

## ALP Risk Assessment

### Useful Information for Parents – Covid-19



<b>Activity/Event:</b> Full reopening of schools	<b>Site/Location:</b> BPSU ✓ BPSL ✓ CPSU ✓ CPSL ✓	<b>Relevant texts/policies:</b> ALP Covid-19 Risk Assessment and associated documents
<b>Who is at risk:</b> pupils, staff, parents	<b>Additional Information:</b> The arrangements in the Covid19 risk assessment are monitored by the Executive Principal and kept under review. Relevant policies, procedures and other risk assessments are reviewed and updated as required. Parents are encouraged to sign up to school coms/Facebook as our primary route of communication.	

Hazard / Risk	What is the risk? How will this cause harm?	L/M/H	Control Measures	Risk now
Contact with others who may have Coronavirus	Exposure to live virus resulting in contracting Coronavirus.	H	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Staff receive regular updates on guidance and play an active role in the risk assessment</li> <li>Staff undertake lateral flow testing in line with government guidance Supplies are accessed via school stocks.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Visitors to the sites are restricted but SEND meetings or those related to safeguarding will still go ahead in line with national guidance</li> <li>Reception/waiting areas are marked to identify social distancing and a process is in place for handling essential visitors to the site, for example, visitor passes and electronic sign-in devices are wiped down with disinfectant</li> <li>External lettings suspended</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>Parent meetings are held virtually where possible to avoid contact within school</li> <li>Parents are signposted to national guidance for access to test centres/lateral flow testing</li> <li>Parents are informed of procedures for attendance and isolation</li> <li>Dedicated family support and online submission form in place with direct contact to SLT re: support/reporting out of hours cases</li> </ul>	L

<p>Pupils displaying symptoms of coronavirus whilst at school</p>	<p>Others contracting virus.</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Executive Principal/Head of School and parent/ carer is notified immediately and the pupil is sent home. If in school, the child will wait in a designated isolation room prior to collection. PPE will be worn by staff caring for the child while they await collection</li> <li>• School Transport is avoided.</li> <li>• Parents provided with PHE guidance on self-isolation and testing process to ensure parental compliance, supported by school.</li> <li>• The Head of school leads the ALP track and trace provision. All test outcomes are tracked and logged by school with confirmation of a return date agreed following a negative outcome (and no symptomatic members of a household) or completion of designated isolation period. Contact with families will be made during isolation as part of our safeguarding and welfare arrangements.</li> <li>• Parents and staff will be informed should a positive test be received via a letter from the Executive Principal and direct contact with those identified as close contact through track and trace procedures.</li> </ul>	<p>L</p>
<p>All teaching/classroom activities; early years, primary</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	<p>H</p>	<p><b>CLASSROOMS</b></p> <ul style="list-style-type: none"> <li>• Social distancing is applied where possible.</li> <li>• The Trust has cohorted groups so that staff and pupils generally only mix with others in a consistent year group. Contact with other groups is brief and transitory only.</li> <li>• Group sizes are kept as small as possible, taking into account delivery of the curriculum</li> <li>• EYFS: Children are taught in class bubbles with access to zoned learning areas in the environment</li> <li>• Key Stage 1 &amp; 2 - Full class sized cohorts - 'class groups' are kept in the same room with the same 'class group' as much as possible but a small number of children who may benefit from additional support may access this with children in their year group. Mixing of 'class groups' within the building will however be minimised as much as possible.</li> <li>• Pupils in all key stages sit at grouped tables with a seating plan in place.</li> <li>• Where possible the same teaching staff work with the same groups</li> <li>• The same desks are used by the same pupils each day</li> <li>• Timetabling staggers school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.</li> </ul>	<p>L</p>

#### **TOILETS & YARDS**

- Pupils access yard at allocated time and use the one-way system to access their allocated year group space. The yard is split into sections to allow year group bubbles to be maintained
- Toilets are designated to year groups where possible. Staff supervise designated toilets during break and lunchtime to manage pupil numbers.
- Class changeover/break times are staggered to reduce the level of circulation throughout school. (Circulation routes are clearly marked and staff and children have been made clear about how to follow them).
- Children line up in their class bubbles to return to their class rather than lining up in their pick up or drop off lines to avoid cross contamination with children in other year groups

#### **TEACHING**

- Staff teach and remind children about social distancing / personal hygiene etc. Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Hand sanitizer Stations are placed in each classroom and key points around school.
- Ensuring good respiratory hygiene - staff promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided. This waste is double bagged and disposed of. Teachers have additional wipes and sanitizer available in rooms.
- Pupils taught to report if they are unwell.
- Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.
- Staff monitor for presence of symptoms.
- Sporting activities are planned in bubbles. Planning follows guidance with no HIIT activities indoors.
- Assemblies are arranged to take place with individual groups in their allocated classroom spaces rather than bringing all children from different classes together into one hall or large space. Assemblies are facilitated via an internal virtual radio station.

			<p><b>CLEANING</b></p> <ul style="list-style-type: none"> <li>• Regular cleaning initiated with a designated cleaning protocol/rota and additional cleaning staff</li> <li>• Equipment use has been revised and measures to prevent simultaneous (as well as cleaning) use and reduce consecutive use have been introduced.</li> <li>• Cleaning frequently touched surfaces often-using appropriate cleaning products, such as detergents. Additional cleaning staff are in place at each site they follow an intense additional cleaning protocol.</li> <li>• Soft furnishings and items that are difficult to clean have been removed from classrooms and communal areas.</li> </ul> <p><b>CLASSROOM VENTILATION AND FAN HEAT/COOLING</b></p> <ul style="list-style-type: none"> <li>• Where possible areas will be well ventilated, doors propped open (where safe to do so, windows open taking into account fire safety and safeguarding)</li> <li>• Fan heaters, air conditioning units are not used</li> </ul> <p><b>LUNCHES</b></p> <ul style="list-style-type: none"> <li>• Lunch breaks are staggered. Children clean their hands before entering in their cohorted groups (younger children are assisted with this). Different cohort groups are kept apart with lunches taken in classrooms.</li> </ul> <p><b>MASKS</b></p> <ul style="list-style-type: none"> <li>• Staff wear masks in communal areas and at their discretion in class taking into account the needs of their pupils. School provides face masks and protective shields and does not discourage any member of staff from wearing a face covering.</li> <li>• In line with government guidelines, pupils do not wear masks in school. Should a pupil arrive to school wearing a face mask - disposable masks to be put into a bin bag in a lidded bin, reusable face covering to be placed by the pupil into a bag to take home.</li> </ul>	
Outdoor education on-site and off-site visits	Contracting coronavirus - staff, pupils, public	L	<p><b>VISITS</b></p> <ul style="list-style-type: none"> <li>• Educational Visit Coordinator &amp; Executive Principal receives policy guidance updates and actively checks for updates on the Evolve system.</li> <li>• All visits are agreed by Executive Principal. External visits are currently being reviewed as restrictions lift until then visits are not taking place.</li> </ul>	L
Parents/carers picking up/collecting	Contracting coronavirus - staff, pupils, public	H	<p><b>COLLECTION/DROP OFF</b></p>	L

pupils from school			<ul style="list-style-type: none"> <li>Routes, layouts and congregation points have been reviewed and measures introduced to aid circulation so social distancing may be maintained. See site specific plans</li> <li>Unless exempt, adults are required to wear a mask upon entering the yard</li> </ul>	
Use of School Transport (external provision only)	Contracting coronavirus - staff, pupils, transport provider	L	<b>TRANSPORT</b> <ul style="list-style-type: none"> <li>A very small number of pupils use school transport . This external private provision is separately risk assessed by that company. Steps taken to ensure anyone who becomes symptomatic does not use the School Transport.</li> <li>The school encourages pupils to walk or cycle to school where possible.</li> </ul>	L
Children who are non-compliant / displaying challenging behaviour	Contracting coronavirus - staff, pupils,	M	<b>BEHAVIOUR</b> <ul style="list-style-type: none"> <li>Revised behaviour support policy in place building upon attachment theory and thrive training undertaken by all staff during lockdown. A temporary appendix is in place to reflect COVID and the ALP's stance on bullying related COVID issues, positive handling and deregulation vs behaviour.</li> <li>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</li> </ul>	L
Personal care activities	Contracting coronavirus or passing onto vulnerable children	H	<b>PERSONAL CARE</b> <ul style="list-style-type: none"> <li>Bespoke risk assessments in place for those children who would normally receive specialist medical support as part of and SEND provision.</li> <li>Any queries are directed to the school Medical Coordinator</li> </ul>	L

Risk Assessed by:	Name: Miss Louise Hall	Role: Head of School
Authorised by:	Signature: Mr Andrew Roberts	Role: Executive Principal