



Schools operating safely during pandemic risk assessment

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. There is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace

- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Key measures to prevent spread of coronavirus are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process
- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

What does it mean for Sir Bobby Robson children to come back to school?

Sir Bobby Robson School will run a “Single Bubble” model due to size of class groups, total number of people in the building, nature of building and needs of pupils. A review of bubbles was undertaken, but pupil need, levels of support and the inability for pupils to understand the need to keep to specific bubbles makes anything other than a single bubble unmanageable. This does mean should a pupil or member of staff test positive for Covid 19 or display symptoms of Covid 19, we would all need to follow Government protocol.

Everyone has a responsibility to the whole school community to raise issues but also to feed back where things are working well.

We all understand this is a challenging time and that many people are scared and anxious but we need to work together and support each other and do our best. The following table identifies where there are potential risks but also what we can do to mitigate the risks. This is a draft and has been produced following comments from staff and information issued by the Government. It will be amended and changed as new information becomes available.

Potential Risks	Actions to mitigate risks	Actions required prior to opening	By Whom
Pupils attend school when unwell	<p>Latest guidance has been shared with all staff and parent/carers.</p> <p>Pupils have also been told what we need to do and what we expect with regards to keeping safe.</p> <p>Parents must be fully aware of the expectations with regard to isolation if their child is displaying any symptoms.</p>	<p>Information regarding illness and symptoms of Covid 19 to be regularly shared with parents.</p> <p>Bins to be ordered and labelled.</p>	<p>Headteacher</p> <p>Office Administrator</p>

	<p>All pupils to wash hands when entering the building, before and after eating and after sneezing or coughing.</p> <p>Promote to children the “Catch it, Bin it, Kill it” slogan so that tissues are used effectively.</p>	<p>Tissues to be ordered regularly. Posters around site.</p>	<p>Office Administrator</p>
<p>Pupils entering and leaving school do not follow social distancing guidelines</p>	<p>In the morning students sat in the car until staff gesture that it is safe for them to get out and walk into school. This way arrival is staggered and congestion will be avoided in the entrance. Lower school pupils enter via the lower school gate to reduce the number of bodies in the main entrance at start and end of the school day.</p> <p>At the end of the day staff on taxi duty go out and call pupils out to parents/taxis. Pupils only leave when they are called and walk straight out to taxis/parents.</p> <p>All staff and parents need to be responsive to walkie talkie calls to ensure taxis are able to leave as quickly as possible.</p>	<p>New arrangements are shared with taxi companies – AD has communicated not leaving pupils early or before staff arrive.</p> <p>Parent have been informed about waiting outside, and know they require masks if they need to enter the building.</p> <p>Schedule shared with parents/carers/staff/transport</p>	<p>Headteacher Staff on taxi duty</p> <p>Headteacher</p> <p>DHT</p>
<p>As pupils move around the school they are too close to each other</p>	<p>Pupils keep to the edges of the corridor</p> <p>Pupils to allow one pupil at a time to move around from room to toilet/class base/exit.</p> <p>Pupils to be reminded about wearing masks if appropriate.</p>	<p>Signage is placed</p>	<p>Class Teachers and support staff</p> <p>Office Administrator and support staff</p>

	<p>Staff to model use of masks in communal areas if appropriate.</p> <p>Pupils reminded about expectations when moving around school.</p>		
Lack of social distancing in classrooms	<p>Classrooms are organised so that each student has a separate space to work, either a table or a work station. Pupils will be encouraged to maintain as much space as possible.</p> <p>Pupils are reminded that during an emergency, such as an evacuation, they should still maintain a social distance as much as possible.</p> <p>As many resources as possible are put into cupboards to assist the cleaning of surfaces.</p> <p>Staff to encourage pupils and model good hygiene and handwashing.</p> <p>Windows and good ventilation encouraged at all times.</p> <p>Pupils reminded about the need to try and remain in their classroom and not wander around the school site.</p>	<p>Classrooms are arranged prior to the students returning.</p> <p>Prior to opening staff to be aware of where their classes should stand in the event of a fire drill.</p>	<p>Class teachers and support staff</p> <p>Cass teachers and support staff</p>
Pupils fail to understand social distancing, the need for regular washing of hands, the need to cover your mouth when sneezing or coughing etc.	<p>Students to be reminded during meeting time every day and at the end of the day.</p> <p>Social Stories to be produced for those students who are still struggling with the concept.</p>	<p>Signage is produced to display around school.</p> <p>MSC social story shared with parents and pupils before starting.</p>	<p>Speech and language therapists</p> <p>Headteacher</p> <p>All staff</p>

	In extreme cases, RA will be reviewed about the safety of individual pupils.		
Therapists are unable to deliver provision as detailed in EHCP's	<p>For any children not attending remote support will continue to be offered – this will be found on our new website and parents will be directed to this during daily call checks.</p> <p>Other provision should be delivered in school but maintaining social distancing. External Professional Therapy groups will not be possible.</p> <p>Annual Reviews will continue to be conducted remotely.</p>	New guidance and advice has already been sent to families from the DFE.	All staff
Items not normally cleaned will need attention	<p>Daily cleaning to continue to take account of DFE guidance. Additional cleaning daily of:</p> <p>School is cleaned by Vertas prior to opening and again after closing. Doors are locked so other site users cannot enter our rooms, except sports hall.</p> <p>Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.</p> <p>Rooms are wiped down between sessions, as are resources where possible.</p> <p>Doors will be kept open where possible so that there is less need to touch handles and door plates.</p> <p>CO2 monitors around school</p>	<p>Sufficient cleaning materials and resources are readily available</p> <p>Additional CO2 monitors are being sought.</p>	Office administrator, caretaker and cleaners

Pupils share equipment which increases the risk of transmission	<p>School provides for each student, these will be able to be cleaned down as required.</p> <p>Pupils personal water bottles to be kept on desks to minimise movement around.</p>	<p>Items to be ordered prior to wider opening.</p> <p>Students to be encouraged to bring in a pencil case from home.</p>	Office administrator
Pupils or staff becoming ill during the day and need to be kept isolated/away from other staff.	<p>PPE to be used as appropriate.</p> <p>Use of an electronic thermometer will be available if required.</p> <p>Anyone collecting a child or adult to be asked to ring from the car park.</p> <p>Information provided to all staff about testing procedure. Staff must notify the headteacher of a test outcome and if positive the school will follow the advice regarding isolation.</p> <p>School has a designated room for waiting in should anyone feel unwell with Covid symptoms.</p> <p>School has access to LFT in school should pupils begin to develop symptoms or complain of feeling unwell in school.</p>		Office staff
Pupils require first aid which necessitates contact between staff and pupil e.g. a nosebleed.	<p>PPE to be used as appropriate.</p> <p>Staff member and the pupil to thoroughly wash hands afterwards.</p>		All staff
			All staff

<p>Staff may come into contact with the virus.</p>	<p>All classes are provided with an antibac pump dispense which should be used regularly e.g. having written in link books.</p> <p>Staff maintain their own equipment and do not share e.g:</p> <ul style="list-style-type: none"> • Whiteboard pens • Staplers • Wall guns staple removers • Timers <p>If these are used by someone else they should be wiped over with an antibacterial wipe.</p> <p>Any staff who are pregnant will have individual risk assessments with procedures in the even of an in school case.</p>		
<p>Staff require additional support to manage their own well-being or that of the pupils.</p>	<p>Staff have access to the Trust well-being advice</p> <p>Staff continue to support each other.</p> <p>Those line managing staff offer regular support.</p> <p>Regular telephone contact continues for those pupils not attending.</p>		<p>All staff</p>
<p>External people breach SBR bubble</p>	<p>Non SBR staff who enter building to wear masks and access PPE and sanitiser if required.</p> <p>Only allowed access if required.</p> <p>Kitchen and Cleaning staff offered LFT</p> <p>Temperature of visitors to be taken on entry</p>	<p>Share this information with parents/transport prior to opening.</p> <p>Posters are up around entrance doors.</p> <p>Security teams told not to allow people into building, but to find</p>	<p>Headteacher</p> <p>All staff</p>

		a member of staff from SBR first.	
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A letter will be sent to all parents before opening to explain any changes made. These will then be explained again when students are in school and on an on-going basis

Issued: 5 June 2020
Update 1: 8 September 2020
Update 2: 22 September 2020
Update 3: 23 October 2020
Update 4: 2 November 2020
Update 5: 27 February 2021
Update 6: 5 May 2021
Update 7: 31 October 2021
Update 8: 7 January 2022