none"> -Staff to discuss concerns with the SLT -Where need identified staff are to be referred to NECS -Staff to be reminded of the counselling services available to all and supervision in place. 	3	2	L	Staff-On-going



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Risks and measures for 1st September opening

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Deep Clean	<ul style="list-style-type: none"> - A deep clean of all areas of the school to be carried out during each holiday period. Including use of fogger. -The deep clean is to include books, desks, chairs, doors, sinks, toilets, light switches, hand rails and carpeted areas, water cooling stations. 		2	2	L	

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)

		Likelihood rating					
		1	2	3	4	5	6
Severity Rating	Description	Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only						



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2	Minor injury, minor damage	LOW
3	Lost time injury, illness, major damage	
4	Major injury, disabling illness, major damage	MEDIUM
5	Single fatality, or permanent total disability	
6	Multiple fatalities	HIGH

Site Maps and Notes - Main Site Usage Plan and Alterations



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Review Date	Reason for review	Person reviewing	Signature
Monday 23 rd March 2020	Planned reopening as childcare provision	Rachel Hargreaves	<i>Rachel Hargreaves</i>
Monday 30 th March 2020	First day of opening as Childcare provision – updated safeguarding arrangements should family become ill and not able to collect or transport provider changes.	Rachel Hargreaves	<i>Rachel Hargreaves</i>
Monday 20 th April 2020	First day of return to BPA as hub after week at PA	Rachel Hargreaves	<i>Rachel Hargreaves</i>
Thursday 21 st May 2020	Consideration of changing guidance and increasing in priority 1 groups from 1 st June 2020 and following site walk on 19 th May 2020	Rachel Hargreaves	<i>Rachel Hargreaves</i>
Wednesday 3 rd June 2020	Evaluation of changes and effectiveness for increased numbers	Rachel Hargreaves	<i>Rachel Hargreaves</i>



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Tuesday 16th June 2020	Change in entry and egress procedures for trnaisiton plans	Rachel Hargreaves	<i>Rachel Hargreaves</i>
Thursday 18th June 2020	Updated with changed guidance on shielding	Rachel Hargreaves	<i>Rachel Hargreaves</i>
Wednesday 14th July	Updated to plan for full reopening in September 2020	Rachel Hargreaves	<i>Rachel Hargreaves</i>
Thursday 16 th July 2020	Updated following feedback from Colleagues and external advisor – including staff clothing advice, handwashing and breakfast club.	Rachel Hargreaves	<i>Rachel Hargreaves</i>
September 2 nd 2020	Changes to transport	Rachel Hargreaves	<i>Rachel Hargreaves</i>
September 14 th 2020	Changes to procedure for entry and exit, changes to visitors and updated guidance dates following changes nationally	Rachel Hargreaves	<i>Rachel Hargreaves</i>
September 16 th	Face covering amendment due to internal illnesses and local watch list.	Rachel Hargreaves	<i>Rachel Hargreaves</i>



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Hazards/Consequences	Further Control Procedures Required	Implementation Responsibility	Probability (a)	Severity (b)	Residual Risk (a x b)	Priority
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Safe System of work / Method statement (if applicable):