



Assessor: <b>Helen Williams</b>	Date: <b>07/01/2021</b>	Activity: <b>Operating School during lockdown for remote learning and face to face vulnerable/key worker children during COVID19</b>	Location: <b>Immanuel College</b>
Standard of dress for activity (if relevant)		PPE required: <b>Disposable Gloves, Aprons, Face masks, Goggles*</b>	Other equipment used during activity: <b>Cleaning equipment + bleach based cleaning products</b>
Persons exposed (please tick):	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Students</b> <input checked="" type="checkbox"/>	<b>Public</b> <input type="checkbox"/>
	<b>Others</b> <input checked="" type="checkbox"/>	<b>Expectant Mothers</b> <input type="checkbox"/>	
<b>Hazards Identified – Guidance Note:</b> Look at the activity and identify hazard(s), tick if <b>present</b> and <b>significant</b> . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.			
<b>Physical Injury Hazards</b>		<b>Physical Agents and Hazardous Substances</b>	
<b>Miscellaneous</b>			
Hit by moving vehicles		<b>Hazardous substances</b>	<input checked="" type="checkbox"/>
Contact with moving part of a machine		<b>Micro organisms</b>	<input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water		Ionising radiation	
Fall(s) from height		Noise	
Slips, trips and falls from the same level		Pressure systems	
Contact with/ use of live electrical equipment		Ultraviolet light	
Contact with cold objects		Lasers	
Contact with hot objects		Flammable liquid/solids	
Contact with sharp objects		Extremes of Temperature	<input checked="" type="checkbox"/>
Impact with objects			
Physical attack			<input checked="" type="checkbox"/>
Finger “nips”			
<b>Danger to others from failure of students/parents to comply with safety instructions from staff</b>	<input checked="" type="checkbox"/>		



Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Students & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.	1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects	Students Children/ Staff	<ol style="list-style-type: none"> <li>1. Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield &amp; not attend school settings;</li> <li>2. Children, young people and staff who have been classed as clinically vulnerable, require a RA undertaking to deem if safe working in school can be undertaken. When this isn't possible then they should work from home;</li> <li>3. If a student or staff member lives in a household with someone who is deemed extremely clinically vulnerable, it is advised they only attend a school setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. If</li> </ol>	5	3	15	H	<ol style="list-style-type: none"> <li>1. Where genuine confusion exists in determining whether a child or staff member is deemed an extremely clinically vulnerable person, a copy of the DoH notification letter should be provided to the Headteacher;</li> <li>2. Individual Risk assessments will be completed for students where behaviour causes concern.</li> <li>3. Individual Risk assessments will be completed for staff who are classed as vulnerable</li> <li>4. All staff and pupils still deemed CEV are advised not to attend school.</li> </ol>	



			<p>stringent social distancing cannot be adhered to, those individuals should not attend school;</p> <p>4. A student or a member of staff who lives with someone who is clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are pregnant, can attend their School setting if they are the child of a key worker or classed as vulnerable.</p>					<p>During Lockdown all pupils are advised to stay at home, school will remain open only for key worker children and vulnerable young people. In line with current government and NHS advice.</p> <p><b>Current Position as of 05/01/2021.</b></p> <p>5. Staff rotas to be set to ensure</p> <p>a) sufficient staffing levels available to accommodate planned delivery of education across onsite and offsite, remote learning.</p> <p>b) compliance with, ratios for safeguarding, first aid delivery etc. in school at all times.</p> <p>c) where possible backfilling of roles should illness disrupt</p>	
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								planned delivery of teaching – agency staffing to be considered as part of the plan. d) medical conditions of staff to be taken into account where shielding staff need to be offsite during Tier 4 or during a national lockdown period. To comply with current government guidance	
<b>Persons entering site with COVID19 symptoms</b>	1. Transmission of COVID19 to the School community.	Students / Staff/ Others	1. Staff & Students must not attend if they have symptoms or are self-isolating due to symptoms in their household; 2. If a student or a member of staff develops symptoms or is in close proximity to a confirmed case during the school day, serial testing will be available in the setting subject to consent for a period of 7 days.	4	2	8	M	1. Remind parents & staff of government guidance re: isolation periods. 2. Any students or staff sent home will be monitored and not allowed to re-enter the building until isolation period is finished or unless a negative PCR test is produced.	



			<p>3. School settings do not need to take student's temperatures every morning.</p> <p>4. School to inform the local PHE Health Protection Team if you have 2 or more of confirmed cases in a 10 day period.</p> <p>5. Staff will be sent home if they test positive using lateral flow tests and government guidance will be followed.</p> <p>6. The testing programme has been set up and registered in the school to capture weekly staff testing and serial testing if applicable.</p>							<p>See LFT testing RA for specific control measures.</p> <p>RA to be checked by central team.</p>
<b>COVID19 virus being accidentally</b>	1. Transmission of COVID19 to the School community;	Students / Staff/ Others	1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap	4	2	8	M	<b>1. Where settings can keep students &amp; staff in those small groups 2 metres</b>		



<p><b>brought onto the site.</b></p>	<p>2. Some BAME Students &amp; staff members are statistically at higher risk.</p>		<p>and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;</p> <p>2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</p> <p>3. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as detergents and bleach;</p> <p>4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout / ventilation) and timetables (such as staggered break times / separate social areas);</p> <p>5. In the School Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind <b>OR</b> use</p>					<p><b>away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk;</b></p> <p><b>2. Adjusting the timetable and selection of classrooms or other learning environments to reduce movement around the school building;</b></p> <p><b>3. Keep small groups of students together throughout the day whenever possible and to avoid larger groups of students mixing;</b></p> <p><b>a. Keep students in the same groups at all times each day, and different groups</b></p>	
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			<p>barrier screens whilst dealing with staff;</p> <p>6. Classes will be kept small where possible with a maximum of 17/18 students per group and one teacher (and, if needed, a teaching assistant);</p> <p>7. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day or between use by different bubbles. Students at the same desk each day. Different groups must not play sports or games together;</p> <p>8. Wearing a face covering around school.</p> <p>9. If a student becomes unwell with symptoms of coronavirus while in their school setting and needs direct personal care until they can return home, full</p>				<p><b>are not mixed during the day, or on subsequent days;</b></p> <p>b. Equipment that is used, is appropriately cleaned between groups of students using it, &amp; that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used;</p> <p>4. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space</p>	
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			<p>PPE (gloves, an apron and a face mask, eye protection) should be worn by the supervising adult.</p> <p>10. Sufficient hand washing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms settings;</p> <p>11. Ensure that all adults and students are aware to:</p> <ul style="list-style-type: none"><li>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li><li>b. Clean their hands on arrival at the School, before and after eating, and after sneezing or coughing;</li><li>c. Encouraged not to touch their mouth, eyes and nose;</li><li>d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</li></ul>					<p>between students/ staff;</p> <p>5. Bins for tissues are emptied regularly</p> <p>6. Classrooms deep cleaned at the end of each day</p> <p>7. Use of long lasting anti-viral products.</p>	
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			<p>12. Maximise natural ventilation throughout the school/ setting. Any doors wedged open must be managed e.g. not left open when area is unoccupied;</p> <p>13. Stagger the following activities so that all students are not moving around the school at the same time:</p> <ul style="list-style-type: none"><li>a. Break times including lunch. Dining areas must be cleaned between groups;</li><li>b. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School setting where spaces are accessed by corridors;</li><li>c. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time;</li></ul>					<p>8. One way systems in place to aid movement around school</p> <p>9. Students to maintain bubbles and socially distance during break and lunchtimes in separate social areas</p> <p>10. On notification of a positive result and in collaboration with PHE</p>	
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			<p>14. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach to remain away from school and work at home;</p> <p>15. Parents/ Carers notified that if their child needs to be accompanied to the School setting, only one parent/ carer should attend;</p> <p>16. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>17. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p>				<p>Health Protection Team. Pre-planned actions to be swiftly instigated: a) Inform all in close contact to go home and self-isolate for 10 days from last contact with individual. Alternatively if LFT's are available and consent given individuals to immediately commence 7 day serial testing.</p>	
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			<p>18. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time;</p> <p>19. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in offices, Staff rooms.</p> <p>20. If staff meetings are necessary, use Teams.</p> <p>21. Ensure all staff are encouraged to regularly/frequently wash clothing.</p> <p>22. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) If you test positive provide details of all who you have come into close contact with. If you have been in close contact with someone you must self-isolate when told to do so as</p>					
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			part of the Test and Trace programme. The exception to this is if serial testing is available in the setting and the individual consents to a 7 day testing programme						
<b>Transport &amp; journeys to/ from School</b>	1. Transmission of COVID19 to the School;	Students / Staff/ Others	<p>1.The Exec encourages staff to walk or cycle to their school/ office where possible;</p> <p>2.When using Public transport avoid busy times and wear appropriate PPE as required:</p> <p>3.Where possible travel in own vehicles rather than using public transport;</p> <p>4.From 15/06/2020 face coverings are to be worn when using public transport. Personal plastic bag to be brought in, to place reusable face coverings in, disposable face coverings to be thrown away on entry to the office into lidded bins. Options available have been highlighted at Staff meetings.</p>	4	2	8	M	<p>1. Guidance states that if people cannot work from home and have to travel for work, they should first consider cycling, walking or driving to help ensure there is enough capacity for those who need to travel on public transport to do so safely.</p> <p>2. Information to be disseminated to all staff</p> <p>3. BDAT benefits Cycle2work scheme went live on 01/06/2020 to assist in the</p>	

	2. Educational Visit		<b>No visits should take place during national lockdown.</b>						purchase of bikes and accessories. Call 0330 100 2313	
<b>Pupil/ Child or adult displays COVID19 symptoms whilst at School.</b>	1. Transmission of COVID19 to the School community.	Students / Staff/ Others	<ol style="list-style-type: none"> <li>1. If anyone becomes unwell with a new, continuous cough, high temperature or other symptoms in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</li> <li>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window should be opened</li> </ol>	4	2	8	M	<ol style="list-style-type: none"> <li>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment;</li> <li>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</li> <li>3. Meeting room and small adjacent offices to be used as waiting areas - disabled toilet used if required.</li> </ol>		



			<p>for ventilation and full PPE worn.</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>4. PPE should be worn by staff caring for the child while they await collection.</p> <p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy.</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <b><u>they do not need to go home unless they develop symptoms themselves</u></b> (and in which case, a test is available) or</p>					<p>4. If child is positive following lateral flow test a PCR test will be provided. If child tests positive 7 day consecutive testing will begin for their bubble.</p> <p>5. All staff to be provided with written instruction and a practical demonstration on how to safely use PPE. Staff to be encouraged to practice how to do this safely in advance of use'</p>	
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			<p>the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>7. Where the student or staff member tests negative after a PCR, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>8. Where the student or staff member tests positive, positive 7-day consecutive LF testing will begin for their bubble or close contacts where consent has been given. Government guidance will be adhered to.</p>						
<b>Wellbeing of staff members</b>	1. Roles may be overlapping with	Staff	1. Prioritisation of important tasks for the School	3	3	9	M	1. HOF to communicate with	



	<p>greater demands in shorter term;</p> <p>2. Parents may make increased demands upon staff;</p> <p>3. Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated.</p>		<p>community for that day/ week;</p> <p>2. Regular feedback &amp; updates for staff</p> <p>3. Staff kept informed of developments before Students/ children &amp; parent community;</p> <p>4. Staff aware of need to report concerns to SLT</p> <p>5. Governing Body aware of the need to support Headteacher &amp; Leadership Team.</p>				<p>faculties on a weekly basis.</p> <p>2. Minimise/ only essential contact with staff members outside working hours.</p> <p>3. Wellbeing of staff supported by Deputy Head, Assistant Head, Chaplaincy Team and wider SLT/ middle leaders</p> <p>4. In addition to the schools support mechanisms already in place to support staff/students wellbeing some staff/pupils may be identified as being particularly anxious about attending school. The DfE has provided additional support for both</p>	
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								pupil and staff wellbeing in the current situation and this can be accessed through. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	
<b>Vulnerable young people and children of key workers</b>	<ol style="list-style-type: none"> <li>1. Vulnerable young people and children of key workers may want/need to attend school</li> <li>2. Vulnerable young people and children of key workers may want to engage in remote learning</li> <li>3. Vulnerable young people (and others) may require additional</li> </ol>	Students / parents	<ol style="list-style-type: none"> <li>1. Clear guidance of categories qualifying to attend communicated to all parents. Individual queries dealt with as they arise with places offered as appropriate;</li> <li>2. Regular 'check-ins' made by pastoral staff to all students on a regular basis;</li> <li>3. Identified students requiring additional support to access bespoke plans as required</li> <li>4. Staff teams available to support individual students as required (HOH, SENCO,</li> </ol>	3	5	15	H	<ol style="list-style-type: none"> <li>1. Support staff available in school daily to assist students alongside teaching staff as required;</li> <li>2. Students in key identified categories (ie CLA) supported through identified staff with bespoke plans as required;</li> <li>3. Students in receipt of EHCP continue to</li> </ol>	



	support, either academic or emotional		CLA team, DSL/ safeguarding)					be supported through SENCO	
	4. Well being and anxiety mitigation for pupils		5. DSL, pastoral SLT, SENCO continue to liaise with external agencies as required						
			6. In addition to the schools support mechanisms already in place to support staff/students wellbeing some staff/pupils may be identified as being particularly anxious about attending school. The DfE has provided additional support for both pupil and staff wellbeing in the current situation and this can be accessed through. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>						



<p><b>Safeguarding of remote learning and delivery (KS3&amp;4)</b></p>	<ol style="list-style-type: none"> <li>1. Students/parents may become overwhelmed by home learning;</li> <li>2. Students may use school devices/ systems to access inappropriate material;</li> <li>3. Students/parents may require academic support during remote learning;</li> <li>4. Students/parents may require emotional/ wellbeing support during remote learning;</li> <li>5. Staff may face increased pressures in support of remote learning</li> </ol>	<p>Students / parents / staff</p>	<p>The school have the following measures currently in place to support pupils at this time.</p> <ol style="list-style-type: none"> <li>1. School to maintain regular contact with parents/ students to reassure and support with remote learning;</li> <li>2. "Smoothwall" (ICT access monitoring software) in place to alert DSL's to any (potential) inappropriate use of school systems;</li> <li>3. Students/parents provided with channels of support within school;</li> <li>4. Regular wellbeing/ emotional support in place;</li> <li>5. Staff group support available to assist with FAQ's from students/parents. Team leaders to oversee volume of support required and intervene if needed</li> </ol>	<p>3</p>	<p>4</p>	<p>12</p>	<p>H</p>	<ol style="list-style-type: none"> <li>1. All students/ parents to be contacted weekly (where possible) via telephone and email. Identified issues communicated to relevant teams in school for resolution;</li> <li>2. DSL's to monitor "Smoothwall" alerts and ensure parents are contacted where issues arise;</li> <li>3. Resources to support wellbeing to be made available;</li> <li>4. HOFs/SLT to support and monitor pressure placed on individual staff and support/ intervene if required</li> </ol>	
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<p><b>Safeguarding or remote learning and delivery (Post-16)</b></p>	<ol style="list-style-type: none"> <li>1. Students may not engage with 'live' teaching;</li> <li>2. Environments may not be suitable/ conducive to effective learning;</li> <li>3. Personal information of students/staff may be unacceptably breached;</li> </ol>	<p>Staff / students</p>	<ol style="list-style-type: none"> <li>1. Clear protocol for 'live' teaching shared with all staff and students to establish basic principles;</li> <li>2. Staff/students required to wear appropriate clothing and inform others in household that 'live' teaching is taking place;</li> <li>3. Staff ability to 'view' the student disabled during 'live' teaching;</li> <li>4. Student microphones 'muted' throughout 'live' teaching unless asking/ responding to a question;</li> <li>5. Minimum of 2 staff members to be present during a 'live' lesson and personal environment suitably protected</li> </ol>	<p>3</p>	<p>5</p>	<p>15</p>	<p>H</p>	<ol style="list-style-type: none"> <li>1. All 'live' sessions to be recorded by teacher;</li> <li>2. P16 support staff to support teaching staff in ensuring engagement in 'live' teaching where required;</li> <li>3. Teaching staff to obscure backgrounds in personal environments (or to switch camera off if preferred);</li> <li>4. Any concerns of a safeguarding nature to be communicated to DSL's promptly;</li> </ol>	
<p><b>Students &amp; staff attending face to face revision sessions with</b></p>	<ol style="list-style-type: none"> <li>1. Transmission of Covid 19 during face to face lesson</li> </ol>	<p>Students / Staff</p>	<ol style="list-style-type: none"> <li>1. Staff &amp; Students must not attend if they have symptoms or are self-isolating due to symptoms in their household;</li> </ol>	<p>2</p>	<p>2</p>	<p>4</p>	<p>L</p>	<ol style="list-style-type: none"> <li>1. Increase ventilation with all windows and door open</li> <li>2. Students spread out – increase distance (to 2.5. metres</li> </ol>	



current rate of transmission rate			<ol style="list-style-type: none"> <li>2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;</li> <li>3. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</li> <li>4. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>5. Classes should normally be split in half, with <u>no more than 15 Students per small group</u> and one teacher (and, if needed, a teaching assistant). Where this is not possible modifications to teaching environment including spacing out of students, windows/doors</li> </ol>					<p>where possible where group sizes will allow this</p> <ol style="list-style-type: none"> <li>3. Students arrive at the start of the session and leave the site immediately after</li> </ol>	
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			<p>open for ventilation, front facing seating etc should be applied;</p> <p>6. Minimise the amount of shared resources taken home off the School site &amp; limit exchange of take-home resources between Students and staff;</p> <p>7. Face masks worn throughout the building when not sat down in the classroom</p>						
<p><b>Students &amp; staff attending vocational exams with current rate of transmission rate</b></p>	<p>1. Transmission of Covid 19 during examinations</p>	<p>Students / Staff</p>	<p>1. Staff &amp; Students must not attend their exam if they have symptoms or are self-isolating due to symptoms in their household;</p> <p>2. Students to sanitise hands on entry to building and exam hall with alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;</p> <p>3. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>H</p>	<p>1. Contact students on day prior to exam to remind of requirement to stay at home if COVID symptoms present – appropriate 'absence' procedures to be implemented in this case and student/parent informed;</p> <p>2. Staff member to meet students on</p>	

			<ul style="list-style-type: none"> <li>4. Exam desks to allow 2.5 metres between students. All seating to be front facing and windows/doors open for ventilation;</li> <li>5. Invigilators and other staff to maintain 2 metre distance from other staff and students (or wear masks where this cannot be maintained);</li> <li>6. Desks/rooms to be sanitised prior to exam starting and again when finished;</li> <li>7. Face masks worn throughout the building when not sat down in the classroom</li> </ul>					<ul style="list-style-type: none"> <li>3. Staff member to escort students off site immediately at the end of the exam</li> </ul>	
<b>Delivery of FSM and work packs/ devices</b>	<ul style="list-style-type: none"> <li>1. Residential areas may pose a risk to visiting staff;</li> <li>2. Staff may be unable to locate specific addresses;</li> <li>3. Staff may be placed at risk during visits;</li> </ul>	Staff	<ul style="list-style-type: none"> <li>1. Minimum of 2 staff to make deliveries;</li> <li>2. Staff to maintain social distancing and wear face coverings at all times;</li> <li>3. Delivery staff provided with a route and directions prior to setting off;</li> </ul>	3	4	12	H	<ul style="list-style-type: none"> <li>1. Consistent delivery teams used who are familiar with protocols and routes;</li> <li>2. Routes planned in advance and known to senior staff in school;</li> </ul>	



	<ul style="list-style-type: none"><li>4. Staff may be unable to deliver items if no one is available to receive;</li><li>5. Delivering staff may become aware of safeguarding issues/concerns</li></ul>		<ul style="list-style-type: none"><li>4. Delivery staff able to contact a senior member of staff at school if required;</li><li>5. Households informed of the day their delivery will take place;</li><li>6. Delivery staff to report any instances of inappropriate behaviour to SLT, this may result in further deliveries being unable to take place;</li><li>7. Concerns relating to safeguarding to be communicated to DSL either via phone (if urgent) or CPOMS at the earlier opportunity</li></ul>				<ul style="list-style-type: none"><li>3. Contact number of senior staff on duty to be used if required;</li><li>4. Urgent safeguarding issues to be communicated to senior leader or DSL immediately</li><li>5. Undelivered items to be returned to school and families contacted for alternative time/ method of delivery</li><li>6. Delivery of FSM packages will also be utilised as a connection point with students and welfare checks noted.</li></ul>	
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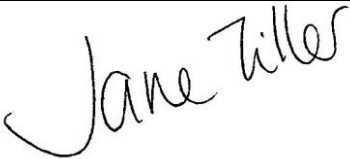




Bradford Diocesan  
Academies Trust

## Revised Opening of Schools Risk Assessment 2021

S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Headteacher			
Print Name: Jane Tiller		Signature: 	
		Date: 12.01.2021	
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by: Liz Storey		Review date: 20.01.2021	Existing risk assessment valid? (Y/N): Y



Bradford Diocesan  
Academies Trust

## Revised Opening of Schools Risk Assessment 2021

<b>Has the activity changed? (Y/N):</b>	<b>How: Y</b>	Amendment to risk assessment 20.01.2021 following Government advice.  Please note this process does not replace test and trace. It is to help identify asymptomatic staff before they come in to school. Any member of staff coming in to contact with a positive case or who has symptoms should stay at home, self isolate and follow the normal guidance.
<b>Have new equipment or materials been introduced? (Y/N):</b>	<b>What: N</b>	<b>New controls: N</b>