



Last Updated 1 March 2021 VERSION 9. NEXT REVIEW DUE by 8 March 2021

CAN & BET COVID-19 Risk Assessment Template- User Version: please note deviation from any of the control measures must be reported to ASMs and copying CAN \ BET Director of Governance for information as this will increase the risk profile agreed by Trust and accepted by the Board of Trustees.

Identification and mitigation of risk to provide a COVID safe and productive teaching and learning environment for all staff, students, and stakeholders. Elements will need modification locally to reflect different BET premises. This planning framework has been updated to reflect attendance by all year groups in all settings from 8 March 2021 onwards. It will be reviewed at regular intervals, or earlier, if guidance changes. You can seek general advice about the steps to create a Covid-19 secure environment from the DfE Helpline on 0800 046 8687 and selecting option 3 or 4 for advice; you can also contact CAN HR Lead Louise.vyse@cityacademynorwich.org or BET Director of Governance on 01428 724324 ext 316 or ryland@bohunt.hants.sch.uk

Please note that all School Testing Centres have a separate operational day to day risk assessment. Risks arising from the operation of a medical testing facility are addressed within that document, not this general and overall Risk Assessment for Covid-19.

The DfE guidance explains how schools can effectively create a Covid-19 secure environment for their students, staff, and wider community. The DfE have established a system of controls as grouped into 'prevention' and 'response to any infection'. You can find further information at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

The DfE Guidance requires Schools to follow the following prevention controls (pp3-21):

- minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- ensure face coverings are used as recommended by Public Health England
- ensure everyone cleans hands thoroughly and more often
- ensure everyone follows Catch it, Bin It, Kill It
- maintain enhanced cleaning, including high frequently touched surfaces
- minimise contact across site and maintain physical distancing
- keep occupied spaces well ventilated
- where applicable, ensure PPE is worn and asymptomatic testing promoted and engaged in
- to respond to an infection, schools must promote and engage with NHS Test and Trace; manage confirmed cases and act on local health protection team advice

Assessors' Name	School	Persons Affected by This Risk Assessment
Raine Ryland; Isabel Stirling, Neil Strowger, P Collin	ASMs, Site Manager; AHTs; SENDCo; HR Officer, Head of School	Students, staff, contractors, parents, governors/trustees/members, visitors and volunteers

	Likelihood	Multiply	Severity	Priority
1	Highly unlikely	1	Trivial	Very Low Priority - No Action Required
2	Unlikely	2	Minor injury	Low Priority – Risk no 2-4
3	Possible	3	Over 3-day injury	Medium Priority – Risk no 5-9
4	Probable	4	Major Injury	High Priority – Risk no 10-12
5	Certain	5	Incapacity or Death	Urgent Action – Risk no 15-25

SECTION A: PREMISES, FACILITIES, OPERATIONS (CURRICULUM ACTIVITIES as applicable in this context)

	Hazard / Consequences	Risk Score before without controls	Control Procedures	School Leader/ Member of staff responsible	Control measure implemented and reviewed? (insert dates or link to monitoring record)	Frequency of monitoring required (Daily/weekly/half termly)	Additional Guidance to support implementation	Other comments (e.g. adjustments required; control measure no longer required; feedback to head of School required – confirm when completed)	Residual Risk
1.	Inadequate cleaning leading to COVID-19 being present and contracted/spread by pupil, staff member, contractor on school premises or any other person	25 (5x5)	All Cleaning Contractors/inhouse providers to provide and follow Enhanced Cleaning Protocols Where Covid-19 case has been identified follow cleaning materials required as set out in BET Toolkit of Covid-19 Controls Testing Centre has separate cleaning regime, monitored by TC Manager	Site Lead/Testing Centre Manager		Daily and weekly – school site specific	Monitor (and evidence such monitoring) Churchill/contractor cleaning process agreed with CAN & BET and monitor cleaning of Testing Centre, in accordance with p27 https://docs.google.com/document/d/1A0HLqYOjTire8jPZ4NmZz0N9Y6LTsfPOacL7xhQzF2M/edit Use only detergent or bleach or an alternative that is certified and proven to envelope Coronavirus killing it in usual cleaning: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/	Each School to: -ensure cleaners have either provided their own Enhanced Cleaning Protocol or are following BET's; -monitor the contractors'/inhouse delivery of the Protocol -monitors cleaning of Testing Centre	3x3=9 (reduced from 10 (5x2) because likelihood remains 3 but impact severity reduced because these measures are reducing extent of outbreaks and containing them
2.	High frequency touch points throughout school site and particularly shared communal walkways and rooms result in Covid being present and contracted		Ongoing and regular cleaning of:- high frequency touch points, at least twice a day -communal areas are cleaned between uses by separate bubbles, including external seating or recreational/leisure areas	Site Lead		Daily and weekly – school site specific	Refer to CAN & BET Cleaning Notes for High Frequency Touch points: and must be cleaned at least twice a day Monitor and evidence monitoring of compliance with Cleaning Notes for High Frequency Touch points -Cleaning of Testing Centre between users and in general must follow DfE	Each School to: -ensure that the high frequency touch points are identified in each school; -that high frequency touch points are cleaned at least twice a day (including through a "janitor") -that high frequency cleaning is recorded, and monitored	

			- floors of sports halls/gyms/studios between bubbles where floor work/activity/exercises have been undertaken in activity and hands have touched the floor so that it becomes a "frequently touched surface"					-that janitor or others carrying out the additional cleaning have been trained in general cleaning techniques- (e.g. changing clothes/use of appropriate detergents) -monitor cleaning protocols delivered in Testing Centres	
3	Failure to follow DfE requirements for Physical Distancing results in COVID-19 being present and contracted/spread by pupil, staff member, contractor on school premises or any other person - PHYSICAL DISTANCING	25	3.1 Physical markings: Use physical markings on the floor and on walls/doors and other sightlines to remind people of physical distancing rule in classrooms, corridors, and outside walking routes as well as communal areas	Leadership Group and Site Lead		Half termly at least	Refresh or move notices around every half term to prevent them becoming "part of the furniture"	System in place and monitored for effectiveness by Leadership Group to remind all users of importance of following the physical distancing markers including in communal seating areas.	9 (3x3)
			3.2 Classrooms/teaching spaces/specialist teaching or support spaces including Performing Arts and PE Refer to BET Toolkit of Covid-19 Controls	Heads of Department Leadership Group		Daily	DfE Guidance: - -Physical distancing confirmed 2m between children and adults (and between adults), (save for specific situations), sitting front facing, side by side. If not achievable schools must ensure face coverings are worn as recommended, including in classrooms -Consider if appropriate consequences under Behaviour process applicable to School,	System in place and monitored by Leadership Group for : -implementing physical distancing as set out in Controls, -reminding all present on school facilities of importance for physical distancing as marked out	

			<p>- Music and performing arts lessons can continue in accordance with guidance and departmental risk assessment (see 6.4 below)</p> <p>All team sports can restart and external coaches/providers may continue to provide curriculum support in accordance with departmental risk assessment (see 6.4 below)</p> <p>External coaches/providers may continue to provide curriculum support</p>				<p>Departmental Risk Assessments for each area but particularly for PE and Performing Arts as follows:</p> <p>Section 6.4 for Changing Room Covid 19 security from https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4 Changing Rooms guidance and DfE guidance that Schools minimise requirement to change throughout school day</p> <p>Specific guidance for drama, music and dance lessons about physical distancing during lessons and level of speaking/singing voices: pp 54-57 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</p>	<p>-ensuring rooms and communal areas are kept to max occupancy</p> <p>-ensuring that activities (such as Performing Arts and PE including after school clubs) follow Guidance and departmental risk assessments (see 6.4 below)</p> <p>-monitoring the physical distancing/face coverings risks in all spaces where physical distancing not achievable</p>	
			<p>3.3 Examinations: Follow BET Toolkit of Covid-19 Controls (and requirements of any exam board)</p>	Exam Officer Leadership Group		Review implementation and adjustments required half termly.	Also advice from each exam board and JCQ		
			<p>3.4 Departmental Risk Assessments For all areas but particularly those subjects below in accordance with</p>	Heads of Department/ Leadership Group		Weekly	<p>Staff and students must keep 2m away from students: if not possible then face coverings (unless exempt) should be worn. Note that definition of close contact now includes anyone less than 1m for 1 minute.</p> <p>Ensure Heads of Department/managers have completed risk assessments- Contact</p>	<p>Each School to have in place:</p> <p>-effective system for ensuring all staff and students are notified and reminded of the continued Physical Distancing/Socialising</p>	

			<p>relevant sector specific guidance:</p> <ul style="list-style-type: none"> -shared equipment (food/art/outdoor) -PE – PE lessons focussed on skills can take place indoors (subject to controls set out throughout this RA). Sport provision however must be outdoors wherever possible. Matches/competitions between schools are not permitted until grassroots sport reopens -Performing Arts: emphasis on distancing, equipment and loudness of voice 			<p>ryland@bohunt.hants.sch.uk for advice and guidance if needed)</p> <p>e.g. DMSC Sport and relevant sports governing body https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework Cleaning of floors where these are frequently touched surfaces due to nature of activity</p> <p>Performing arts: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts and pp54-57 of https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</p> <p>Departmental Risk Assessment will show that shared items are cleaned at least between bubbles (e.g. Food Tech; Art/Textiles specialist equipment; Science equipment; loans of School IT equipment)</p>	<ul style="list-style-type: none"> -monitoring by Leadership Group of staff and student compliance, including agreed set of steps/actions where friendly advice not followed consistently -All staff are notified and reminded of risk assessments prepared by their HoD specific to their particular environment or subject 		
			<p>6.5 Shared and communal spaces including after school clubs</p> <p>Follow BET Toolkit of Covid-19 Controls</p> <p>All after School clubs can continue where offered as part of School's educational</p>	Curriculum Co-Ordinator/Leadership		<p>At least half termly; adjustments may be required between formal review</p>	<p>Consider if appropriate consequences under School Behaviour Policy</p> <p>Risk assess shared spaces such as communal meeting/dining/study spaces (including libraries) flow</p> <p>Review particular "pinch points" and reconsider planning; are there mitigations – record notes of such considerations and alternative mitigations</p>	<ul style="list-style-type: none"> -Ensure notification system to students and staff/volunteers makes any consequences for non-compliance are clear under Behaviour or Disciplinary Policies -consider within each School the mechanisms by which to discourage "socialising" and promote physical distancing at all 	

			provision – noting duty on schools to continue to provide broad and full curriculum				At present no information about Easter Holiday Clubs	times as required by DfE Guidance -Monitoring by Leadership Group -	
			<p>3.6 First Aid/Care for students</p> <p>- BET Toolkit of Covid-19 Controls</p> <p>-Any aerosol generating procedure or intimate care required for students with specific medical or complex needs has been risk assessed and discussed with parent/carer and student; staff trained appropriately; and guidance issued to all staff to identify those responsible for care</p> <p>-First Aid: See BET Toolkit of Covid-19 Controls</p>	First Aid/Student Support		At least half termly through CPD/Staff Briefings	Staff are appropriately trained and made aware of needs/guidance to provide required level of care and First Aid as applicable \https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	Monitored by Leadership Group	
			<p>3.7 Shared Spaces which are both offices and meeting places (receptions; finance/ops offices; Site; IT; Curriculum Offices)</p>	Site Lead		Daily	Advice available from ASMs and/or Director of Governance		

			<p>- CAN & BET Toolkit of Covid-19 Controls -Embed use of phone or email; and find alternative facilities if necessary</p> <p>-Remodel desks/space so that those needing to access for particular purposes are at least 2m away from desks etc: if not possible consider screening; and changing direction desks face</p>						
4	<p>Teaching/ activities of large groups results in Covid 19 being present and contracted/ spread – through LARGE GROUPS</p>	25	<p>Bubbles of whole year groups established</p> <p>Timetables reviewed to limit so far as possible mixing between bubbles including staggered start, break and lunch and exit arrangements confirmed for each bubble. See new timetable/school day timings.</p> <p>Each bubble accesses specified spaces one bubble at a time with cleaning between</p>	Leadership Group		<p>Review effectiveness and consistency of implementation half termly at least</p>	<p>-No Assemblies or meetings/events where more than one bubble or group can meet</p> <p>No meetings/socialising for staff or students: definition of close contact is now including anyone in less than 1m for more than 1 minute (regardless of face covering) or less than 2m for more than 15 minutes in total per day.</p>	<p>Cleaning between bubbles</p>	3x3 = 9

			<p>uses. See cleaning schedule</p> <p>No ensembles or performances unless compliant with section [.] below; cannot take place in front of live audience</p> <p>No assemblies unless by year group bubble</p> <p>Where classes/groups are together, emphasise importance of distancing,</p>						
5	<p>Use of equipment throughout school site and communal areas results in COVID-19 being present and contracted/spread by pupil, staff member, contractor on school premises or any other person-</p>	25	<p>5.1 Follow BET Toolkit of Covid-19 Controls</p>	<p>Site Lead; Heads of Department; all staff</p>		<p>Half termly</p>	<p>Think kettles; door and cupboard handles; cups/mugs taps/sinks surfaces in staffrooms or copier/shared printers buttons. Anything anyone might touch or use in their daily routine of being onsite</p> <p>Only equipment, books, papers necessary for teaching must be available – wherever possible, reduce paper copies/worksheets/handouts. .</p>		<p>4x3 =12-likelihood increased to 4 because its very difficult for human nature to remember to wipe everything all the time. Use of notices and reminders in comms may reduce this back to 3</p>
			<p>5.2 Soft furnishings and fabrics carry higher risk of infections as not possible to clean as often</p>	<p>All staff</p>		<p>As required</p>	<p>Consider and include in risk assessment benefit of soft furnishings versus infection risk. Quarantining between bubbles required? Specialist laundry? How often? Enhanced frequency of cleaning of fabric covered chairs and curtains?</p>		
		<p>5.3 Curriculum activities that require shared equipment are separately risk</p>	<p>Heads of Department</p>		<p>Half termly</p>	<p>This includes PE, Performing Arts, Food, Tech, Visual Arts, ICT,</p>	<p>Notification and monitoring process</p>		

		assessed- see 3.4 above						
		5.4 Continue to keep any unused areas sealed off to prevent potential contamination	Site Lead		Daily	See inhouse and contractor cleaning rotas and specifications/protocols		
		5.5 Water fountains: signage to allow only for refilling of bottles. Add to high frequency touch cleaning schedule and ensure staff are available to monitor this use. If not possible, take fountains out of use to prevent infection risk between users.	Site Lead/Leadership Group		Weekly initially	Control measures in this RA will assist with this		
		5.6 Student equipment: Students to bring their own bags, coats and own equipment including water bottles. Discourage sharing of equipment between students	All staff		Daily	Wherever possible, use only equipment necessary – reduce paper copies of handouts/materials/worksheets. Store away materials that are not being used – reduce opportunities for touching equipment that is not being used in each activity/lesson		
		5.7 Library/learning resources areas - use of and risk of touching books/shared	Library Leads		Half termly			

			equipment to be risk assessed by each School -see BET Toolkit of Covid-19 Controls,						
6	External visits: either as educational/vocational study visits or where students are dual registered and attend more than one setting:		<u>Educational visits:</u> Not permitted at all. <u>Vocational study/alternative provision part-time/dual registered students:</u> Schools to identify all such students and work through a risk assessment with alternative provider	Educational Visits/Alternative Provision Co-Ordinator		Weekly			
7	Lack of signage meaning that individuals forget the requirement of physical distancing in corridors/emergencies/are not aware of requirement upon arrival leading to COVID-19 being present and contracted/spread by pupil, staff member,	25	7.1 Emergencies: Review signage, emergency lighting and fire alarm and gathering points where needed for fire routes; lockdown and shelter in place arrangements;	Site Lead		Half termly	Amend School specific DfE required security documentation accordingly Run practices for all situations under new arrangements		2x3=6
			7.2 General Review floor and directional markings and use of one-way routes for most efficient separation between bubbles	Site Lead/Leadership Group		Half termly	Take into account any impact from changes to other school exit/entrances/catering/testing centre movements		

	contractor on school premises or any other person-		and main communal areas; adjust where needed						
			<p>7.3 Other Signage</p> <p>- Handwashing/sanitizer reminders to be signed frequently and at toilet/changing/dining/shared communal areas</p> <p>-Reminder of symptoms of Covid-19: no entry to site if you or household have symptoms or are in a self isolating household or have returned from a country outside the Common Travel Area</p> <p>-Display NHS Track and Trace QR Code at each entrance to school sites; (note: not compulsory to make visitors use if you otherwise have visitor details)</p> <p>-wear face coverings when moving around internally or waiting in communal or queues or in any situation where</p>	Site Lead		Reviewed monthly	<p>Reinforce to visitors colleagues, students, families through comms as well as notices at entrances: no entry to anyone with symptoms, or household has symptoms, or have been told to self isolate, or returned from a country outside the Common Travel Area</p> <p>Handwashing/sanitising: reinforce DfE requirements (at entrance; when moving rooms; before and after breaks; before and after eating)- see Section [below</p> <p>Use also BET Visitor Protocol for any irregular/occasional/infrequent visitors</p>		

			physical distancing not possible (unless exempt)						
8	Rooms and shared spaces/corridors/toilet facilities have insufficient ventilation leading to COVID-19 being present and contracted/spread	25	<p>8.1 General:</p> <p>Ventilation (including all rooms being used to teach in and in toilet facilities) critical in populated areas to minimise the risk of infection</p> <p>Ensure no gaps between contractor specification and inhouse provision. ASMs available to advise and guide</p> <p>Legal standard for room temperature: 16 degree Celsius</p> <p>Fire doors may be propped open provided they can be shut easily and are closed by the last person leaving the room every time.</p> <p>All air conditioning/HVAC units to be set to 100% external input. Where not possible seek immediate advice from ASM</p>	<p>Site Lead</p> <p>All staff</p>		Weekly	<p>Monitoring, advice and guidance available from ASMs and DG</p> <p>Consider use for Key Worker/Vulnerable Children Provision of CO2 monitors in cold weather. Further advice available from ASMs and DG</p> <p>Ventilation requirements apply to all spaces, including offices whether with shared or used for meetings. Consider in particular rooms without windows or easy open fresh air ventilation (whether mechanical or otherwise)</p>	Monitored by Leadership Group	2x3=6

			<p>8.2 – Bad weather</p> <p>During cold/inclement weather (e.g. windy) critical that there is continual circulation of air: not necessary that all windows/doors be opened all the time but circulation essential: use high level windows where available, where no other choice then windows can be shut at start of lesson but must be opened at end of every lesson and aired for 10-15 minutes.</p>	<p>Site Lead</p> <p>All Staff</p>		Daily	<p>Use of CO2 monitors for small areas in extreme cold weather.</p> <p>Provide advice to parents/students/staff about appropriate clothing</p> <p>Current best practice for ventilation in colder months available here:</p> <p>file:///Users/raineryland/Downloads/Covid 19 Ventilation guidance v4.pdf</p>	Monitored by Leadership Group	
9	Failure to collect and remove waste appropriately leads to COVID-19 being present and contracted/spread	25	<p>9.1 Follow WASTE CONTROLS</p>	Site Lead		Daily			3x3=9
			<p>9.2 All rooms equipped with bins which are emptied daily, and where full can be emptied during the day</p>	Site Lead		Daily or more frequently			
			<p>9.3 Arrangements in place to ensure Site Manager and SLT Leadership Group is aware of location of janitorial function</p>	Site Lead		Daily	Examples include radios or use of tannoy systems to contact inhouse roving provision		
10	Use of lifts leads to COVID-19	15	In lifts where load over 800kg permitted, more	Site Lead			Notice recommended for lifts: -only [2] people in this lift at any one time		2x2=4

	being present and contracted/spread		than one person at a time acceptable – 1 person per 1sq metre: for lifts where payload is less than 800kg, consider taking out of use or if not possible, consider safeguarding requirements – for under 16s at least likely to need two people at a time.				-Sanitise your hands, before entering and as you leave the lift -Wear an effective face covering -remember physical distancing in lift and face away from each other, towards lift door or wall.	
11	Failure to consent to Lateral Flow Testing results in COVID-19 being present and contracted/spread by pupil, staff member, contractor on school premises	15	Follow CAN & BET agreed Supplementary Testing Protocols, Volunteer Recruitment/Management and other relevant CAN & BET policies and processes to establish, publicise, implement and continue to offer Lateral Flow testing to students and workforce in accordance with DfE requirements. CAN & BET Consent Form to be used and where consent withheld or withdrawn, staff/parents/carers made aware of	Leadership Group			Mass Testing Centres to be closed down by end of Easter Term following the delivery of three separate LFD tests to returning students after 8 March 2021 Must keep small centres open 1-3 bays for students who cannot or who will not test at home Advice available from ASMs, or Director of Governance or Director of HR	2x3=6

			consequences for serial testing						
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Section B- Behaviours and People

	Hazard / Consequences	Risk Score without controls	Control Procedures	School Leader/ Member of staff responsible for implementation and monitoring	Control measure implemented? (date)	Frequency of monitoring required (Insert dates control measure is monitored)	Additional Guidance to support implementation	Other comments (e.g. adjustments required; control measure no longer required; feedback to head of School required – confirm when completed)	Residual Risk
12	Lack of appropriate use of PPE/SANITISER/FACE COVERINGS	25	<p>PPE – personal protective equipment</p> <ul style="list-style-type: none"> -Masks to be available to all teaching staff to mitigate risk of infection -Full PPE kits available in accordance with government protocol to treat children exhibiting symptoms of COVID-19 whilst arrangements are made for their prompt evacuation from the site – designated holding area. <p>Sanitiser/handwashing</p> <p>Hand sanitiser stations and each classroom equipped with a spray bottle of disinfectant solution and blue paper towel</p> <p>Students and staff to sanitise hands as part of behaviour expectations:</p> <ul style="list-style-type: none"> -upon arrival at school -when return from breaks -when they change rooms -before and after eating. <p>Face Coverings</p>	<p>Site Lead and Leadership Group</p> <p>All staff</p>		Daily	<p>See Face Covering Protocol in BET Controls ToolKit</p>	<p>Head of School confident all staff have received training on PPE</p> <p>Sanitising and face covering to be monitored by Leadership Group</p>	3x3=9

			<p>Face coverings (unless exempt) are recommended:</p> <ul style="list-style-type: none"> - for use in all areas where physical distancing is more difficult or when moving around and through communal areas -in all other situations where physical distancing of (1+) or recommended 2m plus not possible in classrooms, at least until Easter holidays at which point it will be reviewed. <p>Stock Control: Stock control and reordering considered weekly; in conjunction with ASMs</p>					
13	TOILET FACILITIES- RISK OF INFECTION from FAECAL DISPERSAL FROM FLUSHING TOILETS with raised lids AND HAND DRIERS where hands not properly washed	20	<p>Toilets: if site allows, allocate separate toilet facilities for each Bubble</p> <p>Toilet flushes: signs in each cubicle and reminders to students and staff to lower and close toilet lid each time before flushing the toilet. Where toilet lids not installed, signs and reminders to students to leave cubicle immediately upon flushing</p> <p>Hand driers: reminders above all sinks to wash hands for 20 seconds before using hand driers. Reminders above each hand drier to use for shortest time possible All hand driers to be turned off in rooms without ventilation</p>	<p>Site Lead</p> <p>All staff</p>		Daily	Remind all students and staff as part of routine Covid reminders	3x3=9
14	Use of NHS QR Track and Trace Code	1x1	See BET Toolkit of Covid-19 Controls	Site Lead/Head		Halftermly		1x1

16	Suspected COVID case – increasing the day to day risk of infection to all close contacts	25	Follow BET Protocol for Management of Positive or Symptomatic Case, including isolation whilst on school premises.(in BET Controls Toolkit) All staff are aware of and reminded of this Protocol, and aware of symptoms of Covid-19	Leadership Group/Covid Isolation Attendant		Weekly	Each School follows BET Isolation Controls as made specific to their School		3x4 =12 impact remains high because nature of infection is that it is spreads fast
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Section D- Staff:

	Hazard / Consequences	Risk Score without controls	Control Procedures	School Leader/ Member of staff responsible for implementation and monitoring	Control measure implemented? (date)	Frequency of monitoring required (Insert dates control measure is monitored)	Additional Guidance to support implementation	Other comments (e.g. adjustments required; control measure no longer required; feedback to head of School required – confirm when completed)	Residual Risk
17	Possibility of pre-existing health or other condition that preclude attendance on site and reducing available workforce –	25	<ul style="list-style-type: none"> - See Pre-Existing Controls - Confirmation of shielding requirement can be provided through sight of NHS/DHSC letter 	HR Officer			<p>Until April 2021, a further 1.7million individuals have been advised by NHS to shield.</p> <p>All those advised to shield by NHS/DHSC must remain shielding regardless of whether they have received vaccination or not</p>		2x3=6
18	Possibility of significant numbers of staff being required to self isolate because they are a “close contact” or symptomatic or have household member		<ul style="list-style-type: none"> - Clear guidance to staff that self isolation only required if a close contact or directed by NHS Test and Trace - Each School has contingency plans in 	Leadership Group			For a symptomatic case, essential workers, including school workforce, continue to have priority access to booking PCR tests. School supply for exceptional circumstances- where an individual otherwise not able to access a PCR	Monitoring by Leadership Group of reminders to staff about definition of	3x4=12 (risk is around significant numbers – so severity will

	self isolating reducing staff available to work in School		<p>place including use of casual and cover/agency staff to cover lessons to assist with redeployment as well as ITT and NQT staff</p> <ul style="list-style-type: none"> - Where feasible, staff self isolating may be able to continue to teach remotely to classes in School - Any significant issues concerning operational safety due to lack of available workforce must be discussed with CEO - Regular comms and guidance/coaching to staff on how to teach remotely effectively, as well as support available - Schools to take account of DfE guidance on use of support colleagues and ITT colleagues to facilitate full staffing complement; - Remote education integrated as part of curriculum and compliant with DfE Contingency Framework for Remote Education as updated January 2021 				<p>Definition of close Contacts:</p> <p>=direct close contacts - face to face contact (without wearing full PPE) with an infected individual within 1m, or if you have been coughed on or unprotected physical contact (skin-to-skin) or within 1 metre for 1 minute or longer without face to face contact</p> <p>proximity contacts - extended close contact (within less than 2 metres for more than 15 minutes in total per working day) with an infected individual without wearing full PPE</p> <ul style="list-style-type: none"> -travelling in a vehicle or plane with symptomatic person -any member of the infected person's household or support bubble who attends School <p>DfE recommend use of workforce planning tool here to assist with redeployment:</p> <p>https://www.gov.uk/guidance/school-workload-reduction-toolkit</p>	close contact to reduce the numbers of social contact that could result in avoidable self-isolation	remain extreme)
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19	Negative impact on Staff wellbeing, including where staff are required to cover self isolating/ill/CEV, or because of short notice changes to government planning impacting directly on lesson/ classroom planning undertaken or because of hybrid methods of delivering teaching (face to face and zoom) or changing requirements for Testing Centre implementation	25	<p>Workload monitored, overall working time no longer than usual for teachers or non teaching staff</p> <p>Adherence to working time measures in STPCD</p> <p>Co-planning to ensure team/department/school/Trust support for remote/hybrid learning</p> <p>Inset days continue to support planning for wider opening and building remote/hybrid education as an integrated part of the curriculum</p> <p>Termly Health and Safety forum at each School will actively monitor wellbeing.</p> <p>Line managers to update Individual Risk Assessment where required to ensure each person has an opportunity to express concerns</p> <p>Occupational Health and Employee Assistance Provider Support available</p> <p>-team planning within schools and across BET</p> <p>Ofsted/SIAMs planning/regulatory visits remain part of usual School Improvement Plan targets and activities: no additional work required from colleagues</p>	Leadership Group/Director of HR			Where schools are facing operational challenges in allowing all students to attend on site, Schools must speak to CEO.	Ofsted (including Boarding) and SIAMs Regulatory Visits remain suspended for January 2021 unless Ofsted has "significant concerns" (as defined in legislation)	3x3=9
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20	Impact of Stay At Home Order on School workforce planning	15	Government guidance continues to require all individuals to “stay at home” save in specific requirements such as needing to work. Where due to operational nature of role, there are concerns must be addressed through individual RA. Engage with BET HR.	Leadership Group			Physical distancing/social contact reduction measures continue to stay in force as well Particular care to be taken around staff who work cross Site (leaders; Site; IT; cleaning contractors; caterers)- hand sanitising, physical distancing, face coverings and consider number of contacts made each day,		1x1
21	Recruitment	25	All recruitment, including teaching, to continue but consider remote in order to reduce the number of visitors to Schools- liaise with HR to ensure rigour and robustness	HR		Monthly	DfE guidance says: where possible offer alternatives to face to face interviews: if attendance in school required then Named Host must distribute BET Visitor Protocol as well as other information about preparing for remote interviews		2x2=4

SECTION E –Students

	Hazard / Consequences	Risk Score without controls	Control Procedures	School Leader/ Member of staff responsible for implementation and monitoring	Control measure implemented? (date)	Frequency of monitoring required (Insert dates control measure is monitored)	Additional Guidance to support implementation	Other comments (e.g. adjustments required; control measure no longer required; feedback to head of School required – confirm when completed)	Residual Risk
21	Student concerns including those at a higher risk of contracting Covid-	25	Support student mental wellbeing and health through	SENDCo		Halftermly at least; review	Where parents, students are concerned, Schools may wish to review students who are clinically		9(3x3)

	19 or physical distancing and face covering controls not able to be followed		<p>School specific planning and Mental Health and Wellbeing curriculum as part of PSHE: noting changes permitted to curriculum through DfE Guidance</p> <p>Continue to seek advice from SENDCo and Trust Director of SEND as appropriate for those with learning needs/disabilities and behaviours linked to the same which put them, their peers or staff at greater risk (e.g. suitability/accessibility of remote learning; where physical distancing not possible in some circumstances or other behaviours; ensure intimate care or aerosol generating procedures have been appropriately risk assessed</p> <p>Identification of students who may have particular concerns or anxieties arising from their own personal circumstances such as health conditions/previously shielding or those of family members, including families from BAME backgrounds DfE advises Schools to remind students to follow all restrictions that apply when outside of school</p>			IHPs in accordance with timescales therein	vulnerable and suitable measures have been put in place to manage the risk; if need to revise IHP under Supporting Students with Medical Conditions		
22	Students falling behind where remote learning required for sustained periods of time	25	<p>Framework provided by BET and each School to guide teaching and learning to enable recovery where</p>	Leadership Group					15

			required; and to enable students to become ready for the next step in their journey where applicable						
23	Participation in Lateral Flow Testing	15 (3x5)	<p>Testing is voluntary for routine mass testing; use BET template letter as made specific for your school</p> <p>Consider how to make testing as approachable as possible:</p>	Leadership Group					2x3=6
24	Failure to follow the controls set out in this risk assessment and as mandated upon Schools by DfE Guidance requiring schools to ensure certain controls must be followed	10 (2x5)	<p>Students have clear expectations from government about how to stay safe in school and to keep Schools open</p> <p>Schools have provided clear details about the controls in place all those present on site must follow and expectations of behaviour</p>	<p>Leadership Group</p> <p>All staff</p>					

SECTION F- Third parties/cover, specialist or occasional teachers (including peripatetic) /contractors

	Hazard / Consequences	Risk score without controls	Control Procedures	School Leader/ Member of staff responsible for implementation and monitoring	Control measure implemented? (date)	Frequency of monitoring required (Insert dates control measure is monitored)	Additional Guidance to support implementation	Other comments (e.g. adjustments required; control measure no longer required; feedback to head of School required – confirm when completed)	Residual Risk
25	Contractors not following protocol, potential of cross contamination. Minimum standards not met	25	Where contractors must be onsite and engaged with school staff for periods of time consider lateral Flow testing before arrival	Site Manager or equivalent			<p>-Named host has issued BET Visitor Protocol and ensure contractor knows School's controls and that they must be followed. For regular contractors this RA has been shared and contractor staff are aware they are required to follow it.</p> <p>-All colleagues know how to report breaches/omissions quickly and at the time; there is a clear process for escalation and resolution. ASMs can advise further</p> <p>- BET COVID-19 Cleaning followed; compliance monitored</p>	<p>Refer to Churchill cleaning protocol for BET</p> <p>Contractor compliance with School Covid Controls system are monitored by Leadership Group and escalated to BET and/or contractor management as applicable.</p> <p>Consider offering LFD testing to regular contractors</p>	3x3=9
26	Failure to clean areas visitors. Contractors, specialist teachers, peripatetic/occasional teachers have been in between uses by different individuals	25	<p>All rooms are equipped with:</p> <ul style="list-style-type: none"> -cleaning materials -Notices reminding the Named Host to clean the areas the third party 	Named Host/Line Manager for occasional/peripatetic staff		Daily and Weekly	<p>Each School to have in place:</p> <ul style="list-style-type: none"> -one co-ordinator of meetings/bookings to manage cleaning and infection control ; -a system of initial induction by the named host and follow up reminders for all external providers about School Covid measures that they must follow, including cleaning 		3x3 =9(because whole School site will not be impacted)

			has been present in between uses -peri/specialist teachers to clean areas between students where these are from different bubbles (chairs, desks, door handles, equipment))					
27	External Tutoring and 1:1 virtual teaching - risks that it is inadequate or safeguarding matters arise	20 (4x5)	All external tutoring agencies to be 'DfE-approved providers' Tutoring agencies to confirm in writing with schools that all engaged tutors are enhanced DBS-checked. All tutored students to be reminded of processes to report safeguarding concerns arising in tutoring	Covid Catch Up Co-ordinator		Weekly	CAN & BET 1:1 Safeguarding Guidance for virtual lessons Review all tutoring risk assessments and data protection policies/provisions	2x3=6
28	Catering Contractors/Provision	25	Follow Catering Protocol	Site/Lead /ASMs		daily	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 Biometric cash loading/balance checking machines carry high infection risk due to nature of contact; and difficulty in placing sanitising facilities	3x3=9

							safely around machines (drip trays can become trip hazards; sanitisers can drip and the use of sanitiser makes hands wet and difficult for machine to read). Consider uses of apps for students to check balances to reduce overall use.		
29	<p>COVID-19 being present and contracted/spread by pupil, staff member, contractor on school premises or any other person</p> <p>29.1 Visitors (non teaching/educational)</p>	25	<p>All visits to be suspended unless absolutely necessary. Must be authorised by Head of School and subject to compliance with BET Visitor Protocol; if in school take place out of school hours</p> <p>Wherever possible meetings to remain online – to reduce numbers of social contacts</p>	All staff: led by Visits Co-ordinator (advice from ASMs)		Daily	<p>Explain in communications to parents and other stakeholders -purpose is to reduce the number of social contacts each individual has</p>	Continue to provide and log evidence of how all visitors/peris/supply staff/casual teachers are reminded of School Covid secure steps required throughout this RA. Ensure reminders are sent at least half termly	1x3=3
	29.2 Volunteers	25	<p>Volunteers may now attend as they would normally do subject to School's ability to provide physical distancing/reduce social contact; and volunteers strict compliance with BET Visitor Protocol</p>	Head of School		Daily	<p>All local government/council, LA appeals (admissions or exclusions) are being held virtually: LGB meetings should similarly be virtual for rest of Spring Term</p> <p>Governor 1:1 visits should continue to be held virtually</p>		3x3=9 (because volunteers will have non school social contacts exposing them to infection)
	29.3 Deliveries	25	All deliveries to be made to one defined place; no	Site manager/Contracts		Daily	Note legal requirement on Schools to provide toilet facilities for drivers; requirement sanitiser/face	Contact details to be taken and kept	3x3=9 (because site teams

			entry for drivers. Masks and disinfection materials to be available; sanitiser to be used by those handling and unpacking deliveries				coverings and dedicate one facility if appropriate/possible	for 21 days (Can use NHS App)	usually unpack deliveries, and work cross School)
	29.4 Specialist Teachers/Casual Teachers/Peripatetic	25	See BET ToolKit of Covid 19 Controls	Named Host/Line Manager for occasional/peripatetic staff	Daily		Continue to use a central School booking facility so that numbers and type of appointments are monitored and kept under close review	Provide and log evidence of how all visitors/peris/supply staff/casual teachers are reminded of School Covid secure steps required throughout this RA. Ensure reminders are sent at least half termly	
	29.5 Hirers/User of Community and Shared Use areas, including external providers of out of school activities		Only those providing wraparound or after school care can use premises for educational purposes/care for parents attending workplace or medical appointments	Hirings Co-ordinator	Daily		Continue to use a central School booking facility to monitor bookings and compliance	Monitor implementation of third party risk assessments The cleaning schedule and protocol includes shared facilities – e.g. Studio TPS; Leisure Centres at Liphook; Priory; is monitored and recorded	
	29.6 Immunisation		Liaise with provider to keep on site if possible						

SECTION G- Transport related risks

	Hazard / Consequences	Risk Score without controls	Control Procedures	School Leader/ Member of staff responsible for implementation and monitoring	Control measure implemented? (date)	Frequency of monitoring required (Insert dates control measure is monitored)	Additional Guidance to support implementation	Other comments (e.g. adjustments required; control measure no longer required; feedback to head of School required – confirm when completed)	Residual Risk
30	<p>Transport Limited, car congestion Pupils and staff not getting to work Use of public transport to be limited/not used</p>	15 (across trust) – 3x5	<p>Travel for purposes of work/education is permitted, but walking, scooting, and cycling are encouraged methods of travel</p> <p>Requirement to maintain physical distance whilst walking to and into school; car sharing must only be undertaken for an exempt reason (for example -emergency; to get to work or education) is subject to specific guidance from Government at: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#taxi-and-private-hire-vehicles</p> <p>School minibuses may be used to transport students where needed to school activities; restrictions that apply to public transport do not apply to dedicated school transport. Where possible, ensure however only one consistent group travels together. Face coverings must be worn and no food/drink on bus</p>	<p>School Manager for Transport with assistance from ASMs/Trust Contacts Lead as appropriate</p>		Daily	<p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#history</p>	<p>Request updated risk assessments from designated school transport providers</p>	3x4=12

			See General Transport Controls in CAN & BET Toolkit of Covid 19 Controls						
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SECTION H – Communication and Accountability

	Hazard / Consequences	Risk Score without controls	Control Procedures	School Leader/ Member of staff responsible for implementation and monitoring	Control measure implemented? (date)	Frequency of monitoring required (Insert dates control measure is monitored)	Additional Guidance to support implementation	Other comments (e.g. adjustments required; control measure no longer required; feedback to head of School required – confirm when completed)	Residual Risk
31	38 Comms – incorrect messaging, word of mouth	9	<p>-Implement the suite of communications centrally produced for all stakeholders including:</p> <ul style="list-style-type: none"> ● Students ● Parents or carers ● Staff ● Contractors, cleaners, caterers and other service providers ● School websites ● Press ● Local communities <p>-Arrangements through signage and comms put in place to ensure that Parents, Students and Staff support the setting requirements, testing, and minimum hygiene requirements</p> <p>-Parents and carers have been communicated with about COVID-19 symptoms and household isolation requirements; and that where any household member is displaying symptoms, no member of that household to attend school until a PCR test returned from a NSH Test and Trace testing centre; School Lateral Flow Testing does not replace this.</p>	Head of School/Site Manager/School Senior Leaders		As required			1 x 4 (4)

32	Failure to account for Covid-19 funding	20	<p>Clear Plans for Covid-19 catch up</p> <p>Reviewed and monitored by Finance Team and LG</p> <p>Reviewed and monitored by governors and trustees as formal meeting agenda item and relevant governor visits</p>	<p>LG and Finance Team</p> <p>Governors/Trustees</p>		<p>monthly</p> <p>Termly</p> <p>BET Governor Visits schedule</p>			5 (1x5)
33	Local surge in infection rate requiring mass self-isolation	20	<p>Plan to ensure education can return to remote learning online including</p> <ul style="list-style-type: none"> - Its integration into school curriculum planning to ensure students can master the curriculum regardless of any local or specific lockdown requirements that may apply to them personally but not the full cohort - Schools remain open - BET contingency plans compliant with https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res and DfE Contingency Framework for Remote Education 	<p>LG/Director of Education</p>		<p>Ongoing</p>			9
34	Strategic and operational drift from Trust's objectives	20	<p>Clear agenda planning for all SLT, Executive and Trust Board and LGB meetings ensures that the Trust does not lose sight of its main charitable and strategic objectives, adjusted for delivery to take account of operations and consequences of Covid-19 for all stakeholders</p> <p>Clear reopening plan for resumption of face to face teaching that takes account of requirements pp 51-64</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</p>	<p>School and Trust Senior Leaders; BET DG; Chair of LGBs and Board</p>		<p>Termly</p>	n/a		5 (1x5)
35	Free School Meals	15	<p>Continue to provide FSM/food parcels for eligible students who are self isolating/tested positive/close contact or not attend because of local restrictions</p>	<p>School PP Coordinator and catering Teams</p>		<p>daily</p>	<p>https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p>	<p>No details of Easter holiday provision to date</p>	3 (1x3)

Updates:

Date	Version Number	Main Changes
June 10 2020	1	Created for partial reopening
8 September 2020	2	Updated for full opening of Schools
October 28 2020	(2a- INTERNAL CIRCULATION BET EXEC ONLY)	Updated to show changes from guidance October/Sept 2020 and format updated to link between BET and
5 November 2020	3	
8 November 2020	4	Reviewed and reflected new guidance since 5/11/20 as follows: Changing Rooms NHS Track and Trace QR Code Supply staff/peris Lifts First Aid Recruitment Visits
30 November	5	Reviewed and reflected to update new guidance 27/11/20: <ul style="list-style-type: none"> - Face coverings - Clubs/activities - Hirings - Ventilation - Changing rooms - Performances - Sports activities - Local restrictions and capacity in schools to stay operational - FSMs - First Aid and Aerosol Generating Processes for students/complex/intimate needs
4 January 2021	6	Reviewed and updated to reflect new DfE Guidance for Schools in Tier 4 areas; and roll out of Mass Testing Centres for Schools
8 January 2021	7	Updated to reflect changes made in Guidance and legislation from 5-7 January 2021
31 January 2021 (7	No changes made; therefore not reissued
1 March 2021	8	Updated to reflect changes made since 31 January 2021 in Government Guidance to date Details of specific controls have been built into a practical BET Covid 19 Detailed Controls ToolKit and details removed from this Risk Assessment in order to make it as user friendly as possible by reducing the size and referring users to specific details in tickbox format
8 March 2021 (next review)		