

This risk assessment identifies the key risks and the key controls to manage the Covid-19 risks arising from operating schools during the period August 2021 and early Sept 2021. It reflects in full the government’s announcement that from 19 July 2021 most legal requirements pertinent to the Covid-19 pandemic have been terminated. It also delivers the key principles from the DfE Guidance 14 July 2021 (see below) for Step 4 Covid-19 risk management in Schools.

Each individual entity and organisation is asked to assess the risks relevant in their particular sector and area. In BET Schools, the priority is to maintain as many students and staff to be well and healthy enough to be able to learn and teach face to face lessons throughout the Summer School period and beyond. There are around 12000 individuals who pass through BET Schools in term time on a daily basis. Approximately 12% of this population, including students, will be double vaccinated; the remaining 88% is not eligible for vaccination. The risks of Covid-19 infection breaking out and transmitting speedily across BET Schools is therefore higher than in most other sectors of society in the UK as at today’s date.

The purpose of this risk assessment is therefore to enable schools to implement controls to prevent the entry of Covid-19 infection on site, to contain such infection if it does arise, and to support all staff, students, families and local stakeholders as the Covid-19 pandemic continues to evolve and its risks to the health and safety of our students, staff, families and stakeholders changes day by day.

It delivers the following four key principles from DfE Guidance 14 July 2021:

- ensure good hygiene for everyone
- maintain appropriate cleaning regimes
- keep occupied spaces well ventilated
- follow public health advice on testing, self-isolation and managing confirmed cases

It recognises the importance of local outbreak management planning and the BET\CAN Outbreak Management Plan is integral to the controls in this assessment.

*All references made to BET also refer to CAN (City Academy Norwich) as a Academy that receives support from Bohunt Education Trust

Assessor' Name and Date	School Assessors	Date of School Assessment
Raine Ryland; Isabel Stirling; Neil Strowger; Paul Collin; - 21 July 2021	Head of School/ASM	Date of School Review

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
<p>1 Poor hand hygiene causing Covid-19 infection to enter and spread</p>	<p>Students Staff Visitors/Volunteers Families</p>	<p>- Frequent and on going hand cleaning is is norm and part of daily school routine</p> <p>-Ensure staff and students can clean their hands regularly with soap and water or hand sanitiser (70% alcohol) and upon entry/exit from site.</p> <p>-Visitors to be reminded of need to maintain good hand hygiene; use soap/water and sanitiser at entry and exit</p> <p>BET Visitor Protocol used and clearly monitored</p> <p>Reminders to sanitise for contractors/visitors</p>	<p>Ensure messaging clear to students and parents/carers upon return and regular intervals in between terms</p> <p>Ensure these are displayed in toilets; canteens; communal areas as well as throughout</p> <p>Ensure all hirers, visitors and contractors are at least compliant with these requirements</p> <p>Keep staff and student groups as consistent as possible in Summer School.</p> <p>Risk assess any separate parent /contractor presence on site (either individual or group)- govt guidance is to reduce unnecessary social contacts</p>	<p>Comms lead And leadership groups: consider use/reminders in tutor and other pastoral time</p>	<p>August 21</p>	<p>December 21</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
		<p>Notices at entrances and throughout site: refresh/share changes including using NHS posters as appropriate</p>				
<p>2 Poor respiratory hygiene</p>	<p>Staff Students Visitors Contractors</p>	<p>-Promote actively in class and meetings 'catch it, bin it, kill it' - --Display instructive posters. - Promote the importance of staff students, visitors carrying tissues with them. -Have spare tissues available in all communal areas and classrooms -Provide bins for the disposal of soiled tissues -Ensure bins are emptied and disposed of safely -BET visitor protocol</p>	<p>Ensure messaging clear to students and parents/carers upon return and regular intervals in between terms</p> <p>Notices at entrances and throughout site: refresh/share changes including using NHS posters as appropriate.</p> <p>Ensure these are displayed in toilets; canteens; communal areas as well as throughout</p> <p>Ensure all visitors and contractors are at least compliant with these requirements</p>	<p>Head of School/LG and Site manager</p>	<p>August 21</p>	<p>December 21</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
<p>3 Appropriate PPE available and used as instructed</p>	<p>Staff involved in close care</p>	<p>Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally staff in certain roles may require: - Long-sleeved disposable fluid repellent gown and FFP3 Respirator.</p>	<p>Ensure and log all staff who administer first aid/personal or intimate care are trained in PPE requirements, wearing, replacement and removal. Ensure all staff involved in isolation room or procedures are also trained and logged in the necessary PPE requirements, wearing, replacement and removal Include face fitting for any FFP 3 masks required (early autumn) Ensure all staff involved including site are clear and logged around safe disposal requirements for different types of PPE Ensure you have checklists and posters available for staff</p>	<p>Medical/Pastoral Lead</p>	<p>August 21</p>	<p>December 21</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
<p>4 Insufficient Cleaning Regime established and maintained</p>	<p>All staff, students, visitors, contractors</p>	<p>Arrange a regular cleaning schedule (at least twice a day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Ensure logs are kept</p> <p>Arrange/enable cleaning of shared equipment</p> <p>Arrange/enable cleaning of surfaces between user groups: e.g. chairs and tables between classes; after getting up from canteen/library/communal areas</p> <p>Monitor cleaning contractors/schedules</p>	<p>Review all current cleaning schedules and ensure they deliver</p> <p>All departments with shared equipment (e.g. music; art; DT; Food; Sport; Science) must risk assess shared equipment: where necessary users to wipe between classes before next class uses equipment</p> <p>All shared resources (canteen/library) risk assessed on case by case basis Ensure all third parties (including hirers and contractors) deliver at least the equivalent level of cleaning</p> <p>Ensure all third parties sign the BET Covid infection waiver</p> <p>Ensure shared equipment (copiers/printers) continue to be</p>	<p>Site manager Head of School</p>	<p>August 21</p>	<p>December 21</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
			cleaned frequently/between uses			
<p>5 Poorly ventilated occupied indoor spaces – Increased risk of infection via higher concentration of contaminated droplets in the air</p>	<p>Students, staff, visitors, contractors</p>	<p>-Ensure every room/area has a clear ventilation throughput to allow fresh air to circulate in and out</p> <ul style="list-style-type: none"> - All A/C to be set to 100% fresh air input; ensure regular servicing - Maximise window and non-fire door opening; - Increasing venting opportunities; - Reduce occupancy numbers and the time of such occupancy in affected spaces; <p>-Continue to wear face coverings in enclosed OR crowded spaces</p>	<p>Identify poorly ventilated occupied indoor spaces and (i) increasing fresh air (ii) minimising occupant numbers in such areas (changing rooms for example)</p> <p>Risk assess spaces where particular high risk activities are anticipated – singing; brass/wind playing and that size of room allows for additional mitigations of space required for such activities</p> <p>Ensure all spaces, when unused, are allowed to “vent” with all open windows/doors for at least 15-20 minutes after use and at end of each day:</p>	<p>Site manager Head of School and LG for curriculum assessment</p>	<p>August 21</p>	<p>December 21</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
			<p>Consider scheduling a room vent log</p> <p>Consider air cleaning/filtering solutions (“fogging”)- but unlikely to be suitable for whole school use</p> <p>If using Co2 detectors to measure fresh air supply rate, refer to ASM and/or Director of Governance for appropriate levels. Unlikely to be needed in Sept.</p>			
<p>5.1 Specific situations: Offices</p>	<p>Staff present in office; visitors and other staff “dropping in”</p>	<p>Ensure all cleaning and other controls in this RA continue to be followed</p> <p>Ensure all office spaces are risk assessed to reduce risk of Covid-19: this may include retention of screens; increased ventilation or in rooms</p>	<p>Screens to be continued to be reviewed and placed where required (note: if they are clear and could be walked into, use warning tape around the outside)</p> <p>Ensure working arrangements allow you to bring back social distancing if required by LOMP</p>	<p>Head of School / All staff</p>	<p>August 21</p>	<p>December 21</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
		with no ventilation, use CO2 monitors May require continued restrictions on use/numbers present				
5.2 Specific Situations: Classrooms		Ensure all classrooms are risk assessed to weigh balance between most effective pedagogical method and increased Covid-19 risk; ensure mixing between groups of classes is minimal and consistent	Ensure LOMP allows you to bring back face to front/side by side seating if required	Head of School	August 21	December 21
5.3 Specific Situations: Third party activities/providers on/offsite	Students, staff, families	Students attending joint or offsite provision are separately risk assessed; Covid risk assessment of other provider is reviewed by BET School	Ensure RAs are monitored and checked throughout year; standing item for meetings with 3 rd party providers H&S Forum agenda item	Joint provider/School Lead and Leadership Group	August 21	December 21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
		All providers must provide Covid RAs at least equivalent to this and must be reviewed throughout year				
<p>6 An individual develops COVID-19 symptoms or has a positive test – Personnel exposed to increased risk of infection from symptomatic/positive person</p>	Students, staff, families, onsite contractors or third parties	<p>-Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine)</p> <p>-Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow latest public advice</p> <p>-Have isolation area or arrangements in place to isolate a C19</p>	<p>Ensure messaging clear to students and parents/carers upon return and regular intervals in between terms</p> <p>Notices at entrances and throughout site: refresh/share changes including using NHS posters as appropriate.</p> <p>Ensure these are displayed in toilets; canteens; communal areas as well as throughout</p> <p>BET Visitor Protocol used and clearly monitored</p> <p>Reminders to sanitise for contractors/visitors</p>	<p>Head of School</p> <p>Site Manager</p> <p>All staff</p>	August 21	December 21



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
		<p>symptomatic person while awaiting collection. See Isolation Protocol - and ensure that space is enclosed and away from all other site users: whilst monitored.</p> <p>Brief and remind staff, students, visitors, contractors if anyone in their household is a possible or confirmed C19 positive, that they must not entre school</p>	<p>Ensure all hirers, visitors and contractors are at least compliant with these requirements</p>			
<p>7 Asymptomatic testing – Personnel exposed to increased risk of infection from symptomatic/positive person</p>	<p>Staff, Students, Visitors</p>	<p>-all staff/students on site to continue to test twice weekly during holidays (excluding current year 6s attending summer camps)</p> <p>-Brief and remind staff and pupils to continue twice weekly home</p>	<p>-Continued communications</p>	<p>Head of School / Testing Lead</p>	<p>August 21</p>	<p>December 21</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
		testing up until the end of September 2021. -set up onsite testing sites for all students returning Sept 2021 (not staff) -retain small testing site until further notice				
8 Confirmatory PCR tests - Personnel exposed to increased risk of infection from symptomatic/positive person	Students and staff	Brief and remind staff and students with a positive LFD test result to self-isolate in line with the self isolation rules in place at the time and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	Continue to ensure communications clear	Head of School	August 21	December 21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
9 Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school – CEV students at increased risk of a poor outcome if exposed to infection		Remind CEV students/families that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see BET Supporting Students with Medical Condiitons)	Conduct individual risk assessment with clinician and family Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see HR Assessment)	SENDCo	August 21	December 21
10 Contractors and others visiting the school – Contractors and other visitors not adhering to the school's C19 measures and risking cross-infection	Students, staff, families and other contractors	Provide contractors, specialist teachers and peris and other visitors with information about the school's C19 control measures and ways of working.	Ensure all staff responsible for such arrangements conduct and communicate all provisions around this. For music staff in high risk areas, brass/wind or singing controls should remain	Site manager / HR lead	August 21	December 21
11 Creation of large or whole School groups results in	All students All Staff All families	Where benefit of larger group to all students outweighs the risk of	Monitor daily	Head of School	August 21	December 21



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
<p>outbreak of Covid 19 OR Director of PH requires changes to whole School activity at short notice</p>		<p>Covid infection at that time, then remove Covid restriction and allow larger group</p> <p>Groups of mixed years kept as small as possible and as consistent as possible</p> <p>Continue to consider effectiveness. of one way systems to reduce group mixing</p>	<p>Consider benefit of whole School meetings/assemblies versus year group or two year groups</p> <p>If possible, whilst weather allows, hold larger year group meetings outside</p> <p>Ensure parents dropping off/collecting are not gathering and adding to group sizes</p> <p>Risk assess separately at each time large mixed year group activities (e.g assemblies/house meetings/Choirs/Co-curricular activities)</p> <p>Consider limiting to year groups only and/or only to Lower or Upper School or particular KS</p> <p>Whole School activities need careful assessing to reduce any</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
			<p>impact of an unknown Covid+ risk</p> <p>Size of groups using shared spaces at same time kept under close review and can be changed to respond to growth in infection rates. Plan with caution for mixing groups or events with visitors</p>			
12- Evacuation and emergency plans affected by changing operational requirements	All in school and community	Review and revise evacuation and lockdown plans in light of Covid management in place	Consider running a practice for staff	Summer School Lead / Head of school	August 21	December 21
13- Meetings between staff; visitors and staff	Staff and then students	Advising maintenance of reduction of social contacts and physical distancing in line with government advice	Encourage staff to weigh benefits of face to face meeting versus risks; will virtual be as effective?	All team leader	August 21	December 21
14 School transport	All users	Staff, students, contractors, visitors will continue to wear face	Continue with BET Transport Controls	Comms Lead Site manager	August 21	December 21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
		coverings school or public transport				
15 Cold and wet/windy conditions making ventilation requirements hard to deliver		Advising appropriate clothing and wear Noting prevalence of Delta variant amongst teenagers in day to day review of rooms	In particular high risk areas consider CO2 monitor use	Head of school / site manager	August 21	December 21
16- Lack of catering provision/students not engaged by offer	Students/staff no meals Costs to each School	Working with catering contractors to arrange lunches	Each catering contractor still to risk assess covid safe working for students	Head of school site manager	August 21	December 21
17- Testing Centre	All students All staff	Review Testing Centre risk assessment	Ensure all involved have received induction and updated training	Head of school and testing leader	August 21	December 21
18- return to online learning		Online Learning Policy audited and approved by LGB at beginning of academic year	Publish LOMP on each School website	Head of School	August 21	December 21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
		Covid Management Outbreak Plan				
19 Visits		After school clubs Visits: residential domestic Visits international	All third party providers on site or offsite must provide Covid risk assessment and management Consider sizes Caution in planning international trips Consider the risk controls in this RA in addition to those set out in Evolve- Evolve is minimum requirements	Head of School	August 21	December 21
19 – Well being: student anxiety	Students concerned about return to school/Covid-19 and/or other matters	Student Wellbeing Strategy Pastoral support Mental health training all staff being rolled out	Consider information for parents/families around support	Head of School	August 21	December 21



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date of next monitoring
20- Changing drop off/collection and transport risks	Students Parents/carers Staff	Clear communication about entry/exit arrangements Clear training and education over transport/travel risks	Consider refreshing and updating with reminders at frequent intervals	Site manager Head of School	August 21	December 21